

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: Asian/Hispanic/Native American Center AHCN

Division: Provost's office 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 ³	IUC Number	Retention Period
AHCN01-01	P	C	Event Files Files pertaining to the organization of monthly and annual events of the center.	ADM9910	Retain in office for three years and then review for continuing administrative value. For material to be transferred to the University Archives, refer to the Publications records series.
AHCN01-02	P	C	Personnel Files Staff personnel files. 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.	PER3010	Destroy two years after termination. If subject to legal action, retain until final disposition.

Note: Longer term storage may include, but not be 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)

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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
AHCN01-03	P	C	Personnel Files-Search Includes vitae, letters, records of individuals who have applied for staff positions in the center.	PER2010	Retain for three years, then destroy.
AHCN01-04	P	H	Publications Publications such as brochures, newsletters and other material produced by the department describing its programs and special events such as Hispanic Heritage Month, Native American Heritage Month, and Asian Heritage Month. This series include event timelines produced by the center.	PUB3010	Retain in the office for ten years and then transfer one <u>dated</u> copy of each issue to the University Archives.
AHCN01-05	P	C	Student Organizations Files Includes information on the administration and activities of AHNA Council: <ul style="list-style-type: none"> ➤ The Asian Student Association (ASA) ➤ The Latinos Involved in Further Education (L.I.F.E.) ➤ The Association of Native American Students (ANAS). 	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*
AHCN01-06	P/E		Subject Files- Director's Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development of the center.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*
AHCN01-07	E	H	Web home page-Center Includes description of departmental programs, activities and events.	ADM9910	Retain electronic format on the web until obsolete or superseded. Retain a paper copy of a) each version and b) each version's source code permanently in the University Archives, if information exists in electronic format only.

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