

# 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.wydney@wright.edu](mailto:chris.wydney@wright.edu).

**Originating Office/Department Code:** Academic Affairs, Associate Dean's Office **SMAA**

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**Division:** Boonshoft School of Medicine **Date:**

Approvals

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

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

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

**Head, Special Collections and Archives:** \_\_\_\_\_

<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
SMAA02-01	P/E	H	<p><b>Accreditation-External Reviews</b> Includes working files documenting the accreditation review process (on college- and department- levels) by the Liaison Committee for Medical Education (LCME—American Medical Association (AMA) and American Association of Medical Colleges (AAMC)). Review cycle: Seven years.</p> <p><i>Note: Original final copies of reports maintained by the School of Medicine Dean's office.</i></p>	ADM9910	Retain in the office for seven years and then review for continuing administrative value.
SMAA02-02	P/E	H	<p><b>Committee Files—School level</b> Files of school-level committees such as:</p> <ol style="list-style-type: none"> <li>1. Faculty Curriculum (includes policies and procedures)</li> <li>2. Biennium Electives</li> <li>3. Biennium Course Directors</li> <li>4. Assessment and Evaluations</li> </ol>	ADM9910	Retain in the office for three years. Then, transfer committee minutes and reports to the University Archives (Fordham). Review other documentation for continuing 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).

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SMAA02-03	P/E		<p><b>Course Evaluations-1<sup>st</sup> and 2<sup>nd</sup> year</b>            Includes evaluation by 1<sup>st</sup> and 2<sup>nd</sup> year students of course content and lecturer. The comments are summarized and submitted to the Faculty Curriculum Committee for review.</p> <p><i>Note: The summaries are maintained by the evaluation coordinator and filed by course. Copies are given to the course director.</i></p>	ADM9900	Retain the course evaluation and the lecturer evaluation for seven years (accreditation cycle) and then review for continuing administrative value.
SMAA02-04	P/E		<p><b>Curriculum Management Files</b>            Includes documentation on classes offered, coordination of classes, originals of exams and syllabi for the 1<sup>st</sup> and 2<sup>nd</sup> year of study.</p>	ADM9900	Retain the syllabi and one original exam for each course for seven years (accreditation cycle) and then review for continuing administrative value.
SMAA02-05	P/E	C	<p><b>Grade Files-Database</b>            Database (MS Excel) tracking courses taken and grades achieved by 1<sup>st</sup> and 2<sup>nd</sup> –year medical students.</p> <p><i>Notes: a) A hard-copy of the grades is transferred to the School of Medicine Student Affairs office where they are held permanently.</i></p> <p><i>b) SOM allows students to contest the grade within 60 days after grades are distributed. The SOM Policy handbook is located on the web.</i></p>	ADM9000	Retain for one year after the grade is issued and then erase.  <i>Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>

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SMAA02-06	P	C	<b>Personnel Files-Associate Dean's Office</b> Associate dean's and office staff's personnel files maintained by the office. These include performance evaluations, letters of recommendations, correspondence, 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.
SMAA99-07	P	C	<b>Personnel Files-Employee Search-Associate Dean's Office</b> Vitae, letters, records of individuals who have applied for positions at the Associate Dean's office.	PER2000	Retain for three years, then destroy.
SMAA99-08	P/E	H	<b>Subject Files- Associate Dean's Office</b> Includes correspondence, reports, minutes, memoranda, policy and informational files as well School of Medicine Program files (i.e., development of various programs) held in the Associate Dean's office.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*

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