

Wright State University RECORDS RETENTION SCHEDULE (RRS)

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Addition	
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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 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: Alumni Relations, Director's Office ALRL

Division: Vice President, University Advancement

Dean/Director/Head: Approvals Date:

Department Chairperson/Manager: _____

University Records Manager: _____

University Archivist: _____

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
ALRL99-01	P	C	Personnel Files Active and inactive personnel files of classified, unclassified and student employees. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation and sick leave information. Note: Long-term information is held by Human Resources Office.	PER3000	Destroy within two years of termination. If subject to legal action, retain until final disposition.
ALRL05-02	P/E	C	Personnel Files-Employee Search Records of general nature related to personnel requests, job applications, advertising, interviews, etc.	PER2000	Retain for a minimum of one year then destroy.
ALRL99-03	P	H	Publicity-Departmental This series includes records related to the public relations activities of the Alumni Relations office such as: a) AlumNews newsletter b) Brochures (Only the ones originated by this office). c) Event listings d) Photos e) Videotapes	PUB3000	Retain three years in the office. Transfer one copy of each to the Archives once a year. Destroy extra copies when of no further administrative value.
ALRL99-03	P/E	H	Subject Files-Director's Correspondence, reports, minutes, memoranda, and information files documenting the activities of the Alumni Relations office.	ADM9910	Retain for three years, then review for continuing administrative or historical 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).