

Wright State University

RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	
Page	1 of 8

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: School of Nursing

NRHL

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 ³	IUC Number	Retention Period
NRHL25-01	P/E	H	<u>Accreditation Files</u> Files contain information on the School of Nursing affiliation with outside organizations such as the Commission on Collegiate Nursing Education and the Ohio Board of Nursing.	ADM3010 IUC-ADM-10-01	Retain in the office for ten years and then review for continuing administrative value. Transfer one copy of self-studies and final reports to the University Archives.
NRHL25-02	P/E	H	<u>Committee Files</u> Minutes of school-level committee and sub-committee meetings.	ADM9910 IUC-ADM-00-05	Retain for three years then review for ongoing reference value. Send one copy of each set of committee minutes 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)

New	
Revision	X
Addition	
Page	2 of 8

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NRHL25-03	P/E	H	Curriculum Records Includes undergraduate and graduate course syllabi, objectives, course descriptions, grading procedures, and general guidelines. Modifications are made annually and are also documented in the minutes of the Undergraduate and Graduate Curriculum Committee meetings. <i>Note: Faculty members retain detailed course syllabi.</i>	ADM9910 IUC-ADM-00-05	Retain for 6 years or until superseded, then review for potential transfer of select records to University Archives.
NRHL25-04	P/E	H	Faculty Policies/ Procedures Policies and procedures for faculty of the School of Nursing. Modifications are reviewed annually with any changes documented in the minutes of standing committee meetings.	ADM9910 IUC-ADM-00-05	Retain for 6 years or until superseded. Transfer copies of each version or policy to the University Archives when updates are made.
NRHL25-05	P/E	C	Personnel Files-Staff Office copies of personnel files of School of Nursing staff. These include performance evaluations, staff recognitions, disciplinary records, record of outside activities, professional leave information, and related correspondence regarding personnel matters. <i>Note: Long-term information is held by Human Resources Office.</i>	PER3000 IUC-HR-40-21	Destroy six years of termination. If subject to legal action, retain until final disposition.

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Wright State University

RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	
Page	3 of 8

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NRHL25-06	P	C	Personnel Files-Faculty-Full-time-CBA (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): 1. The offer letter (applies to bargaining unit and non-bargaining unit faculty) 2. A copy of the criteria signed by the Bargaining Unit Faculty Member and the Department Chair (attached to the letter) 3. A signed copy of any changed criteria and/or procedures 4. A signed copy of any written agreements about changes to the probationary period (untentured faculty) 5. Annual evaluations by supervisor and any written rebuttals to the annual evaluation (applies to bargaining unit and non-bargaining unit faculty) 6. Peer evaluations (from the Promotion and Tenure Committee), when available 7. Annual statements summarizing cumulative progress toward tenure from the Department Chair and from the Department Promotion and Tenure Committee 8. Annual and triennial statements summarizing cumulative progress toward promotion from the Department Promotion and Tenure Committee (tenured associate professors) 9. Student evaluations of professors and their courses. <i>Note: 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.</i>	PER3000 WSU/AAUP 13.10.1	Retain 1 through 8 in the college for two years after the end of the last WSU assignment and then review for continuing administrative value. 9. Retain forms or the transcribed comments and all quantitative reports for at least seven years. When removing student evaluation forms, transcribed comments, or quantitative reports, the college will send them to the full- time faculty member to whom they pertain. Transfer material of historic interest such as biographies and newspaper clippings to the University Archives.

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Wright State University

RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	
Page	4 of 8

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NRHL25-07	P/E	C	<u>Personnel Files-Faculty-Full-Time- OBN Requirements</u> Academic credentials, including copies of official academic transcripts, curriculum vita that indicates years of clinical practice and years of teaching experience, current copy of RN License printed from OBN verification site	PER3000 IUC-HR-40-21	Retain for five years.
NRHL25-08	P/E	C	<u>Personnel Files-Adjunct Faculty (Appointed on a semester basis)</u> Academic credentials, including copies of official academic transcripts, curriculum vita that indicates years of clinical practice and years of teaching experience, current copy of RN license printed from OBN verification site.	PER3000 IUC-HR-40-21	Retain summary records of adjunct appointments/ activity while adjuncts are active plus two years.
NRHL25-09	P/E	C	<u>Personnel Files-Employee Search- School of Nursing</u> School copies of curriculum vitae, recommendation letters, and related records of individuals who have applied for positions in the School of Nursing. Also includes employment inquiries and related files of unsolicited applicants.	PER2000 IUC-HR-40-04	Retain for three years.
NRHL25-10	P/E	H	<u>Policies, By-Laws, and Procedures- School level</u>	ADM9910 IUC-ADM-00-05	Retain while active plus ten years. Transfer one copy of each version to the University Archives.
NRHL25-11	P/E	H	<u>Reports</u> Reports provided for the Commission on Collegiate Nursing Education (accrediting body), the State of Ohio Board of Nursing, (term reports, student test results, and the WSU Nursing annual report), and the Ohio Board of Regents. The series includes test results of all students taking State Board of Nursing Exams. Used for statistical purposes. <i>Note: Students are provided with a copy of their own exam results from the Ohio Board of Nursing.</i>	EDU3000 IUC-EDU-30-01	Retain one copy of each report permanently. Transfer one copy of each report to the University Archives.

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Wright State University

RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	
Page	5 of 8

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NRHL25-12	P/E	H	Reports-Course Quarterly report that summarizes the accomplishments and changes made in the course and list the faculty, clinical sites, number of students and grades. It also includes recommendations for changes.	EDU3000 IUC-EDU-30-01	Retain until completion of evaluation process, then review and transfer to the University Archives.
NRHL25-13	P/E	H	Evaluations-Programs Records related to surveys conducted four to five times annually by the College of Nursing and Health.	EDU3000 IUC-EDU-30-01	Retain until completion of evaluation process, then review and transfer to University Archives.
NRHL25-14	P/E	H	Syllabi School of Nursing course syllabi by term.	EDU3010 IUC-EDU-30-02	Retain 6 years or until superseded. Copies accepted in University Archives. Course descriptions are retained permanently (in course catalogs and/or Core Scholar).
NRHL25-15	P/E	C	Student Records- non-permanent Includes duplicate transcripts for graduate students (originals held in the School of Graduate Studies); applications to the College of Nursing and Health; and evaluations of clinical assignments by faculty. Files also include general correspondence; graduation information; health assessment report; and recommendation letters. <i>At graduation, the student's electronic record is reviewed for complete transcript indicating the credential granted and the date of completion of the program.</i> <i>Note: Student files are maintained as follows:</i> 1. Nursing(BSN) 2. Registered nurses 3. Graduate students	EDU1000 IUC-EDU-35-30	Upon graduation, all student records are scanned into a restricted Banner Admin folder for permanent access as needed.

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Wright State University

RECORDS RETENTION SCHEDULE (RRS)

New	
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Addition	
Page	6 of 8

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NRHL25-16	P/E	H	<u>Student Handbook</u> For graduate and undergraduate students. Revised annually.	PUB3000 IUC-PUB- 00-04	Transfer one copy of each version to the University Archives.
NRHL25-17	P/E	H	<u>Publicity-Brochures</u> Brochures and printed materials provided to prospective and current students and other interested parties describing the School of Nursing and its programs.	PUB3000 IUC-PUB- 00-04	Retain while active or superseded
NRHL25-18	P/E	H	<u>Publicity-College Events</u> Promotional materials for School of Nursing special events, such as Career Day, Cameos of Caring, student awards, etc.	PUB3000 IUC-PUB- 00-04	Retain select material for 30 days after obsolescence. Transfer one copy of each brochure to the University Archives.
NRHL25-19	P/E	C	<u>Subject Files- Chair/ Administration</u> Includes correspondence, reports, minutes, memoranda, policy and informational files documenting core mission activities of the School of Nursing.	ADM9910 IUC-ADM- 00-01	Retain in the office while current plus five years, then review for ongoing administrative or historical value.
NRHL25-20	P/E	H	<u>Subject Files- Historical</u> Files containing historical information concerning the beginning of the College of Nursing and Health up to the present, newspaper clippings, photographs, anniversary material, chronologically arranged.	ADM9910 IUC-ADM- 00-01	Retain in office for one year, then transfer to the University Archives.

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Wright State University
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New	
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Page	7 of 8

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NRHL25-21	P/E	V	<u>Contracts-Clinical Agencies</u> Records related to obligations under contracts, leases, and other agreements between the College of Nursing and Health and outside clinical agencies. Includes government contracts and grants and records required to be kept until government audit.	LEG2000 IUC-LEG-00-01	Retain while active plus five years, then review for ongoing administrative or historical value.
NRHL25-22	P/E	C	<u>Grant Records - Graduate Tuition Scholarship</u> State-funded project for student recruitment managed by the School of Graduate Studies. Files include application and award letters.	EDU2000 IUC-EDU-20-01	Retain while active plus five years, then review for continuing administrative value. Note: <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>
NRHL25-23	P/E	C	<u>Grant Records-Professional Nurse Trainship (Fellowship)</u> Includes Department of Health and Human Services requirements and statement of appointment. The Financial Aid Office retains original accounting records.	LEG2000 IUC-EDU-20-01	Retain while active plus five years, then review for continuing administrative value. Note: <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>

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NRHL25-24	P/E		<u>Grant files-Awarded</u> <u>Administrative & Financial records</u> Individual files on federal and non-federal grant funded-projects include: 1. Administrative (proposal, letter of transmittal of funds, correspondence with funding agency, protocol written by principal investigators, reports, personnel records, etc.) 2. Financial (budget sheets, requisitions, purchase orders, accounting worksheets, etc.) <i>Note: Retention and access requirements—as well as exceptions—for federal grants outlined in Office of Management and Budget's Circular No A-110, section.53.</i>	LEG2000 IUC-EDU-50-10	Retain while active then review for continuing reference or historical value Note: Research and Sponsored Programs is the office of responsibility for grant project administration and retains the official copies of grant project files.
NRHL25-25	P/E	C/H	<u>Grant files-Awarded</u> <u>Research records and data</u> Research records and data produced in the course of a grant-funded project (federal or non-federal) are treated as intellectual property and provided all applicable protections. Following the completion of the project and publication of the project's findings, if the principal investigator or the Office for Research and Sponsored programs deem the project results to have continuing research and/or historical value, they may request select material to be preserved in the University Archives or other appropriate repositories, if consistent with records retention requirements as otherwise defined in the granting agency's agreement with WSU. <i>Note: Retention and access requirements—as well as exceptions—for federal grants outlined in Office of Management and Budget's Circular No A-110, section.53.</i>	LEG2000 IUC-EDU-50-10	Retain while active then review for continuing reference or historical value Note: Research and Sponsored Programs is the office of responsibility for grant project administration and retains the official copies of grant project files.
NRHL25-26	P/E		<u>Grant files-Unawarded</u>	ADM9910 IUC-ADM-00-01	Retain for one year then destroy, if of no further administrative or reference value.

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