

Wright State University RECORDS RETENTION SCHEDULE (RRS)

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Addition	
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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: Center for Faculty Excellence CNTL

Division: Provost- Office of Faculty 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
CNTL24-01	P/E	H	<u>Center for Faculty Excellence- Faculty Advisory Board Minutes</u> Minutes of the CFE Faculty Advisory Board	ADM9910 IUC-ADM-00-05	Maintain at CFE for three years. Transfer a copy of board minutes to the University Archives for permanent retention.
CNTL10-02	P/E	H	<u>Publications and Publicity</u> Includes publicity materials for CFE trainings and events.	PUB3000 IUC-PUB-00-04	Retain three years in the office. Transfer one copy of each to the Archives once a year. Destroy extra copies when of no further administrative value.
CNTL24-03	P/E		<u>Faculty Development and Training Modules</u> Instructional programs and training materials for faculty	ADM9900 IUC-EDU-30-01	Retain while active plus three years. Review for continuing instructional or administrative value
CNTL24-04	P/E		<u>Subject Files- Faculty Fellows/Provost's Fellows/Faculty Affiliates</u> Correspondence, reports, memoranda, and informational files regarding CFE programs and activities.	ADM9910	Retain for three years, then review for continuing administrative or historical value.

***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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CNTL10-05	P/E	C	<p><u>Personnel Files</u> Personnel files of classified, unclassified and student employees. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation and sick leave information.</p> <p><i>Note no. 1: Long-term information is held by Human Resources Office.</i></p> <p><i>Note no. 2: Annual reports by individual staff members are held in the UL Admin Office.</i></p>	PER3000 IUC-HR-40-21	Destroy six years after termination. If subject to legal action, retain until final disposition.
CNTL10-06	P/E	C	<p><u>Personnel Files-Search Files</u> Records of individuals who applied or interviewed for positions for which a committee was formed. Files include search committee minutes and reports, interview questions, screening chart, applicant credentials, committee/applicant correspondence, authorization to hire forms, request to interview/offer position, and status of offer form.</p>	PER2000 IUC-HR-40-04	Retain for three years then destroy.

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