

# Wright State University RECORDS RETENTION SCHEDULE (RRS)

<b>New</b>	
<b>Revision</b>	X
<b>Addition</b>	
<b>Page</b>	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.wydman@wright.edu](mailto:chris.wydman@wright.edu).

**Originating Office/Department Code:** Lake Campus- Administration LCDN

**Division:** Provost- Administrative Divisions and Regional Campus

<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.

WSU Records Series Number	Medium Code <sup>1</sup>	Value Code <sup>2</sup>	Records Series Title and Description <sup>3</sup>	IUC Number	Retention Period
<b>ADMINISTRATION</b>					
LCDN24-01	E	H	<b>Committee Files-Campus level</b> Includes meeting minutes and reports of campus-level committees.	ADM9910/ IUC-ADM-00-05	Retain in the office for three years. Then, transfer meeting minutes and/or reports to the University Archives.
LCDN24-02a	P/E	C	<b>Personnel Files</b> Faculty and staff personnel files. These include performance evaluations, letters of recommendations, correspondence, resumes, and copies of contracts. <i>Note: Long-term information is held by Human Resources Office. All documentation of vacation, sick, and professional leave is maintained online beginning 11/01/2012.</i>	PER3000/ IUC-HR-40-21	Destroy six years after termination of employment. If subject to legal action, retain until final disposition.

**\*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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<b>Revision</b>	X
<b>Addition</b>	
<b>Page</b>	2 of 3

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LCDN24-02b	P	C	<p><b>Personnel Files-Full-Time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments)</b>            This series include the following documents (article 13 of the Collective Bargaining Unit Agreement between WSU and WSU-AAUP):</p> <ol style="list-style-type: none"> <li><b>The offer letter</b> (applies to bargaining unit and non-bargaining unit faculty)</li> <li><b>A copy of the criteria</b> signed by the Bargaining Unit Faculty Member and the Department Chair (attached to the letter)</li> <li><b>A signed copy of any changed criteria and/or procedures</b></li> <li>A signed copy of any written agreements about changes to the probationary period (untenured faculty)</li> <li><b>Annual evaluations</b> by supervisor and any written rebuttals to the annual evaluation (applies to bargaining unit and non-bargaining unit faculty)</li> <li><b>Peer evaluations</b> (from the Promotion and Tenure Committee), when available</li> <li><b>Annual statements</b> summarizing cumulative progress toward tenure from the Department Chair and from the Department Promotion and Tenure Committee</li> <li><b>Annual and triennial statements</b> summarizing cumulative progress toward promotion from the Department Promotion and Tenure Committee (tenured associate professors)</li> <li><b>Student evaluations of professors</b> and their courses. (maintained by departments-see departmental records retention schedules)</li> </ol> <p><i>Notes:</i> i) Bargaining Unit faculty member files may contain all 9 items; Other files (i.e., administrators and non-Bargaining-Unit faculty members) will typically contain items 1, 5, and 9.            ii) Long-term personnel information is maintained by the office of Human Resources.            iii) As of spring 2011 all student evaluations are kept on CD.</p>	PER3000/ IUC-HR-40-20	<p><b>Retain 1-8 in the Dean's office for two years</b> after the end of the last WSU assignment and then review for continuing administrative value. <b>Retain 9 in department.</b></p> <p><b>9. Retain forms or the transcribed comments and all quantitative reports received by the Department Chair in the department for at least 7 years.</b> When removing student evaluation forms, transcribed comments, or quantitative reports, the department will send them to the full-time faculty member to whom they pertain.</p> <p><b>Note:</b> All student evaluation from spring 2011 forward are maintained in electronic format only and backed up to CDs in deans office.</p>

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LCDN24-02c	P	C	<b><u>Personnel Files-Employee Selection</u></b> Vitae, letters, records of individuals who have applied for faculty and staff positions in the Lake Campus.	PER2000 IUC-HR-40-04	Retain for three years then destroy.
LCDN24-03	E	H	<b><u>Policies, By-Laws, and Procedures-Campus level</u></b>	ADM3000/ IUC-ADM-00-05	Retain while active plus ten years. Transfer one copy of <b>each version</b> to the University Archives.
LCDN24-04	E	H	<b><u>Reports-Strategic Plan-Annual</u></b> Reports detailing goals of the Lake Campus.	ADM3010/ IUC-ADM-10-01	Retain in the office until of no further administrative value. Transfer one hard copy of each issue to the University Archives once a year.
LCDN24-05	P/E	H	<b><u>Reports-Statistical-Campus-Level</u></b> Includes surveys, assessments, and various statistical reports on educational offerings of the Lake Campus.	EDU3000 IUC-EDU-30-01	Retain in the office until of no further administrative value. Transfer one hard copy of each issue to the University Archives once a year.
LCDN24-06	E	H	<b><u>Subject Files- Vice Provost/Chief Administrative Officer</u></b> Includes correspondence, reports, minutes, memoranda, policy and informational files as well as program files (i.e., development of courses).	ADM9910 IUC-ADM-00-01	Retain in the office for three years. Then, review for continuing administrative or historical value*

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