

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 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: Athletics ATHL

Division: Student Affairs 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
Athletes' Records					
ATHL02-01	P	C	<u>Athletes' Contracts - Men's and Women's Sports</u> Includes documentation of recruiting process (contacts and evaluations) maintained by individual coaches as well as "Official visit certification form" and copies of high school and SAT/ACT scores. Note: Copies of records forwarded to the Associate Athletic Director.	ADM9910	Retain for six years after completion of contact and then destroy. <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>
ATHL02-02	P	C	<u>Athletes' Records</u> Include: <ul style="list-style-type: none"> ➤ Student Athletic Statement ➤ Drug Testing Consent Form ➤ Academic Eligibility (Duplicate records from Registrar's office) ➤ Financial Aid Info ➤ Unofficial visit information ➤ National Letter of Intent (type of contract) 	EDU1010	Retain while active plus six years and then destroy. Note: Update retention as regulated by NCAA. <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>

***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).

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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
Athletes' Records					
ATHL02-03	P	C	<p><u>Athletes' Medical Records</u></p> <p>Annual:</p> <ul style="list-style-type: none"> • Athlete Insurance/parent information • Copy of insurance card • Physical form • Medical update (each year) • Flexibility • Drug consent form <p>Initial:</p> <ul style="list-style-type: none"> • Medical history • Signed recruit will list any current problems <p>If injury occurs:</p> <ul style="list-style-type: none"> • Injury report by ATC • Treatment progression w/rehab notes • Doctor dictation if provided <p>If medical insurance claim processed:</p> <ul style="list-style-type: none"> • Claim initially sent to Baker Agency • Copy of all billing statements/EOB 	EDU1010	<p>Retain while active plus six years and then destroy.</p> <p>Note: Update retention as regulated by NCAA. Destruction of records should be performed in a manner that maintains confidentiality as per FERPA and HIPAA.</p>
Administrative and Publicity Records					
	P/E	C	<p><u>Accounting Records-Department</u></p> <p>This series includes season tickets for WSU athletic events.</p> <p>Note: Season ticket records transferred to and processed by the Bursar's office. Individual tickets are processed by TicketMaster.</p>	General Schedule GS01	<p>Although departmental accounting records are considered duplicate records listed in WSU General Records Retention Schedule, it is recommended that when destroyed, a confidential manner of destruction be used.</p>

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Administrative and Publicity Records					
ATHL02-04	P/E	V	Contracts Includes original partnership agreements and copies of articulation agreements with other universities, colleges and schools. <i>Note: Original agreements are kept on file in Adult and Transfer Services.</i>	LEG2000	Retain while active plus five years. Review for continuing administrative value before destroying.
	P/E		Equipment Inventories Records on WSU-owned athletic equipment and clothing.	General Schedule GS17	Retain for two years after superseded, then destroy.
ATHL02-05	P	C	Personnel Files-Department Classified and unclassified staff personnel files. These include performance evaluations, promotion and tenure documentation, letters of recommendations, correspondence, record of outside activity, resumes, copies of contracts, vacation, sick, and professional 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.
ATHL02-06	P	C	Personnel Files-Employee Search-Department Vitae, letters, records of individuals who have applied for upper administrative positions in the department of Athletics.	PER2000	Retain for three years, then destroy.
ATHL02-07	P/E	H	Publications and Publicity Includes newsletters (<i>The Raider Connection</i>), press releases, newspaper clippings, brochures and other publicity material such as training videos, games films, etc. as well as a Media Guide (updated annually) covering programs, events managed by the Athletics department.	PUB3000	Retain in the office for two years and then transfer one copy of each to the University Archives.
ATHL02-08	E	H	Publicity/T.V. and Radio Coverage	PUB3000	Retain in the office for two years and then transfer one copy of each issue/tape to the University Archives. Keep extra copies in office as needed.

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Administrative and Publicity Records					
ATHL02-09	P/E	H	<u>Reports-Annual-Department</u>	ADM9910	Retain in the office for two years and then transfer one copy of each issue to the University Archives. Keep extra copies in office as needed.
ATHL02-10	P/E	H	<u>Reports-Annual-to NCAA</u> Statistical reports and surveys submitted to NCAA annually. <i>Example: Equity in Athletics Disclosure Act (EADA) Report</i>	ADM9910	Retain in the office for two years and then transfer one copy of each issue to the University Archives. Keep extra copies in office as needed.
ATHL02-11	P/E	H	<u>Reports-Five-year NCAA</u> Report issued by NCAA every five years.	ADM9910	Retain in the office for two years and then transfer one copy of each issue to the University Archives. Keep extra copies in office as needed.
ATHL02-12	P/E	H	<u>Subject Files- Director's</u> Includes correspondence, reports, minutes, memoranda, policy and informational files as documentation of the development of the Athletics department.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*
ATHL02-13	E		<u>Web Page-Department</u> Includes description of the programs and activities/events offered by the Athletics department. <i>Note: The departmental web page was established in Sept. 2000 (www.wsuraiders.com)</i>	ADM9900	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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