

Wright State University RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	
Page	1 of 5

Instructions: This form establishes a schedule of retention and disposal for the listed records series, based on procedures provided by Section 149.333 of the Ohio Revised Code. Offices are required to submit a [Certificate of Records Disposal \(CRD\)](#) to the University Records Manager prior to the disposal of records listed on their retention schedule, as per [Wright State Policy 12220](#). This schedule shall become effective on the last date approved. Obtain approvals and return to the University Records Manager, Special Collections and Archives, 401 Dunbar Library. For assistance, please call ext. 2017, or write to chris.wydman@wright.edu.

Originating Office/Department Code: University Center for International Education INED

Division: Enrollment Management

¹**Medium code:** P=Paper, M=Microfilm/Fiche, E=Machine Readable

²**Value code:** C=Confidential, H=Historical, R=Restricted, V=Vital

³**Description:** A separate retention period is required for each medium in the same records series.

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ⁵	IUC Number	Retention Period
OFFICE OF THE EXECUTIVE DIRECTOR					
INED10-01	P/E	V	<u>Agreements</u> Includes original partnership agreements and copies of articulation agreements with other universities, colleges and schools.	LEG2000 IUC-LEG-00-01	Retain while active plus five years, then review for continuing administrative value.
INED10-02	P	H	<u>Committee Files-Department</u> Minutes and reports of the Advisory Committee of the University Center for International Education.	ADM9910 IUC-ADM-00-01	Retain in the office for three years. Then, transfer committee minutes to the University Archives. Review other documentation for continuing administrative value.

Do not destroy any non-permanent records with EDU codes before audited by the Ohio Board of Regents' auditor. Storage and destruction of records with EDU codes should be performed in a manner that maintains confidentiality as per FERPA.

Note: Longer term storage may include, but not be restricted to, archives, an institutional records storage center, and conversion to digital formats and/or microfilm or other acceptable mass storage media (per Sec. 9.01 of the Ohio Revised Code).

Wright State University
RECORDS RETENTION SCHEDULE (RRS)
 (continuation sheet)

New	
Revision	X
Addition	
Page	2 of 5

¹**Medium code:** P=Paper, M=Microfilm/Fiche, E=Machine Readable

²**Value code:** C=Confidential, H=Historical, R=Restricted, V=Vital

³**Description:** A separate retention period is required for each medium in the same records series.

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
OFFICE OF THE EXECUTIVE DIRECTOR					
INED10-03	E	H	<u>Events-Audiovisual Material</u> Audio and videotapes with event coverage arranged in chronological order.	PUB3000 IUC-PUB-00-05 IUC-PUB-00-05	Retain in the office for five years, then transfer to Archives.
INED10-04	P	H	<u>Events-Photographs</u> Photographs depicting events organized by the University Center for International Education. <i>Note: The photographs and negatives should be identified, dated, and chronologically arranged, when possible, before transferring to the Archives.</i>	PUB3000 IUC-PUB-00-05	Retain in the office for five years, then transfer to Archives.
INED10-05	P/E		<u>Citizenship and Immigration Services (CIS) Report Forms</u>	ADM9910 IUC-ADM-00-01	Retain for three years after last enrollment for students who matriculate; retain 1 year for students who do not matriculate.
INED10-06	P	C	<u>Personnel Files-Department</u> Staff personnel files, including student workers files. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation, sick, and professional leave information. <i>Note: Long-term information is held by Human Resources Office.</i>	PER3000 IUC-HR-20-27	Retain while active plus six years, then destroy. If subject to pending legal action, retain until final disposition.

Do not destroy any non-permanent records with EDU codes before audited by the Ohio Board of Regents' auditor. Storage and destruction of records with EDU codes should be performed in a manner that maintains confidentiality as per FERPA.

Note: Longer term storage may include, but not be restricted to, archives, an institutional records storage center, and conversion to digital formats and/or microfilm or other acceptable mass storage media (per Sec. 9.01 of the Ohio Revised Code).

Wright State University
RECORDS RETENTION SCHEDULE (RRS)
 (continuation sheet)

New	
Revision	X
Addition	
Page	3 of 5

¹**Medium code:** P=Paper, M=Microfilm/Fiche, E=Machine Readable

²**Value code:** C=Confidential, H=Historical, R=Restricted, V=Vital

³**Description:** A separate retention period is required for each medium in the same records series.

WSU Records Series Number	Medium Code¹	Value Code²	Records Series Title and Description³	IUC Number	Retention Period
OFFICE OF THE EXECUTIVE DIRECTOR					
INED10-07	P	C	<u>Personnel Files-Employee Selection</u> Vitae, letters, records of individuals who have applied for staff positions in the University Center for International Education.	PER2000 IUC-HR-40-10	Retain for three years, then destroy.
INED10-09	P/E	H	<u>Publications-Departmental</u> Publications such as brochures, newsletters (PASSPORT) and other material produced by the department describing its programs and special events .	PUB3000 IUC-PUB-00-05	If in paper format, retain in the office for two years and then transfer one copy of each publication to the University Archives. If in electronic format only, retain on the Web until obsolete or superseded, then send paper copy to University Archives.
INED10-10a	P/E		<u>Reports-Annual</u> Includes annual reports of directors to executive director and annual report of the executive director to the Provost.	ADM9910 IUC-ADM-00-01	Retain in the office for three years and then transfer to the University Archives.
INED10-10b	P/E		<u>Reports-Grant Projects</u> Includes annual reports to the Department of Education (also available on-line), progress and financial reports as well as implementation meetings documentation.	ADM9910 IUC-ADM-00-01	Retain in the office for three years. Then, review for continuing administrative or historical value*
INED10-11	P/E		<u>Subject Files-Executive Director's</u> Includes correspondence, reports, minutes, memoranda, policy and informational files on faculty development, advocacy for international initiatives and curriculum development.	ADM9910 IUC-ADM-00-01	Retain in the office for three years. Then, review for continuing administrative or historical value*

Do not destroy any non-permanent records with EDU codes before audited by the Ohio Board of Regents' auditor. Storage and destruction of records with EDU codes should be performed in a manner that maintains confidentiality as per FERPA.

Note: Longer term storage may include, but not be restricted to, archives, an institutional records storage center, and conversion to digital formats and/or microfilm or other acceptable mass storage media (per Sec. 9.01 of the Ohio Revised Code).

Wright State University
RECORDS RETENTION SCHEDULE (RRS)
 (continuation sheet)

New	
Revision	X
Addition	
Page	4 of 5

¹Medium code: P=Paper, M=Microfilm/Fiche, E=Machine Readable

²Value code: C=Confidential, H=Historical, R=Restricted, V=Vital

³Description: A separate retention period is required for each medium in the same records series.

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
OFFICE OF THE DIRECTOR FOR INTERNATIONAL RECRUITMENT AND ADMISSIONS					
INED10-13a	P/E	C	<p><u>Student Files-Non-permanent</u> Files on international students enrolled in WSU colleges and schools:</p> <p>a) Academic information which includes</p> <ul style="list-style-type: none"> ➤ Test scores ➤ Transcripts ➤ Evaluations ➤ Copy of diploma ➤ Correspondence ➤ Copy of admissions application <p>b) Non-required documentation such as secondary school records, work recommendations, sports certificates, etc. is <i>weeded during the application review process. Certificate of Disposal is not required.</i></p>	EDU1010 IUC-EDU-10-02	<p>Files of admitted students are to be retained while active + two years. Retain incomplete applications for three years and then destroy.</p> <p><i>NOTE: Files are currently scanned through Xtender and stored/accessed through Banner.</i></p>
INED10-14a	P/E		<p><u>Subject Files-Director's</u> Includes correspondence, reports, minutes, memoranda, policy and informational files on international student admissions and recruitment.</p>	ADM9910 IUC-ADM-00-01	<p>Retain in the office for three years. Then, review for continuing administrative or historical value.*</p>

Do not destroy any non-permanent records with EDU codes before audited by the Ohio Board of Regents' auditor. Storage and destruction of records with EDU codes should be performed in a manner that maintains confidentiality as per FERPA.

Note: Longer term storage may include, but not be restricted to, archives, an institutional records storage center, and conversion to digital formats and/or microfilm or other acceptable mass storage media (per Sec. 9.01 of the Ohio Revised Code).

Wright State University
RECORDS RETENTION SCHEDULE (RRS)
 (continuation sheet)

New	
Revision	X
Addition	
Page	5 of 5

¹**Medium code:** P=Paper, M=Microfilm/Fiche, E=Machine Readable

²**Value code:** C=Confidential, H=Historical, R=Restricted, V=Vital

³**Description:** A separate retention period is required for each medium in the same records series.

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
OFFICE OF THE DIRECTOR FOR INTERNATIONAL STUDENT AND SCHOLAR SERVICES					
INED10-13b	P/E	C	Student Files-Non-permanent Files on international students enrolled in WSU colleges and schools: c) Immigration information (includes photocopy of application, original bank statement-official immigration information is maintained by the student)	EDU1010 IUC-EDU-10-02	c) Retain immigration documentation three years after graduation or last enrollment date. (See INED06-05).
INED10-14b	P/E		Subject Files-Director's Includes correspondence, reports, minutes, memoranda, policy and informational files on international student programs and services.	ADM9910 IUC-ADM-00-01	Retain in the office for three years. Then, review for continuing administrative or historical value.*
OFFICE OF THE DIRECTOR FOR INTERNATIONAL EXCHANGE AND STUDY ABROAD PROGRAMS					
INED10-15	P/E		Subject Files-Director's Includes correspondence, reports, minutes, memoranda, policy and informational files on student exchange/study abroad and national and international outreach programs.	ADM9910 IUC-ADM-00-01	Retain in the office for three years. Then, review for continuing administrative or historical value.*
INED10-16	P/E		Student Files-Non-permanent Files of students participating in the International Exchange and Study Abroad Programs. They include application documentation. They are filed by year, term, last name, and country.	ADM9910 IUC-ADM-00-01	Retain in the office for two years and one in inactive storage and then destroy.

Do not destroy any non-permanent records with EDU codes before audited by the Ohio Board of Regents' auditor. Storage and destruction of records with EDU codes should be performed in a manner that maintains confidentiality as per FERPA.

Note: Longer term storage may include, but not be restricted to, archives, an institutional records storage center, and conversion to digital formats and/or microfilm or other acceptable mass storage media (per Sec. 9.01 of the Ohio Revised Code).