

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: Community Health, Department of MDCH

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

Approvals
Dean/Director/Head: _____

Department Chairperson/Manager: _____

University Records Manager: _____

Head, Special Collections & 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
The department of Community Health includes the following units: Administration, Medical Humanities, Aerospace Medicine Residency Program, Center for Interventions, Treatment and Addictions Research (CITAR), Center for Global Health Systems, Management and Policy, Lifespan Health Research Center, Center for Healthy Communities, Premiere Community Health, and Reach Out Montgomery County					
GS01, 05, 14, 28, 29, 30, 33, 35 and 36.	P/E		Budget Files Include information on funds allocated to the department of Community Health Medicine by: a) WSU School of Medicine, b) Wright State Physicians (WSP)		For retention requirements on duplicate WSU School of Medicine records and other WSU business records, refer to the General Retention Schedule series GS01, 05, 14, 28, 29, 30, 33, 35 and 36.
MDCH01-01	P/E	H	Committee Files-Department Files of departmental committees such as the Appointments, Promotions, and Continuances Committee (APC).	ADM9910	Retain in the office for three years. Then, transfer minutes/reports to the University Archives.

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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
MDCH01-02	P/E		<p><u>Grant files-Awarded Administrative & Financial records</u> Individual files on federal and non-federal grant funded-projects include:</p> <ol style="list-style-type: none"> Administrative (proposal, letter of transmittal of funds, correspondence with funding agency documenting the activities of the project directors; guidelines, forms and standard operating procedures for this position; protocol written by principal investigators, reports, and personnel records) Financial (budget sheets, requisitions, purchase orders, budgeting and accounting information on grants (i.e., received by the National Institute of Drug Abuse, NIDA) <p><i>Notes: a) Intervention Treatment Services account is separate from WSU Foundation one. DPOs, original invoices, payment records, and general budget in Accounts Payable office. b) Retention and access requirements—as well as exceptions—for federal grants outlined in Office of Management and Budget's Circular NO. A-110, section. 53.</i></p>	LEG2000	Retain while active plus five years, from the date of submission of the final expenditure report. Then review for historical value.* <i>Example: Annual reports submitted to the agency.</i>

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MDCH01-03	P	C/H	<p><u>Grant files-Awarded Research records and data</u> Research records and data produced in the course of a grant-funded project (federal or non-federal) are treated as intellectual property and provided all applicable protections. Following the completion of the project and publication of the project's findings, if the principal investigator or the Office for Research and Sponsored programs deem the project results to have continuing research and/or historical value, they may request select material to be preserved in the University Archives or other appropriate repositories, if consistent with records retention requirements as otherwise defined in the granting agency's agreement with WSU.</p> <p>This series includes records produced in the course of short-term studies conducted within the framework of projects' NIDA-funded grants (Dates of grants: 1989-1991; 1991-1996; 1995-2000) and other federal and state agencies*. Includes forms and questionnaires answered by participants. These records are maintained for research purposes.</p> <p><i>Note: Retention and access requirements—as well as exceptions—for federal grants outlined in Office of Management and Budget's Circular No A-110, section.53.</i></p>	LEG2000	Retain while active plus five years, from the date of submission of the final expenditure report. Then review for historical value.* <i>Examples of records with historical value: Final report submitted to granting agency and other publicly released, published, or patented research results. (ORC par. 149.43 (A) (1)(m), Intellectual Property Records)</i>

The description of series MDCH01-02 and -03 is similar to the one appearing on the records retention schedule for the office of WSU's Research and Sponsored Programs (RSP). When disposing of grant-related administrative and financial records, check for duplication with the RSP office.

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MDCH01-04	P	C	<p>Human Subject Files Administrative records on medical and non-medical human subjects for research studies. These include petition form, approval and continuing review documents, amendments, surveys, protocols written by principal investigators and related correspondence, as well as meeting minutes and program. <i>Responsibilities of the RSP office described in</i> http://www.wright.edu/rsp/projects/EH_projects.html</p>	LEG2000	Retain while active plus five years after completion of research, then destroy unless otherwise stipulated by granting agency or researcher.
MDCH09-05	P	C	<p>Human Subject Files Consent forms "Informed Consent" forms signed by human subjects (project participants) and maintained by principal investigators. <i>Note: Guidelines on consent forms described in</i> http://wright.edu/rsp/IRB/Consent_Guide.doc</p>	ADM9900	Retain for five years after completion of research.
MDCH01-06	P	C	<p>Personnel Files-Department* Chair, faculty and WSU staff personnel files. These include curriculum vitae, performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation and sick leave information, evaluation by students, and occasional newspaper clippings. <i>*Note: Long-term information is held by Human Resources Office.</i> <i>Personnel files from U.M.S.A-funded projects are maintained by U.M.S.A.</i></p>	PER3000	Retain while active plus six years. If subject to legal action, retain until final disposition. Transfer material of historic interest such as biographies and newspaper clippings to the University Archives.

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MDCH01-07	P	C	<u>Personnel Files-Employee Search- Department</u> Vitae, letters, records of individuals who have applied for positions in the department of Community Health.	PER2000	Retain for three years, then destroy.
MDCH01-08	P	C	<u>Personnel Files- Student, Resident Evaluation Forms</u> Student/Resident evaluations of professors and their courses.	PER3010	Retain forms until faculty member has left WSU.
MDCH01-09	P	H	<u>Policies and Procedures-Department</u> Procedural records documenting department of Community Health-approved methods or processes for performing department-related activities to ensure uniformity and compliance with institution and legal requirements.	ADM3000	Retain paper records in the office for three years, then transfer each version of policy and procedures document to the University Archives.
MDCH01-10	P	H	<u>Publications-Department</u> Publications such as brochures, newsletters and other material produced by the department describing its programs and special events as well publications and journal articles produced from results of grant research.	PUB3000	Transfer one copy of each brochure (dated)/ Newsletter/article to the Archives annually.

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MDCH09-11	P/E	H	<u>Reports-Activity-Faculty</u> Records for the academic year and each term listing teaching and advisory assignments, research, administrative duties and public service. Copies of activity report and supporting documentation. <i>Note: Official copy held in the Community Health main office along with any supporting documentation.</i>	PER3000	Retain while active, plus six years. Review for continuing administrative value.
MDCH01-12	P/E	H	<u>Report-Annual</u> Annual report containing cumulative information on all offices under the department of Community Health Medicine and submitted to the Dean of the School of Medicine.	ADM9910	Retain in the office for three years, and then send one dated copy to the Archives.
MDCH01-13	P/E	C	<u>Student Files-Non-permanent</u> Includes records of students who take courses in the department of Community Health.	EDU1010	Retain records of School of Medicine students for six years after graduation and then review for continuing administrative value. <i>Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>

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MDCH07-14	P/E	H	<u>Subject Files- Chairperson's/ Division Heads</u> Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development of the department and its divisions.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value. *
MDCH01-15	E	H	<u>Web Page-Department</u> Includes description of academic programs, newsletters (<i>Ethics in the News - December 1999, Prevention in the News - January 2001</i>), and its activities/events in the department of Community Health. <i>Note: The departmental web page was established in September 1996.</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.

Note: For retention of duplicate WSU records, such as duplicate records of affiliation agreements and records produced during a grant-funded project, see General Retention Schedule.

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