

# 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.wydmann@wright.edu](mailto:chris.wydmann@wright.edu).

**Originating Office/Department Code:** Provost- Administration PRST

**Division:** Provost

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

<sup>2</sup>**Value code:** C=Confidential, H=Historical, R=Restricted, V=Vital

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

Includes Provost's Office, Academic Affairs, Writing Across the Curriculum, Accreditation & Assessment					
WSU Records Series Number	Medium Code <sup>1</sup>	Value Code <sup>2</sup>	Records Series Title and Description <sup>5</sup>	IUC Number	Retention Period
PRST23-01	P/E	H	<b><u>Accreditation Files</u></b> Includes working papers, correspondence, self-studies, evidence files, supporting documentation, site visit reports, and final reports submitted to and/or received from accrediting agencies. .	ADM3010  IUC-ADM-10-01	Retain final reports for 10 years. Transfer one copy of each report to the University Archives for permanent retention. Evidence files and supporting documentation may be disposed of at the end of the next review cycle.
PRST00-02	P/E	H	<b><u>Committee Files-University level</u></b> Includes meeting minutes and reports of university-level committees such as the Dean's Council and the Board of Trustees Academic Affairs Committee.	ADM9910  IUC-ADM-00-05	Retain in the office for three years. Transfer meeting minutes to the University Archives for permanent retention.
CMIN07-02	P/E	H	<b><u>Committee Files-Internal</u></b> Files of WSU committees such as the Enrollment Planning Council and the General Education Task Force	ADM9910  IUC-ADM-00-05	Retain in the office for three years. Transfer meeting minutes and reports 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).

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PRST00-03	P/E	H	<b><u>Organizational Charts-University level</u></b>	ADM3300 IUC-ADM-00-04	Retain until superseded or of no further administrative value. Transfer <b>one dated copy</b> of each updated org chart to the University Archives.
PRST00-04	P/E	C	<b><u>Personnel Files- Faculty Professional Development Leave (PDL)</u></b> 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	<b><u>Personnel Files-Faculty Recognition Awards</u></b> 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	<b><u>Policies and By-Laws- Faculty Related Issues</u></b> 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	<b><u>Programs Academic-University level</u></b> 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	<b><u>Publications and Public Relations</u></b> 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.

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CMIN23-08	P/E	C	<b><u>Service Learning forms</u></b> 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	<b><u>Student Files-Confidential</u></b> 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	<b><u>Subject Files- University Provost</u></b> 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	<b><u>Subject Files- AVP for Accreditation &amp; Assessment</u></b> 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		<b><u>Writing Across the Curriculum- Evaluation Forms</u></b> 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		<b><u>Writing Across the Curriculum- Faculty Guidebook</u></b> 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.

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