

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: Residence Life

RSSV

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 |
|---------------------------|--------------------------|-------------------------|--|------------------------------|---|
| RSSV15-01 | P/E | | Appeals-Damage Letters received from students appealing damages charged against them by Residence Life and Housing. Appeals are reviewed and a decision is made regarding whether the person is responsible (or not) for the charge (maintenance repairs, cleaning bills, or facilities related fines (improper checkout, non-returned keys, repairs to the room, improper trash disposal, fire safety equipment tampering, etc.) Appealed decisions are forwarded to the Associate Director of Facilities. If the student then chooses not to pay for an upheld item, it goes to collections. | ADM9910 IUC-ADM-00-05 | Retain appeals and all related documentation for one year after the student has received the decision letter. |
| RSSV15-02 | P/E | | Appeals- Housing Committee Files Appeal letters from students requesting to be released from housing contracts and all related documentation produced/collected by the Housing Appeals Committee. Appeals are reviewed by the committee and a determination is made whether to release the student from the housing contract. | ADM9910 IUC-ADM-00-05 | Retain committee files for current year plus one additional year. NOTE: Scans of original appeals letters are copied to R drive and retained for ten years. |

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).

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| RSSV15-03 | P/E | | Conferences- Admin Files Administrative files used by conference desk staff to track arrival/departure dates, key issuance/return, and accommodations assigned to camps/conference groups using residence halls during the summer. | ADM9900 IUC-ADM-00-02 | Retain information for the current year plus one and then review for continuing administrative value. |
| RSSV15-04 | E | | Guest house-Admin Files Administrative files used by Facilities Office staff to track usage of residence halls for temporary housing by interns, temporary/new staff, visiting/potential students, and other guests of the university. Information tracked includes guest names, arrival/departure dates, key issuance/return, linens, phone pin number charges, room charges, internet charges, parking charges, and assigned accommodations. | ADM9900 IUC-ADM-00-02 | Retain information for the current year plus one and then review for continuing administrative value. NOTE: Maintained in Excel spreadsheet, with previous years spreadsheets maintained on K drive. |
| RSSV15-05 | E | | Maintenance Database Database tracking all maintenance requests for repairs received via resident calls, room inventories, or staff requests. Includes financial information regarding room or individual billings for room repairs, cleaning charges, or facilities related fines. Information regarding maintenance charge backs or student accounts credits is sent as an electronic upload (taken from Access then converted to a specified format as a file) to the Bursars Office to be placed on student accounts via Banner. This database is frequently used to summarize all Facilities-only-related charges to students from our office, and to research charges that are appealed. Other uses include room histories of repairs and other maintenance related statistic retrievals. | ADM9910 IUC-ADM-00-05 | Retain electronic information for the current year plus one and then review for continuing administrative value. |

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| RSSV15-06 | P/E | C | Medical Care Records All documentation related to treatment received by students or staff during camps and programs. | LEG3000 | Retain two years after treatment received |
| RSSV15-07 | P/E | | Permission for Medical Treatment/ Liability Release Forms Release forms submitted by all students and staff participating in programs authorizing medical treatment in case of illness or injury. | LEG3000 | If no treatment needed, retain two years then destroy. If treated, retain as per policy for Medical Care records, (see above.) |
| RSSV15-08 | P/E | C | Personnel Files-Department Staff personnel files. These include performance evaluations, letters of recommendation, resumes, correspondence, copies of contracts, vacation, sick, and professional leave information. <i>Note: Long-term information is held by Human Resources Office.</i> | PER3000 IUC-HR-40-21 | Destroy six years after termination. If subject to legal action, retain until final disposition. |
| RSSV15-09 | P/E | C | Personnel Files-Employee Selection Files Includes vitae, letters, job posting, interview questions, interview notes, and status of position offer form. | PER2000 IUC-HR-40-04 | Retain for three years, and then destroy. |
| RSSV15-10 | P/E | H | Policies and Procedures-Department Includes <i>Campus Housing Policies, Campus Housing Terms and Conditions, and Guest Housing Handbook</i> | ADM3000 IUC-ADM-00-05 | Retain continually updated online. Send hard copy to University Archives annually. |

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| RSSV18-11 | P/E | H | Publications and Publicity Files- Department Publications such as hard copy brochures and flyers, electronic newsletters, and other material produced by the department describing its activities, special events, and services. | PUB3000 IUC-PUB-00-04 | Retain for three years. Transfer one copy of each publication to University Archives annually. |
| RSSV15-12 | P/E | C | Resident Assistant Files Files on candidates selected for employment as residence hall advisors. They sign annual employment contracts. | PER3000 IUC-HR-40-21 | Retain while active, plus three years, and then destroy in a confidential manner. |
| RSSV15-13 | P/E | C | Resident Assistant Files-Unselected Files on candidates not selected for employment as residence hall advisors. | PER2000 IUC-HR-40-04 | Retain for two years, and then destroy in a confidential manner. |
| RSSV15-14 | P/E | C | Residence Files Includes: 1. Agreement between students and residence halls governing room and board and fee payments 2. Incident Reports 3. Contract Appeals 4. Address Change Forms | ACC1000 IUC-ACC-00-02 | 1. Retain in RMS for four years then delete. 2. Retain in RMS for four years then delete. 3. Scan and retain in R drive for 10 years. 4. Enter data in Banner then dispose of paper forms. |

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| RSSV15-15 | P/E | | <p><u>Room Inventory Files</u> Informational files on each residence room. Information includes:</p> <ul style="list-style-type: none"> • Room conditions and the residents associated with a given room • Dates when a resident occupied a room • All rooms assigned to a given student, including dates, if a student changed rooms. • Keys issued or returned • Break keys issued/returned <p><i>Note 1: Files are handled by over 85 different staff, including the Community Office, CA staff, maintenance offices, and Facilities Office.</i></p> <p><i>Note no. 2: A check-in packet is filled out by each new resident documenting contents and conditions of each room assigned to them</i></p> | ADM9900 IUC-ADM-00-02 | Retain original paper files until entered into database. |
| RSSV15-16 | E | | <p><u>Room Inventory-Database Resident-based database tracking</u></p> <ul style="list-style-type: none"> ◆ Room conditions and the residents associated with a given room ◆ Dates when a resident occupied a room ◆ All rooms assigned to a given student, including dates, if a student changed rooms ◆ Keys issued/returned ◆ Break keys issued/returned ◆ Key codes and corresponding locks for entry doors, hallways, and mailboxes in housing buildings ◆ Master keys used by maintenance or other staff to gain entrance to building areas ◆ History of lock changes for all locks and rooms <p>Note: Database tracks where in the system a particular document may be in the process (whether in the check-in/check-out, in room audit, or in the Facilities Office files).</p> | ADM9900 IUC-ADM-00-02 | Retain student information for the current year plus one additional year then purge from database given there are no pending appeals. *Retain all key information continually updated. |

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| RSSV18-17 | E | | Roomcompact- Database Student information database used by Resident Assistants and Residence Services staff to document and address current facility needs and student requests. | ADM9900 IUC-ADM-00-02 | Retain information for 5 years |
| RSSV18-18 | E | | RMS- Database Residence management system used to track room assignments, condition of rooms, and personal information on assigned students. | ADM9900 IUC-ADM-00-02 | Retain while active + 7 years |
| RSSV18-19 | P/E | | Subject Files-Director's Includes correspondence, reports, minutes, memoranda, policy and informational files, move-in day administrative files, as well as historical information on the development of the department. | ADM9910 IUC-ADM-00-05 | Retain in the office for three years. Then, review for continuing administrative or historical value.* |
| RSSV15-20 | P | | Volunteers Sign-up Forms Forms documenting names and addresses of campus persons interested in being a volunteer. Data entered in Volunteers database. <i>Note: The Accounts Payable office processes ten-dollar checks paid to the attendees.</i> | ADM9900 IUC-ADM-00-02 | Retain while current plus one year and destroy in a confidential manner |
| RSSV15-21 | P | V | Registration Cards- Key Cards/Medical Cards Includes key registration cards and medical information cards for students in residence halls | ADM9900 IUC-ADM-00-02 | Retain while current then destroy in a confidential manner |
| RSSV18-22 | E | H | Web home page-Departmental Includes description of departmental programs, activities and events. | ADM9900 IUC-ADM-00-02 | Retain updated content on the web until obsolete or superseded. When updating/ removing content from webpages, please make a back-up copy or hard copy of any information with long term value if the information is not available/ retained elsewhere. |

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