

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: Student Affairs- Administration VP SA

Division: Student Affairs Date:

Approvals

Dean/Director/Head: _____

Department Chairperson/Manager: _____

University Records Manager: _____

Head, Special Collections and Archives: _____

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
VPSA09-01	P/E	H	<u>Committee Files-Division</u> Files of divisional committees such as Student Organizations Budget Committee, Special Funding Committee, and Off-Campus Advisory Committee. <i>Note: The minutes of the Board of Trustees sub-committee on Student Affairs are incorporated in the official Board of Trustees meeting minutes.</i>	ADM9910 IUC-ADM-00-05	Retain in the office for three years and then transfer minutes/reports to the University Archives.
VPSA01-02	P	H	<u>Organizational Charts-Division</u>	ADM3300 IUC-ADM-00-04	Retain in the office until superseded. Transfer one dated copy of each chart to the University Archives every three 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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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
VPSA01-03	P/E	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-40-21	Retain while active plus six years, then destroy. If subject to pending or anticipated legal action, retain until final disposition.
VPSA01-04	P/E		<u>Personnel Files-Employee Selection</u> Vitae, letters, and records of individuals who have applied for staff positions in the division of Student Affairs.	PER2000 IUC-HR-40-04	Retain for three years, then destroy.
VPSA01-05	P	H	<u>Reports-Annual</u> Reports on divisional annual goals and projects.	ADM9910 IUC-ADM-00-05	Retain in the office for three years and then transfer to the University Archives.
VPSA19-06	P	C	<u>Student Issues-Files</u> Includes files on issues of individual students. <i>Note: Judicial files are maintained by the Office of Community Standards & Student Conduct. Refer to the CSSC records retention schedule.</i>	EDU1010 IUC-EDU-35-30	Review every three years for continuing administrative value. <i>Destruction of records codes should be performed in a manner that maintains confidentiality as per FERPA.</i>
VPSA01-07	P/E		<u>Subject Files- Dean of Students</u> Includes correspondence, reports, minutes, memoranda, policy and informational files of the Dean of Students and the Division of Student Affairs.	ADM9910 IUC-ADM-00-05	Retain in the office for three years. Then, review for continuing administrative or historical value.*

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VPSA23-08	P/E	C	<u>Student Health Insurance Records</u> Record of students enrolled in university student health insurance program. May include: files of student health insurance registration; receipts; records of declined insurance coverage; claims and investigations; when coverage was purchased; correspondence with insurance companies; insurance provider details and policy documents.	ACC1000 IUC-ACC-00-02	Retain in the office for four years and then destroy.
VPSA19-09	E	H	<u>Web home page-Division</u> Includes description of programs, activities and events.	ADM9910 IUC-ADM-00-05	"Retain electronic format 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 that is not available/ retained elsewhere." {e.g., Newsletters, policies/guidelines, committee files, org charts etc.)

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