

Wright State University RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	
Page	1 of 4

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 Way Policy 2501](#). 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.

Unit/Unit Code: Academic Programs LAAP

Division: College of Liberal Arts

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
School of Humanities & Cultural Studies/ School of Fine & Performing Arts/ School of Social Sciences & International Studies					
LAAP24-01	P/E	H	<u>Personnel Files-Faculty Activity Reports</u> Activity reports for the calendar year listing activities and accomplishments in teaching, research, and service. Note: Activity reports are not included in AAUP's article 13.	PER3000 IUC-HR-20-27	Retain in Dean's office for two years after the end of the last WSU assignment and then review for continuing administrative value. Transfer material of historic interest such as biographies and newspaper clippings to the University Archives.
LAAP24-02	P/E	H	<u>Committee Files</u> Minutes/reports of oversight and planning committees for academic programs under COLA.	ADM9910 IUC-ADM-00-05	Retain in the office for three years and then transfer minutes and/or reports to the University Archives.

***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 4

¹Medium code: P=Paper, M=Microfilm/Fiche, E=Machine Readable

²Value code: C=Confidential, H=Historical, R=Restricted, V=Vital

³Description: 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
LAAP24-03	P/E	C	<p>Personnel Files-Faculty Full-time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments)</p> <p>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"> The offer letter (applies to bargaining unit and non-bargaining unit faculty) A copy of the criteria signed by the Bargaining Unit Faculty Member and the Department Chair (attached to the letter) A signed copy of any changed criteria and/or procedures A signed copy of any written agreements about changes to the probationary period (untentured faculty) Annual evaluations by supervisor and any written rebuttals to the annual evaluation (applies to bargaining unit and non-bargaining unit faculty) Peer evaluations (from the Promotion and Tenure Committee), when available Annual statements summarizing cumulative progress toward tenure from the Department Chair and from the Department Promotion and Tenure Committee Annual and triennial statements summarizing cumulative progress toward promotion from the Department Promotion and Tenure Committee (tentured associate professors) Student evaluations of professors and their courses. (maintained by departments-see departmental records retention schedules) <p><i>Notes: 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.</i></p>	PER3000 IUC-HR-40-20	<p>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.</p> <p>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.</p>

***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 4

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 Code¹	Value Code²	Records Series Title and Description³	IUC Number	Retention Period
LAAP24-04	P/E	C	<u>Personnel Files-Adjunct Professors</u>	PER3000 IUC-HR-40-20	Retain summarized records in the department for two years and then review for continuing administrative value.
LAAP24-05	P/E	C	<u>Personnel Files-Department Staff</u> Staff personnel files. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation and sick leave information. <i>Note: Long-term information is held by Human Resources Office.</i>	PER3000 IUC-HR-40-20	Destroy two years after termination. If subject to legal action, retain until final disposition.
LAAP24-06	P/E	C	<u>Personnel Files-Employee Selection</u> Includes vitae, letters, records of individuals who have applied for faculty and staff positions in the three schools under COLA.	PER2000 IUC-HR-40-11	Retain for three years, then destroy.
LAAP24-07	P/E		<u>Academic Program Administrative Records</u> Records regarding the daily administration of academic programs. Includes registration reports, enrollment summaries, drop/add reports, graduation summaries, majors by class level, and other related reports and documentation.	EDU2000 IUC-EDU-20-06	Retain 6 years then review for continuing administrative value.
LAAP24-08	P/E	H	<u>Academic Program Records- Course Materials</u> Records regarding course offerings and course contents. Includes syllabi, course descriptions, course outlines and summaries, handouts, reading lists, bibliographies, etc.	EDU3000 IUC-EDU-35-12	Retain 6 years or until superseded. Course descriptions retained permanently in Archives.

***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	4 of 4

¹Medium code: P=Paper, M=Microfilm/Fiche, E=Machine Readable

²Value code: C=Confidential, H=Historical, R=Restricted, V=Vital

³Description: 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
LAAP24-09	P/E	C	<p><u>Student Course Records</u> Student coursework and related documentation retained by faculty. Includes:</p> <ol style="list-style-type: none"> Grade books/Progress Reports Attendance Records Tests/Papers/Assignments NOT returned to students <p><i>NOTE: Destruction of records must be performed in manner that protects confidentiality, as per FERPA</i></p>	EDU1000 IUC-EDU-35-13	<ol style="list-style-type: none"> One year after grade issued One year after grade issued 30 days after the beginning of the next semester (not including summer term)
LAAP24-10	P/E	C	<p><u>Student Records-Non-Permanent-Departmental</u> Includes letters of recommendation, documents regarding progress toward degree, and transfer credit evaluations.</p> <p><i>Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i></p>	EDU1010 IUC-EDU-10-09	Retain while active, plus five years and then destroy.
LAAP24-11	P/E	H	<p><u>Policies, By-laws, and Procedures-School Level</u></p>	ADM3000 IUC-ADM-00-04	Retain while active plus ten years. Transfer one copy of each version to the University Archives.
LAAP24-12	P	H	<p><u>Publications- Programs</u> Publications such as brochures, newsletters and other material produced by the schools describing their programs and activities.</p>	PUB3000 IUC-PUB-00-05	Retain in the office for three years and then transfer one copy of each issue to the University Archives.
LAAP24-13	P/E		<p><u>Subject Files- Chairs/ Associate Chairs</u> Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development and activities of the school(s).</p>	ADM9910 IUC-ADM-00-05	Retain in the office 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).