

Wright State University RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	
Page	1 of 4

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: Emergency Medicine, Department of EMMD

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
EMMD01-01	P/E	H	Activity Reports-Faculty 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 by the office of Dean, School of Medicine. Reporting documentation is returned to department.</i>	PER3000	Retain while active, plus six years. Review for continuing administrative value.
EMMD01-02	P/E	H	Annual Report Annual report containing cumulative information on all offices under the department of Emergency 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.

***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)

New	
Revision	X
Addition	
Page	2 of 4

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
GS01, 05, 14, 28, 29, 30, 33, 35 and 36.	P/E		<u>Budget Files</u> Include information on funds allocated to the department of Emergency Medicine by: a) WSU School of Medicine b) U.M.S.A, and c) Hospital department is associated with		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.
EMMD01-03	P/E	H	<u>Committee Files-Department</u> Files of departmental committees such as Departmental faculty minutes.	ADM9910	Retain in the office for three years. Then, transfer minutes to the University Archives.
EMMD01-04	P	C	<u>Personnel Files-Department*</u> 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>	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.
EMMD01-05	P	C	<u>Personnel Files-Employee Search-Department</u> Vitae, letters, records of individuals who have applied for positions in the department of Emergency Medicine.	PER2000	Retain for three years, then destroy.

***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)

New	
Revision	X
Addition	
Page	3 of 4

- 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
EMMD01-06	P	C	<u>Personnel Files- Student/Resident Evaluation Forms</u> Copies of Student/Resident evaluations of professors and their courses <i>Note: Originals held by the hospital's Medical Education Office.</i>	PER3010	Retain for the length of the accreditation process and then destroy.
EMMD01-07	P	H	<u>Policies and Procedures-Department</u> Procedural records documenting department of Emergency Medicine-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.
EMMD01-08	P	H	<u>Publications-Department</u> Publications such as brochures and other material produced by the department describing its programs and special events. This series includes the departmental newsletter <i>E.D. Update</i> . Please enter starting publication date.	PUB3000	Transfer one copy of each brochure (dated)/ newsletter to the Archives annually.
EMMD01-09	P/E	C	<u>Student Files-Non-permanent</u> Includes records of fourth-year medical students who serve on one-month rotation service in the department of Emergency Medicine. The records include Clerkship grade forms and exams. The final grades are transferred to the School of Medicine Student Affairs office for permanent retention.	EDU1010	Retain six years after graduation and then destroy. <i>Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>
EMMD01-10	P/E	H	<u>Subject Files- Chairperson's</u> Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development of the department.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value. *

***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)

New	
Revision	X
Addition	
Page	4 of 4

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 Code¹	Value Code²	Records Series Title and Description³	IUC Number	Retention Period
EMMD01-11	E	H	<p>Web Page-Department Includes description of academic programs and its activities/events in the department of Emergency Medicine.</p> <p><i>Note: The departmental web page was established in 2000.</i></p>	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.
<p>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.</p>					

***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).