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: Lake Campus- Administration
Division: Provost- Administrative Divisions and Regional Campus

Medium code: P=Paper, M=Microfilm/Fiche, E=Machine Readable
Value code: C=Confidential, H=Historical, R=Restricted, V=Vital
Description: A separate retention period is required for each medium in the same records series.

<table>
<thead>
<tr>
<th>WSU Records Series Number</th>
<th>Medium Code</th>
<th>Value Code</th>
<th>Records Series Title and Description</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCDN24-01</td>
<td>E</td>
<td>H</td>
<td>Committee Files-Campus level</td>
<td>ADM910/ADM-00-05</td>
<td>Retain in the office for three years. Then, transfer meeting minutes and/or reports to the University Archives.</td>
</tr>
<tr>
<td>LCDN24-02a</td>
<td>P/E</td>
<td>C</td>
<td>Personnel Files</td>
<td>PER3000/HR-40-21</td>
<td>Destroy six years after termination of employment. If subject to legal action, retain until final disposition.</td>
</tr>
</tbody>
</table>

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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</tr>
</thead>
<tbody>
<tr>
<td>LCDN24-02b</td>
<td>P</td>
<td>C</td>
<td>Personnel Files-Full-Time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments)</td>
<td>PER3000/IUC-HR-40-20</td>
<td>Retain 1-8 in the Dean's office for two years after the end of the last WSU assignment and then review for continuing administrative value. <strong>Retain 9 in department.</strong></td>
</tr>
</tbody>
</table>

9. Retain forms or the transcribed comments and all quantitative reports received by the Department Chair in the department for at least 7 years. 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.

**Note:** All student evaluation forms from spring 2011 forward are maintained in electronic format only and backed up to CDs in deans office.

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**Wright State University**  
**RECORDS RETENTION SCHEDULE (RRS)**  
(continuation sheet)

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</table>
| LCDN24-02c                | P           | C          | Personnel Files-Employee Selection  
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          | Policies, By-Laws, and Procedures-Campus level | ADM3000/ IUC-ADM-00-05 | Retain while active plus ten years. Transfer one copy of each version to the University Archives. |
| LCDN24-04                 | E           | H          | Reports-Strategic Plan-Annual  
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          | Reports-Statistical-Campus-Level  
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          | Subject Files- Vice Provost/Chief Administrative Officer  
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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