

Wright State University RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	
Page	1 of 3

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.wydman@wright.edu.

Originating Office/Department Code: Affirmative Action Programs AFAC

Division: Provost Date:

Approvals

Dean/Director/Head: _____

Department Chairperson/Manager: _____

University Records Manager: _____

Head, Special Collections and Archives: _____

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	IUC Number	Retention Period
AFAC00-01	P	C	<u>Case Files-Official Discrimination Complaint</u> Includes all files pertaining to employees' discrimination complaints.	LEG5000	Retain for six years after resolution of the case.
AFAC04-02	P	C	<u>Compliance Files-Official Discrimination Complaint</u> Reviews, background documents, and correspondence related to contractor employment practices.	ADM9910	Destroy after seven years. (see www.nara.gov)
AFAC04-03	P	H	<u>Compliance Reports to Equal Employment Opportunity Commission (EEOC)-Annual</u>	ADM9910	Retain in the office for six years and then transfer to the University Archives.
AFAC00-04	E		<u>General Files-EEOC</u> Documentation of legislation by EEOC.	ADM9000	Retain until superseded or obsolete.

RECORDS RETENTION SCHEDULE (RRS)

(continuation sheet)

New	
Revision	X
Addition	
Page	2 of 3

¹Medium code: P=Paper, M=Microfilm/Fiche, E=Machine Readable

²Value code: C=Confidential, H=Historical, R=Restricted, V=Vital

³Description: 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
AFAC04-05	P	C	<p><u>Personnel Files-Department</u> Staff personnel files, including student workers files. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation, sick, and professional leave information.</p> <p><i>Note: Long-term information is held by Human Resources Office.</i></p>	PER3000	Retain while active plus two years. If subject to legal action, retain until final disposition.
AFAC00-06	P	C	<p><u>Personnel Files-Employee Selection-Department</u> Vitae, letters, records of individuals who have applied for staff positions.</p>	PER2000	Retain for three years, and then destroy.
AFAC00-07	P	C	<p><u>Personnel Files-Employee Selection-Applicant Files-Institution</u> Includes documentation of the hiring process from application to completion of the employee search (unclassified, faculty, and classified): position request and authorization forms, job descriptions, appointment activity record, proof of citizenship, chronological data on search and correspondence.</p> <p><i>Note: Each search file has a unique numeric code. When the search is completed and the "Status of Position" form is received by the Affirmative Action Programs Office, the file is considered "closed".</i></p>	PER2000	Retain for three years, and then destroy.
AFAC04-08	P/E		<p><u>Reports-External-Annual</u> Includes annual reports to EEOC (copies sent to the State of Ohio) and supporting documentation, Veterans 100 report (copies sent to the federal government and the State of Ohio), and the City of Dayton.</p>	ADM9910	Retain in the office for six years and then transfer final reports to the University Archives.
AFAC04-09	P/E		<p><u>Reports-Internal</u> Includes minor statistical reports.</p>	ADM9910	Retain in the office for six years and then transfer to the University Archives.

RECORDS RETENTION SCHEDULE (RRS)

(continuation sheet)

New	
Revision	X
Addition	
Page	3 of 3

¹Medium code: P=Paper, M=Microfilm/Fiche, E=Machine Readable

²Value code: C=Confidential, H=Historical, R=Restricted, V=Vital

³Description: 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
AFAC00-10	P/E	V	<u>Policies and Procedures- Equal Educational and Employment Opportunity Policies and Affirmative Action</u> <i>See Wright Way, Policy No. 4001, rev. Sept. 1998.</i>	ADM3000	Retain permanently. All versions of university policies are transferred to the University Archives by the President's office.
AFAC00-11	P/E	H/C	<u>Plan-WSU-Affirmative Action</u> All Affirmative Action plans of the university by category of employment (faculty, faculty availability, classified and unclassified). <i>Note: Some sections of the plan contain employee data such as SS#, name, job title, department, wage rate, pay grade and sex/race. These records are confidential.</i>	ADM3000	Retain in the office for ten years and then review for permanent retention.*
AFAC00-12	P/E		<u>Subject Files-Director's</u> Includes correspondence, reports, minutes, memoranda, policy and informational files.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*