

# Wright State University RECORDS RETENTION SCHEDULE (RRS)

<b>New</b>	
<b>Revision</b>	X
<b>Addition</b>	
<b>Page</b>	1 of 2

**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 Way Policy 2501](#). 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.wydney@wright.edu](mailto:chris.wydney@wright.edu).

**Originating Office/Department Code:** Academic Affairs/ Curriculum and Instruction **CMIN**

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**Division:** Provost **Date:**

Approvals

**Dean/Director/Head:** \_\_\_\_\_

**Department Chairperson/Manager:** \_\_\_\_\_

**University Records Manager:** \_\_\_\_\_

**University Archivist:** \_\_\_\_\_

<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>5</sup>	IUC Number	Retention Period
CMIN07-01	P	H	<b><u>Administrative Subject Files, Senior VP</u></b> Includes correspondence (files include minutes and correspondence with external organizations such as NCA), reports, minutes (i.e., Curriculum and Instruction meetings), memoranda, policies, regulations and informational files.	ADM9910	Retain for three years in the office. Then, review for continuing administrative or historical value.*
CMIN07-02	P	H	<b><u>Committee Files-Internal</u></b> Files of WSU committees such as Enrollment Planning Council, General Education Task Force, etc.	ADM9910	Retain for three years in the office, then transfer committee minutes and reports to archives.
CMIN07-03	P	H	<b><u>Newsletters</u></b> Publications produced by this office.	PUB3000	Retain for three years in the office. Then, transfer one copy to the Archives. Destroy extra copies when of no further administrative value.

**\*Note:** Longer term storage may include, but not restricted to, archives, an institutional records storage center, and conversion to microfilm or other acceptable mass storage media (per Sec. 9.01 of the Ohio Revised Code).

**Wright State University**  
**RECORDS RETENTION SCHEDULE (RRS)**  
 (continuation sheet)

<b>New</b>	
<b>Revision</b>	x
<b>Addition</b>	
<b>Page</b>	2 of 2

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CMIN07-04	P		<b><u>Personnel Files-Office Staff*</u></b> 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	Destroy within two years of termination. If subject to legal action, retain until final disposition.
CMIN07-05	P	C	<b><u>Student Files-Confidential</u></b> Includes petitions, medical, psychological, police, and legal documentation.	EDU1000	Retain while active plus six years. Review for permanent retention.
CMIN08-06	P	C	<b><u>Service Learning Forms</u></b> Forms required of students participating in Service Learning Programs. Includes Student Service Learning Agreements and Service Learning Acknowledgment of Risk & Consent for Medical Treatment forms.	LEG3000	Retain while active plus five years then destroy.

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