

Wright State University RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	X
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 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: Office of Marketing MKT

Division: Enrollment Management

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
MKT18-01	P/E	H	<u>Biographical Files</u> Biographical information on WSU faculty and staff maintained for public relations purposes.	PUB3000 IUC-PUB-00-04	Retain in the office for one year after the employee leaves WSU, then transfer to the Archives.
MKT18-02	P/E	H	<u>Manual – Institutional Identity</u> Includes university logo information, policies and procedures.	PUB3000 IUC-PUB-00-06	Retain online indefinitely. Transfer one dated copy to the Archives annually in printed format.
MKT18-03	P/E	C	<u>Personnel Files-Department*</u> Staff personnel files, including student workers files. These include performance evaluations, letters of recommendations, correspondence, applications/ resumes, copies of contracts, vacation, sick, and professional leave information. <i>*Note: Long-term information is held by Human Resources Office.</i>	PER3000 IUC-HR-40-21	Retain for 6 years after employee separates from the university. If subject to legal action, retain until final disposition.
MKT18-04	P/E	C	<u>Personnel Files-Employee Selection</u> Vitae, letters, and other records of individuals who have applied for staff positions in Communications & Marketing but were not hired.	PER2000 IUC-HR-40-04	Retain for three years, then destroy.
MKT18-05	P/E	C	<u>Personnel Files-Recruitment Records</u> Job postings, interview questions, interview notes, status of position offer form, and other documentation required by Affirmative Action	PER2000 IUC-HR-40-04	Retain for three years, then destroy.

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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 (continuation sheet)

New	
Revision	X
Addition	X
Page	2 of 4

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MKT18-06	P/E		<u>Project Information and Manuscript Files</u> Working and reference documentation for news releases, public service announcements, media advisories and publications as well as original documentation for printed jobs (i.e., maps, brochures, catalogs etc.)	ADM9900 IUC-ADM-00-02	Retain one year, then destroy.
MKT18-07	P/E		<u>Project Jackets</u> Include job number, type of project, project profile, billing information, etc.	ACC1000 IUC-ACC-10-01	Retain for four years, then delete/destroy.
MKT18-08	P	H	<u>Printed Publications</u> WSU publications such as brochures, catalogs, flyers, event programs, magazines, and newsletters	PUB3000 IUC-PUB-00-04	Retain three years in the office. Transfer two copies to the Archives.
MKT18-09	P/E	H	<u>Recruitment Material</u> Includes videotapes, publications, posters, advertisements, etc. used to recruit students to attend WSU.	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.
MKT18-10	P		<u>Sample Files</u> Samples of publications (books, calendars, maps) maintained for administrative reference.	ADM9900 IUC-ADM-00-02	Retain one year, then review for continuing administrative value.
MKT18-11	P/E	H	<u>Subject Files-AVP's/ Director's</u> Executive correspondence, reports, minutes, memoranda, and informational files documenting the planning activities of this office.	ADM9910 IUC-ADM-00-01	Retain for three years, then review for continuing administrative or historical value. *

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Page	3 of 4

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Web Site Administration					
MKT18-12	P/E	H	<u>Committee-Web Advisory</u> This includes meeting documentation of the Web Advisory Committee previously named Campus Wide Information Systems Committee. This committee discusses issues such as: design, content, structure, web projects and initiatives and their coordination, legal issues involving the Wright State University Web Policy (creation, structure, and use guidelines) and complaints pertaining to WSU web pages.	ADM9910 IUC-ADM-00-01	Retain in the office for three years and then transfer one paper copy of minutes/reports to the University Archives.
MKT18-13	P/E		<u>Guidelines-Internal</u> This includes guidelines on style and HTML browser standards, accessibility, etc.	ADM9910 IUC-ADM-00-01	Retain while current and then review for continuing administrative value.*
MKT18-14	P/E		<u>Proprietary Software (In-house)</u> Documentation of Use and HTML codes	ADM9910 IUC-ADM-00-01	Retain while current and then review for continuing administrative value.*
CMKT18-15	E		<u>Non-Proprietary Software Applications</u> Documentation of Use and HTML codes.	ADM9910 IUC-ADM-00-01	Retain while current and then review for continuing administrative value.*
MKT18-16	E		<u>Source Codes</u> The source codes are maintained by the creators (originating offices and individuals). The latest versions are on the server and they are backed up nightly (See CaTS, Systems Services records retention schedule).	ADM9900 IUC-ADM-00-02	Retain continually updated.
MKT18-17	P/E	H	<u>Usage Reports-Monthly</u> This series includes usage reports generated by the server, usage statistics (summary and other), and visitor statistics for trend analysis purposes.	ADM9900 IUC-ADM-00-02	Retain in the office for three years and then review for continuing administrative or historical value.*

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Web Site Administration					
MKT18-18	E	H	<u>Reports-Activity</u> This includes the webmaster's reports on the office's activities and major projects/initiatives.	ADM9910 IUC-ADM-00-01	Retain in the office for three years and then transfer one copy to the University Archives.
MKT18-19	E/P	H	<u>Web Page-University</u> This page contains information on WSU's administrative services, faculty and staff, news and calendars, directions of visiting the campus, and directory services.	ADM9910 IUC-ADM-00-01	Keep on the website until obsolete or superseded, then retain either a paper copy, (including source code), full back-up, or incremental back-up of each version indefinitely, <u>if information exists in web format only.</u>

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