

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 Professional Psychology

SOPP

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
SOPP25-01A	P/E	H	<p><u>Accreditation Review Files</u> Files contain information on accreditation review of SOPP's programs including:</p> <ul style="list-style-type: none"> a) Psy. D. program b) Internship program <p>Annual Reports Online (ARO) submitted to the American Psychological Association (APA).</p> <p>Notes:</p> <ul style="list-style-type: none"> 1. <i>The School of Professional Psychology was established in 1977.</i> 2. <i>Accreditation cycle varies.</i> 3. <i>Last APA re-accreditation was awarded in 2020 for a 10-year period.</i> 4. <i>For accreditation committee files, see SOPP25-04.</i> 	ADM3020 IUC-ADM-10-01	Retain for ten years then transfer SOPP's final report and APA's report to the University Archives.
SOPP25-01B	P/E	H	<p><u>Accreditation- American Psychological Association (APA)</u> Includes the (SOPP) self-study report, supporting documentation, and related reports/correspondence from the Commission on Accreditation (CoA).</p>	ADM3020 IUC-ADM-10-01	Retain permanently. Transfer one copy of the final report 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

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ⁵	IUC Number	Retention Period
SOPP25-02	P/E	V/H	<u>Agreements/Contracts</u> Includes records related to commitments under contracts, leases, and other agreements between the SOPP and outside agencies.	LEG2000 IUC-LEG-00-01	Retain while active plus five years. Then, review for continuing administrative or historical value.
SOPP25-03	P/E		<u>Clinical Faculty Files</u> Each Clinical Faculty file includes the application for clinical faculty status, curriculum vitae, and related documents.	PER2000 IUC-HR-40-01	Retain as long as clinical faculty member is active with program.
SOPP25-04	P/E	H	<u>Committee Files/Faculty Meeting Files, SOPP</u> Originals of SOPP's committees meeting minutes, with supporting documentation, and policies and procedures governing each process. Committees include: 1) Accreditation 2) Clinical Training 3) Curriculum 4) Faculty Development 5) Faculty 6) Student Selection* <i>Note: Student Selection Committee files and documentation are in Admissions Office</i> <i>Note: Faculty Meeting Minutes include minutes and supporting documents from general and special faculty meetings.</i>	ADM9910 IUC-ADM-00-05	Retain in the office for five years. Then, transfer originals of the minutes to the University Archives.
SOPP25-05	P/E	H	<u>Continuing Education Files</u> Includes information on Continuing Education programs and attendance records.	PER5000 IUC-HR-40-62	Retain attendance records six years after program date, (per guideline as approved CE sponsor). Retain program files and annual reports for 7 years and then transfer to 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	3 of 8

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ⁵	IUC Number	Retention Period
SOPP25-06	E	C	<u>Database for Clinical Training Activities</u> Online database developed in 2012 for documenting students' monthly clinical activity.	ADM9900 IUC-ADM-00-02	Retain information until superseded or obsolete.
SOPP25-07	P/E	C	<u>Evaluations of Supervisors</u> Students' evaluations of their supervisors (General Supervision) at SOPP or affiliate sites. <i>Note: For SOPP sites, evaluations are kept in a separate file for each faculty supervisor. For affiliated sites, evaluations are kept in practicum site files.</i>	ADM9910 IUC-ADM-00-05	For SOPP faculty, retain until contract renewal and/or promotion. For affiliated site supervisors, retain while site is current plus five years.
SOPP25-08	P/E		<u>Faculty Practice Plan (UPSA)</u> Corporation approved by WSU. Fiscally independent. Headed by SOPP Dean.	ADM9910 IUC-ADM-00-05	Retain in the office for five years and then review for continuing administrative value.
SOPP25-09	P/E	C	<u>Patient Files</u> Patient medical records that document the patient's needs, assessments and services rendered	LEG7000 OAC 3701-83-11	Retain while active plus seven years, then destroy. For records of minors, retain files until age of majority plus seven years, then destroy.
SOPP25-10	P/E	C	<u>Personnel Files-Search, Faculty</u> Records of individuals who applied or interviewed for positions for which a committee was formed. Files contain position authorization forms, job descriptions, search committee minutes, applicant credentials, correspondence, authorization to hire forms.	PER2000 IUC-HR-40-10	Retain for three years then destroy/delete.
SOPP25-11	E	C	<u>Personnel Files-Student Evaluation Forms</u> Student evaluations of professors and their courses.	PER3010 IUC-HR-40-31	Retain forms or the transcribed comments and all quantitative reports received by the Department Chair during at least the past seven years, (as per AAUP agreement, article 13, item 9.) Retain as needed for faculty promotion review.

***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	4 of 8

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ⁵	IUC Number	Retention Period
SOPP25-12	P/E	C	<p><u>Personnel Files-Faculty</u> a) 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"> 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 (untenured 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. (maintained by Office of Academic Affairs) <p>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.</p> <p>ii) Long-term personnel information is maintained by the office of Human Resources</p>	<p>PER3000</p> <p>WSU/ AAUP 13.10.1</p>	<p>Retain 1-4 in the Dean's office for two years after the end of the last WSU assignment and then review for continuing administrative value. Retain 5-9 in department.</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 college or 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)

New	
Revision	X
Addition	
Page	5 of 8

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ⁵	IUC Number	Retention Period
SOPP25-13	P/E	H	<u>Policies, By-laws, and Procedures-School</u> Includes: 1) SOPP Bylaws 2) SOPP Policies and Procedures 3) SOPP Strategic Plan 4) FDC Policies and Procedures 5) SOPP Mission and Visioning	ADM3000 IUC-ADM-00-04	Retain while active plus five years. Transfer one paper copy of each dated version to the University Archives.
SOPP25-14	P/E	H	<u>Events Files</u> Commencement/Hooding Ceremony--Includes names of graduates, ceremony participants, programs, reception documentation and photos.	PUB3000 IUC-PUB-00-05	Retain copies of programs and photos in the office for five years and then transfer to the University Archives.
SOPP25-15	P/E	H	<u>Publications-Admissions</u> 1) Admissions Brochure/Packet is published every two years 2) Admissions VIEWBOOK is published every two years in the fall and distributed to students, faculty and staff. It includes an overview of the School, faculty biographical information, the application for admission, photos and introductory information about new students.	PUB3000 IUC-PUB-00-05	Retain in the office for ten years and then transfer to the University Archives.
SOPP25-16	P/E	H	<u>Publications-Alumni</u> 1) Alumni Directory is published annually. 2) Alumni Newsletter is published two/three times a year. Includes photos and information obtained from alumni, faculty, staff and students. 3) SOPP Inhouse Newsletter is published quarterly. Note: One copy of Alumni publications is to be placed in SOPP Historical Files (see Dean's Office)	PUB3000 IUC-PUB-00-05	Retain in the office for ten years and then transfer to the University Archives.
SOPP25-17	E	C	<u>Student Files- Database</u> 1. General: Requests, applications and demographic information. 2. Alumni: Addresses and demographic information. Note: MS Access database software is used. All database files will be transferred to the Banner System.	ADM9900 IUC-ADM-00-02	Retain continually updated. Backup nightly on a WSU server.

***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	6 of 8

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ⁵	IUC Number	Retention Period
SOPP25-18	P/E	C	<u>Student Files-Application Files</u> 1) Documentation on prospective students is maintained with application files. 2) Files on students accepted into the program. Once admitted to the program, statistical data and demographics on new students are provided to the Deans and Faculty and original copies of each student's admissions files are kept in the Office of Admissions. Files on unsuccessful applicants are filed separately and held for one year.	EDU1010 IUC-EDU-10-01	1. Retain while current plus five years then destroy. 2. Retain while active plus five years then review for continuing administrative value. 3. Retain applications for unsuccessful students for one year then destroy.
SOPP25-19	P/E	C	<u>Student Selection Committee</u> Files from Student Selection Committee. Committee consists of all faculty, director, and the graduate assistant assigned to the Admissions Office. (see Dean's Office-Committees)	EDU1010 IUC-EDU-35-31	Retain for five years after graduation. Review for continuing administrative value.
SOPP25-20	P		<u>Practicum Placement Information</u> Listings of names of Ph.D.s/Psy.D.s—employed by service/training facilities - volunteering to supervise doctoral students in clinical settings. These are referred to as "Annual Practicum Site Supervisor Appointments.	ADM9900	Retain while active plus three years. Review for continuing administrative value.
SOPP25-21	P/E		<u>Evaluations of Practicum Sites</u> Students' evaluations of practicum sites, both SOPP and affiliate sites. It also includes correspondence, record of contacts by Site Liaison, Field Placement Descriptions, copies of Supervision Training Plans.	ADM9910 IUC-ADM-00-05	Retain while practicum sites are current, plus five years. Then, review for continuing administrative value.
SOPP25-22	P	C	<u>Evaluations of Supervisors</u> Students' evaluations of their supervisors (General Supervision) at SOPP or affiliate sites. <i>Note: For SOPP sites, evaluations are kept in a separate file for each faculty supervisor. For affiliated sites, evaluations are kept in practicum site files.</i>	ADM9910	For SOPP faculty, retain until contract renewal and/or promotion. For affiliated site supervisors, retain while site is current plus five years.

***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	7 of 8

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ⁵	IUC Number	Retention Period
SOPP25-23	P/E	C	<p><u>Student Records- Clinical Training</u></p> <p>1) Records pertaining to students' clinical training, including:</p> <ul style="list-style-type: none"> a) Name, class, academic year b) Placement descriptions, supervision training plans, monthly activity reports c) Quarterly progress reports d) Commendations, remediation letters, and other correspondence e) Student's vita <p>2) Comprehensive Clinical Exam (CCE)</p> <ul style="list-style-type: none"> a) Results (forms completed by CCE panel) b) Student's written materials c) Audio or video recordings (after completion of the program the tapes are destroyed). <p>3) Records from one-year pre-doctoral internship</p> <ul style="list-style-type: none"> a) Application materials for Internship b) Correspondence c) Mid-Year Evaluation d) Final evaluation and notice of completion <p>4) Assessment Portfolio</p> <p>Note: For additional retention information on SOPP student files refer to the Academic Affairs Office records retention schedule.</p>	EDU1010 IUC-EDU-35-31	<p>1) After graduation, retain at OCT for three years and then destroy all clinical training materials except student's vita.</p> <p>2) Upon graduation, destroy student's written CCE materials. Destroy recordings when CCE is passed. Retain CCE results at OCT for three years, and then merge with Academic Affairs student file.</p> <p>3) After graduation, retain for three years at OCT and then destroy application material and correspondence. Merge the mid-year and final evaluations and notice of completion with Academic file.</p> <p>4) Verify completion for internship. Retain until student graduates then destroy.</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)

New	
Revision	X
Addition	
Page	8 of 8

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ⁵	IUC Number	Retention Period
SOPP25-24	E	H	<p><u>Survey Information from Alumni</u></p> <p>1) Survey Information- Alumni</p> <p>Files contain survey instruments and statistical reports/ written comment summaries for 1) new graduates annually, and 2) alumni from previous years. A related survey instrument measures alumni satisfaction with the doctoral program</p> <p>2) Survey Information- Program Evaluation</p> <p>Files contain survey instruments and statistical reports/ written comment summaries for biannual Program Evaluation surveys completed by students. NOTE: Program evaluation surveys may also be conducted as needed for use in accreditation self-study.</p>	ADM9910 IUC-ADM-00-05	Retain qualitative and quantitative responses/data in Qualtrics
SOPP25-25	P/E	C	<p><u>Subject Files- Chair</u></p> <p>Includes correspondence, reports, minutes, memoranda, policy and informational files as well as archival files on the development of the school and clinical training programs. .</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).