

# 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](mailto:chris.wydman@wright.edu).

**Originating Office/Department Code:** School of Social Work and Human Services

SWHS

**Division:** College of Health, Education and Human Services

<sup>1</sup>**Medium code:** P=Paper, M=Microfilm/Fiche, E=Machine Readable

<sup>2</sup>**Value code:** C=Confidential, H=Historical, R=Restricted, V=Vital

<sup>3</sup>**Description:** A separate retention period is required for each medium in the same records series.

WSU Records Series Number	Medium Code <sup>1</sup>	Value Code <sup>2</sup>	Records Series Title and Description <sup>3</sup>	IUC Number	Retention Period
<b>Department of Social Work</b>					
SWHS25-01	P/E	H	<b><u>Committee Records</u></b> Minutes and related committee records of the Department of Social Work	ADM9910 IUC-ADM-00-05	Retain for three years. Transfer copies of committee minutes to University Archives. Review related/remaining committee records for any continuing administrative or historical value.
SWHS25-02	P/E	C	<b><u>Personnel Files-Adjunct Professors</u></b>  <i>Note: Long-term information is held by Human Resources Office.</i>	PER3000 IUC-HR-40-21	Retain records in the department for three years after last appointment then review for any continuing administrative or reference 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).

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<b>Social Work</b>					
SWHS25-03	P/E	C	<b><u>Personnel Files-Staff-Department*</u></b> 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-40-21	Retain while active plus 6 years then destroy/delete. If subject to legal action, retain until final disposition.
SWHS25-04	P/E	C	<b><u>Personnel Files-Employee Selection</u></b> Includes vitae, letters, and related records of individuals who have applied for staff positions in the Department of Social Work.	PER2000 IUC-HR-40-04	Retain for three years, and then destroy/delete.
SWHS25-05	P	C	<b><u>Personnel Files- Adjunct Selection</u></b> Includes vitae, letters, and related records of individuals who have applied for adjunct professor positions in the Department of Social Work.	PER2000 IUC-HR-40-04	Retain for three years, and then destroy/delete.
SWHS25-06	P	C	<b><u>Student Files</u></b> Individual files on undergraduate and graduate students (active, inactive, and graduated, degree- and non-degree seeking). Includes classes taken by academic year, proficiency and progress reports, and scholarship information.	EDU1010 IUC-EDU-10-10	Retain while active, plus five years. Review for continuing administrative value.

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<b>Social Work</b>					
SWHS25-06	P/E	C	<p><b><u>Personnel Files-Faculty</u></b>  <b>a) Full-time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments)</b>            This series include the following documents  <b>(article 13 of the Collective Bargaining Unit Agreement between WSU and WSU-AAUP):</b></p> <ol style="list-style-type: none"> <li><b>The offer letter</b> (applies to bargaining unit and non-bargaining unit faculty)</li> <li><b>A copy of the criteria signed by the Bargaining Unit Faculty Member</b> and the Department Chair (attached to the letter)</li> <li><b>A signed copy of any changed criteria</b> and/or procedures</li> <li><b>A signed copy of any written agreements about changes</b> to the probationary period (untentured faculty)</li> <li><b>Annual evaluations by supervisor</b> and any written rebuttals to the annual evaluation (applies to bargaining unit and non-bargaining unit faculty)</li> <li><b>Peer evaluations</b> (from the Promotion and Tenure Committee), when available</li> <li><b>Annual statements summarizing cumulative progress toward tenure</b> from the Department Chair and from the Department Promotion and Tenure Committee</li> <li><b>Annual and triennial statements summarizing cumulative progress toward promotion</b> from the Department Promotion and Tenure Committee (tenured associate professors)</li> <li><b>Student evaluations of professors</b> and their courses. (maintained by departments-see departmental records retention schedules)</li> </ol> <p><b>Notes:</b> 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.</p>	PER3000  IUC-HR-40-21/  WSU/AAUP 13.10.1	<p><b>Retain 1-8 in the Dean's office</b> for two years after the end of the last WSU assignment and then review for continuing administrative value.  <b>Retain 5-9 in department.</b></p> <p><b>9. Retain</b> forms or the transcribed comments and all quantitative reports in the <b>Dean's office for at least 7 years.</b>            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.</p>

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<b>Social Work</b>					
SWHS25-07	P/E	H	<p><b><u>Programs- Social Work</u></b> Includes administrative files of the following programs:</p> <ol style="list-style-type: none"> <li><b>Social Work B.A.</b></li> <li><b>Social Work M.A.</b></li> <li><b>Certificate in Gerontology</b></li> </ol> <p><b>Note:</b> <i>Student records are held in the Office of Student Services, College of Health, Education and Human Services and the School of Graduate Studies.</i></p> <p><i>Syllabi and curriculum development, as well as program modification and course inventory changes are held in the Office of the Dean, College of Health, Education and Human Services.</i></p>	ADM9910  IUC-ADM-00-05	Retain program records while current + three years then review for any continuing administrative value for the department. Transfer historical records documenting the development and administration of the program(s) to the University Archives, in consultation with the University Archivist.
SWHS25-08	P/E	H	<p><b><u>Policies, By-laws, and Procedures- Department Level</u></b></p>	ADM9910  IUC-ADM-00-05	Retain while active plus 10 years. Transfer copy of each version to the University Archives
SWHS25-09	P/E	H	<p><b><u>Publications</u></b> Publications such as brochures and other material produced by the department describing its programs and activities.</p>	PUB3000  IUC-PUB-00-06	Retain while current. Transfer one copy of each departmentally produced publication to the University Archives annually.
SWHS25-10	P/E	H	<p><b><u>Subject Files- Chairperson's</u></b> Includes correspondence, reports, minutes, memoranda, policy and informational files of the chair as well as Social Work Program developmental files.</p>	ADM9910  IUC-ADM-00-05	Retain in the office for three years then review for continuing administrative or historical value. Transfer select records of historical value to the University Archives, in consultation with the University Archivist.

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<b>Human Services</b>					
SWHS25-11	P/E	H	<b><u>Committee Files</u></b> Minutes and related committee records of the Department of Human Services	ADM9910  IUC-ADM-00-05	Retain in the office for three years. Transfer copies of committee minutes to University Archives. Review related/remaining committee records for any continuing administrative or historical value.
SWHS25-12	P/E	C	<b><u>Personnel Files-Adjunct Professors</u></b>  <i>Note: Long-term information is held by Human Resources Office.</i>	PER3000  IUC-HR-40-21	Retain records in the department for three years after last appointment then review for any continuing administrative or reference value.

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<b>Human Services</b>					
SWHS25-13	P/E	C	<p><b><u>Personnel Files-Faculty</u></b>  <b>a) Full-time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments)</b>  This series include the following documents  <b>(article 13 of the Collective Bargaining Unit Agreement between WSU and WSU-AAUP):</b></p> <ol style="list-style-type: none"> <li><b>The offer letter</b> (applies to bargaining unit and non-bargaining unit faculty)</li> <li><b>A copy of the criteria signed by the Bargaining Unit Faculty Member</b> and the Department Chair (attached to the letter)</li> <li><b>A signed copy of any changed criteria</b> and/or procedures</li> <li><b>A signed copy of any written agreements about changes</b> to the probationary period (untentured faculty)</li> <li><b>Annual evaluations by supervisor</b> and any written rebuttals to the annual evaluation (applies to bargaining unit and non-bargaining unit faculty)</li> <li><b>Peer evaluations</b> (from the Promotion and Tenure Committee), when available</li> <li><b>Annual statements summarizing cumulative progress toward tenure</b> from the Department Chair and from the Department Promotion and Tenure Committee</li> <li><b>Annual and triennial statements summarizing cumulative progress toward promotion</b> from the Department Promotion and Tenure Committee (tenured associate professors)</li> <li><b>Student evaluations of professors</b> and their courses. (maintained by departments-see departmental records retention schedules)</li> </ol> <p><b>Notes:</b> 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.</p>	<p>PER3000</p> <p>IUC-HR-40-21/</p> <p>WSU/AAUP 13.10.1</p>	<p><b>Retain 1-8 in the Dean's office</b> for two years after the end of the last WSU assignment and then review for continuing administrative value.  <b>Retain 5-9 in department.</b></p> <p><b>9. Retain</b> forms or the transcribed comments and all quantitative reports in the <b>Dean's office for at least 7 years.</b>  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.</p>

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<b>Human Services</b>					
SWHS25-14	P/E	C	<p><b><u>Personnel Files- Staff- Department</u></b>  Staff personnel files. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation and sick leave information.</p> <p><i><u>*Note: Long-term information is held by Human Resources Office.</u></i></p>	PER3000  IUC-HR-40-21	Retain while active plus 6 years then destroy. If subject to legal action, retain until final disposition.
SWHS25-15	P/E	C	<p><b><u>Personnel Files-Employee Selection</u></b>  Records of individuals who applied or interviewed for positions for which a committee was formed. Files may include: search committee minutes and reports; interview questions; screening chart; applicant credentials, committee/applicant correspondence; authorization to hire forms; request to interview/offer position, and status of offer form.</p>	PER2000  IUC-HR-40-04	Retain for three years, then destroy/delete.
SWHS25-16	P/E	H	<p><b><u>Programs-Department</u></b>  Includes administrative files of the following programs:  Master's degree in:</p> <ul style="list-style-type: none"> <li>➤ Mental Health Counseling or Community Counseling</li> <li>➤ Business and Industrial Management Counseling</li> <li>➤ Marriage and Family Counseling</li> <li>➤ Counseling Exceptional Children</li> <li>➤ School Counseling</li> <li>➤ Rehabilitation Counseling</li> </ul> <p><i>Bachelor's degree in:</i></p> <ul style="list-style-type: none"> <li>➤ Rehabilitation Specialist</li> </ul>	ADM9910  IUC-ADM-00-05	Retain program records while current + three years then review for any continuing administrative value for the department. Transfer historical records documenting the development and administration of the program(s) to the University Archives, in consultation with the University Archivist.

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<b>Human Services</b>					
SWHS25-17	P/E	H	<b><u>Policies, By-laws, and Procedures- Department Level</u></b>	ADM9910  IUC-ADM- 00-05	Retain while active plus 10 years. Transfer copy of each version to the University Archives
EDLD25-18	P/E	H	<b><u>Publications</u></b> Publications such as brochures and other material produced by the department describing its programs and activities.	PUB3000  IUC-PUB- 00-06	Retain while current. Transfer one copy of each departmentally produced publication to the University Archives annually.
SWHS25-19	P	C	<b><u>Student Files</u></b> Individual files on undergraduate and graduate students (active, inactive, and graduated, degree- and non-degree seeking). Includes classes taken by academic year, proficiency and progress reports, and scholarship information.	EDU1010  IUC-EDU- 10-10	Retain while active, plus five years. Review for continuing administrative value.
EDLD25-20	P/E	H	<b><u>Subject Files- Chairperson's</u></b> Includes correspondence, reports, minutes, memoranda, policy and informational files of the chair as well as Human Services Program developmental files.	ADM9910  IUC-ADM- 00-05	Retain in the office for three years then review for continuing administrative or historical value. Transfer select records of historical value to the University Archives, in consultation with the University Archivist.

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