

# Wright State University RECORDS RETENTION SCHEDULE (RRS)

<b>New</b>	
<b>Revision</b>	X
<b>Addition</b>	
<b>Page</b>	1 of 2

**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](mailto:chris.wydman@wright.edu).

**Originating Office/Department Code:** Dean's Office **SMDN**

**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>3</sup>	IUC Number	Retention Period
SMDN11-01	P/E	H	<b><u>Accreditation-External Reviews</u></b> College-level and department-level files documenting accreditation review by the Liaison Committee for Medical Education (LCME—American Medical Association (AMA) and American Association of Medical Colleges (AAMC)). Review cycle: Seven years.	ADM3020	Retain permanently. Transfer one copy of the final report to the University Archives (Fordham) upon completion of review.
SMDN11-02	P/E	H	<b><u>Committee Files—School level</u></b> Files of school-level committees, including the BSOM Executive Committee	ADM9910	Retain in the office for three years. Then, transfer committee minutes 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).

**Wright State University**  
**RECORDS RETENTION SCHEDULE (RRS)**  
 (continuation sheet)

<b>New</b>	
<b>Revision</b>	x
<b>Addition</b>	
<b>Page</b>	2 of 2

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SMDN11-03	P/E	H	<b>Historical Files-School of Medicine</b> Records documenting history of the School of Medicine held in Dean's office. <i>Note: For more historical files and SOM history-related events see SOM Public Relations office (Associate Dean for Student Affairs and Administration)</i>	ADM9900	Retain permanently. Transfer to the University Archives (Fordham) when of no further administrative value.
SMDN11-04	P/E	H	<b>Subject Files- 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 Dean's office.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*
<b>Business Office</b>					
SMDN11-05	P	C	<b>Personnel Files-Dean's Office</b> Dean's, associate deans', department chairs' and dean's office staff's personnel files. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation, sick, and professional leave information. <i>Note no. 1: Long-term information is held by Human Resources Office.</i> <i>Note no. 2: Student evaluation forms for courses taught by associate deans and department chairs are held by department that offers these courses.</i>	PER3000	Destroy within two years of termination. If subject to legal action, retain until final disposition.
SMDN11-06	P		<b>Personnel Files-Employee Search-Dean's Office</b> Vitae, letters, records of individuals who have applied for upper-level administrative positions in the School of Medicine.	PER2000	Retain for three years, then destroy.

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