

Wright State University RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	
Page	1 of 3

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.wydmann@wright.edu.

Originating Office/Department Code: Office of the Vice Provost for Faculty Affairs

FAAF

Division: Provost

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
FAAF23-01	P/E	C	<u>Faculty Grievance Files</u> Copies of grievance files by faculty members against the university administration, from initial complaint to resolution. Includes formal letters of complaint or grievance, correspondence, reports, and supporting documentation.	LEG4000 IUC-EDU-40-10	Retain in the Office of Faculty Affairs for 10 years after final resolution. Prior to disposal review for historical value and potential transfer to University Archives.
FAAF23-02	P/E	C	<u>Faculty Disciplinary Files</u> Disciplinary files of WSU bargaining unit faculty members, handled by the Office of Faculty Affairs. Includes copies of all due process records and supporting documentation.	LEG4000 IUC-EDU-40—10 CBA (2019-23) Article 14	Retain in the Office of Faculty Affairs for 10 years after final resolution.
			<u>Center for Faculty Excellence- Faculty Advisory Board Minutes</u> Minutes of the CFE Faculty Advisory Board		Maintain at CFE for three years. Transfer a copy of board minutes to the University Archives for permanent retention.

***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 3

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
PRST00-03	P/E	H	<u>Organizational Charts-University level</u>	ADM3300 IUC-ADM-00-04	Retain until superseded or of no further administrative value. Transfer one dated copy of each updated org chart to the University Archives.
PRST00-04	P/E	C	<u>Personnel Files- Faculty Professional Development Leave (PDL)</u> Includes proposals, approvals and correspondence for faculty who have applied for PDL, and final reports from faculty who have taken PDL.	PER5000 IUC-HR-20-27	Retain while active plus three years, then review for continuing administrative value.
PRST00-05	P/E	H	<u>Personnel Files-Faculty Recognition Awards</u> Includes Distinguished Professor Award, University Professor Award, President's Awards for Faculty Excellence, and Trustees' Award for Faculty Excellence.	ADM9910 IUC-ADM-00-05	Retain in the office until of no further administrative value. Transfer name lists to the University Archives every three years.
PRST23-06	P/E	H	<u>Policies and By-Laws- Faculty Related Issues</u> Policies and procedures regarding university faculty, their rights, and responsibilities as published in the WSU Faculty Handbook.	ADM3030 IUC-ADM-00-05	Retain while active plus ten years. Transfer one dated copy of each version to the University Archives, unless incorporated in <i>The University Policies, Series 2000</i> .
PRST00-07	P/E	H	<u>Programs Academic-University level</u> Includes documentation (proposals, original requirements, revision requests) on development of various WSU degree programs.	EDU3000 IUC-EDU-30-02	Retain in the office for three years and then transfer final reports to the University Archives.
PRST23-08	P/E	H	<u>Publications and Public Relations</u> Includes newsletters, articles in university publications, news releases, and other publicity-related material covering activities and events organized by the Office of the Provost.	PUB3000 IUC-PUB-00-04	Retain in the office until of no further administrative value. Transfer copies of publicity pieces to the University Archives annually.

***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 3

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
CMIN23-08	P/E	C	<u>Service Learning forms</u> Forms required of students participating in Service Learning Programs. Includes Student Service Learning Agreements and Service Learning Acknowledgment of Risk & Consent for Medical Treatment forms.	LEG3000	Retain while active plus five years then destroy.
CMIN23-09	P/E	C	<u>Student Files-Confidential</u> Includes petitions, medical, psychological, police, and legal documentation.	EDU1000 IUC-EDU-35-02	Retain while active plus six years. Review for permanent retention.
PRST23-09	P/E	H	<u>Subject Files- University Provost</u> Includes correspondence, reports, minutes, memoranda, policy and informational files as well as university program files (i.e., development of courses and programs).	ADM9910 IUC-ADM-00-05	Retain in the office for three years. Then, review for continuing administrative or historical value.*
PRST23-10	P/E	H	<u>Subject Files- AVP for Accreditation & Assessment</u> Includes correspondence, reports, working papers, and informational files regarding university accreditation and assessment programs.	ADM9910 IUC-ADM-00-05	Retain in the office for three years. Then, review for continuing administrative or historical value.*
WAC23-11	P/E		<u>Writing Across the Curriculum- Evaluation Forms</u> Forms filled out by faculty using the services of the Writing Across the Curriculum (WAC) program.	ADM9900 IUC-ADM-00-02	Review annually. Discard information when of no further programmatic or administrative value.
WAC23-12	P/E		<u>Writing Across the Curriculum- Faculty Guidebook</u> Handbook for faculty teaching writing intensive classes. The handbook is updated every year and it is available through the WAC web page.	PUB3000 IUC-PUB-00-04	Retain in the office. Discard outdated issues every two 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).