

Wright State University RECORDS RETENTION SCHEDULE (RRS)

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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: Community Standards and Student Conduct

JDAF

Division: Student Affairs

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
JDAF18-01	P/E	C	<p><u>Case Files- Student Disciplinary Files</u></p> <p>*1) <i>Disciplinary files with a finding of not responsible</i> may be discarded at the end of the current fiscal year.</p> <p>*2) <i>Disciplinary files with a finding of responsibility</i> must be retained until they meet at least three (3) of the following criteria:</p> <ul style="list-style-type: none"> a) The student has not been registered for classes at the University at any time during the prior seven (7) academic years, or, if a student organization is the subject of a disciplinary record, seven full academic years have passed since the organization fully satisfied the terms or conditions of all sanctions imposed on it. b) The student or student organization has no outstanding financial or conduct obligations to the University (e.g. personal growth workshop, educational sanction) c) The student or student organization has not been suspended, de-registered, or found guilty of the charges giving rise to an ORC Section 3345.23 hearing. d) The student has graduated and it has been seven years from the date of the incident. 	<p>LEG4000</p> <p>IUC-LEG-20-01</p>	<p>To be reviewed by the director/designee at the end of each academic year for potential disposal, based on the provided criteria*. Any records disposal must be done in a manner that protects student confidentiality.</p> <p>PLEASE NOTE: These retention policies are to be suspended in cases where a student has successfully requested an incident record elimination, as per the Code of Student Conduct, sec. XV part E.</p>

***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).
10/30/23

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JDAF09-03	P/E	C	<u>Case Files-Non-Students</u> Files on individuals (non-students) involved in illegal activities on-campus used by the Office of Community Standards and Student Conduct for reference purposes when banned.	ADM9910 IUC-ADM-00-05	Retain for two years and then destroy. For individuals banned from campus, retain for five years then destroy.
JDAF11-04	P/E	C	<u>Student Conduct Database- Simplicity</u> Note: Simplicity is a web-based database software program that is used for the storing of student records related to student conduct. It is hosted by an external company approved by CATS. Individual authentication for use through CaTS is required with each use. The information contained within Simplicity is obtained through downloads with Banner as well as information that is entered by the CSSC staff. Our previous access database is used for reference only. It is hosted and backed up on the R drive by CaTS.	LEG4000 IUC-LEG-20-01	Maintain continually updated. *See JDAF18-01 for retention criteria.
JDAF99-05	P/E	H	<u>Publications- Code of Student Conduct Handbook</u> Includes general procedures for the Office of Community Standards and Student Conduct as well as procedures specific to maintenance and storage of student disciplinary records.	ADM9910 IUC-ADM-00-05	Retain permanently. Transfer one dated copy of each version to the University Archives annually.
JDAF99-06	P/E	H	<u>Statistical Reports-Annual</u> Reports outlining types of violations. Copies sent to VP and AVP of Student Affairs, Public Safety and Residence Life. No information on individuals included.	ADM9910 IUC-ADM-00-05	Retain permanently. Transfer one dated copy of each version to the University Archives.

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JDAF99-07	E	H	Web home page-Department Includes description of the services offered by the Office of Community Standards and Student Conduct.	ADM9900 IUC-ADM-00-02	Retain electronic format on the web until obsolete or superseded. <u>Retain hard copy or electronic backup</u> of publications or other long-term data that is <u>only published on this website</u> , and submit a copy to the University Archives for long term retention.
JDAF15-08	P/E		<u>Background Checks- Disclosure, Authorization and Release Forms</u> Release of information requests by external parties regarding disciplinary files of former students. Includes authorization signature(s) of former student(s).	EDU1030 IUC-EDU-40-05	Retain while active + 6 years. Note: Retain hard copy for 1 year, then scan into Xtender and retain electronically for 5 additional years.

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