

Wright State University RECORDS RETENTION SCHEDULE (RRS)

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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: Dean's Office HEDN

Division: College of Health, Education, and Human Services

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	Retention Rule/ IUC Code	Retention Period
HEDN25-01	P/E	H	Accreditation-External Reviews College-level and department-level files documenting: a) Accreditation reviews by NCATE, CORE, and CACREP. This series includes membership information for CORE and AACTE, NCATE and OACTE and accreditation and membership standards and reports from NCATE. a) Accreditation review by the North Central Agency.	ADM3010 IUC-ADM-10-01	Retain in the office for ten years and then review for continuing administrative value. Transfer one copy of the final reports to the University Archives upon completion of review.
HEDN25-02	P/E	V	Agreements Includes original partnership agreements and copies of articulation agreements with other universities, colleges and schools. <i>Note: Original agreements are kept by Transfer Services.</i>	LEG2000 IUC-LEG-00-01	Retain while active plus five years, then destroy or review for continuing administrative value.
HEDN25-03	P/E	V	Contracts Includes renewable contracts with businesses and training centers.	LEG2000 IUC-LEG-00-01	Retain while active plus five years, then destroy or review for continuing administrative value.

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HEDN25-04	P/E	H	<p><u>Committee Files-College-level</u> Minutes, reports and/or proposals of college-level committees such as College Senate, Faculty Affairs, Curriculum and Academic Policy, Graduate Studies, Undergraduate Student Affairs, Undergraduate Admissions (refer to records retention schedule for the Student Services office), and Technology.</p> <p>Notes: a) <i>This series includes grievance files.</i> b) <i>Minutes and reports are housed in respective offices.</i> c) <i>Duplicates of minutes, reports, etc. are filed in the NCATE document room as necessary.</i></p>	ADM9910 IUC-ADM-00-05	Retain in the office for eight years. Then, transfer committee minutes to the University Archives. Review other documentation for continuing administrative value.
HEDN25-05a	P/E	C	<p><u>Personnel Files-Staff-Dean's Office</u> Staff personnel files. These include performance evaluations, promotion and tenure documentation, letters of recommendations, correspondence, record of outside activity, resumes, copies of contracts, vacation, sick, and professional leave information.</p> <p>Note: <i>Long-term information is held by Human Resources Office.</i></p>	PER3000 IUC-HR-40-21	Destroy six years of termination. If subject to legal action, retain until final disposition.

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HEDN25-05b	P/E	C	<p>Personnel Files-Full-Time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments) 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 (untenured 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 (tenured 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 WSU/AAUP 13.10.1	<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 Dean's office 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> <p>Note: For retention of adjunct professors' personnel files, see departmental schedules. (Retain summarized records in the department for two years and then review for continuing administrative value.)</p>

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HEDN25-06	P/E	C	<u>Personnel Files-Employee Search-Dean's Office</u> Vitae, letters, records of individuals who have applied for positions in the College of Education and Human Services. Also includes employment inquiries and related files of unsolicited applicants.	PER2000 IUC-HR-40-04	Retain for three years, then destroy.
HEDN25-07	P/E	H	<u>Policies, By-laws, and Procedures</u>	ADM9910 IUC-ADM-00-05	Retain while active plus ten years. Transfer one paper copy of each version to the University Archives.
HEDN25-08	P/E		<u>Proposals/Grants-Research</u> Duplicate records held in the office of the principal investigator (PI) for reference purposes. <i>Note: For originals refer to the retention schedule for the office of Research and Sponsored Programs.</i>	ADM9900 IUC-ADM-00-02	Destroy as soon as determined by the office to have no more value (see General Retention Schedule, series no. 14).
EDDN25-09	P/E	H	<u>Publications</u> Includes newsletters, brochures and other publicity material (i.e., fact sheets) covering programs and events of the College of Education and Human Services.	PUB3000 IUC-PUB-00-04	Retain in the office for two years and then transfer one copy of each issue to the University Archives.
HEDN25-10	P/E	H	<u>Reports-Annual-College-level</u> Contains reports from all departments to the office of the Dean.	ADM9910 IUC-ADM-00-01	Retain in the office while current + 2 years. Transfer one copy of each report to the University Archives.

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HEDN25-11	P/E	H	<u>Reports- Strategic Plans-College-level</u>	ADM9910 IUC-ADM-00-01	Retain in the office while current + 2 years. Transfer one copy of each plan to the University Archives.
HEDN25-12	P/E	H	<u>Reports- Statistical- College-level</u>	EDU3000 IUC-EDU-30-01	Retain in the dean's office for 5 years or until of no further value. Transfer one copy of each report to the University Archives.
HEDN25-13	P/E		<u>Student Petitions- Undergraduate</u> Formal requests for an exception of waiver of admission policies for entrance into a CHEHS academic program.	EDU1000 IUC-EDU-35-02	Retain while active plus 6 years.
HEDN25-14	P/E	H/V	<u>Syllabi</u> Complete description of courses since the establishment of the College. <i>*Note: Individual course information/descriptions need to be retained indefinitely for accreditation and licensure purposes.</i>	ADM9910 IUC-ADM-00-01	Retain syllabi while current + 10 years.
HEDN25-15	P/E	H	<u>Subject Files- Dean's Office</u> Correspondence, reports, and informational files pertaining to formulation, planning, implementation or modification of programs, services, and activities of CHEHS, and the policies, procedures and administration of the college.	ADM9910 IUC-ADM-00-01	Retain in the office for three years. Then, review for continuing administrative or historical value.*

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