

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.wydmann@wright.edu.

Originating Office/Department Code: Assoc. Dean, Faculty & Clinical Affairs SMFC

Division: Boonshoft School of Medicine 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
SMFC09-01	P/E	H	Accreditation-External Reviews-Residency Programs Records documenting accreditation review of residency programs. This series includes documentation on: 1) Review of residency programs by the School of Medicine and 2) Accreditation review of the School of Medicine as a sponsor of residency programs by the Accreditation Council for Graduate Medical Education (ACGME) (Review cycle: 3-4 years).	ADM3020	Retain for ten years then review for continuing administrative and historical value.* Transfer one copy of the final report to the University Archives.
SMFC09-02	P	H	Affiliation Agreements Originals of agreements between the School of Medicine and local hospitals and institutions and international institutions. Note: Period of renewal for affiliation agreements varies.	LEG2000	Retain while current plus five years. Then, review for continuing administrative and 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).

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SMFC10-03	P	H	<u>Committee Files-School level</u> Files of school-level committees such as: 1) Bylaws 2) Faculty Development 3) Faculty (General) 4) Graduate Medical Education Committee (GMEC) 5) Nominating	ADM9910	Retain in the office for three years. Then, transfer committee minutes to the University Archives. Review other documentation for continuing administrative value or destruction provided no litigation pending.
SMFC09-04	E		<u>Personnel Files-SOM Faculty-Database</u> Fields include general profile of each faculty member (i.e., personal information, contact information, educational background, department, promotion history). <i>Note: Database is of high reference value.</i>	PER3000	Retain continually updated.
SMFC09-05a	P/E	C	<u>Personnel Files- Family Practice Residency Programs</u> Resident personnel files from St. Elizabeth Family Practice Residency Program and Yellow Springs Family Practice Residency Program, (both closed). May include: curriculum vitae, performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation and sick leave information.	PER3000	Retain database information indefinitely. Retain paper files for 20 years after program completion then discard.

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SMFC09-05b	E	C	<p>Personnel Files-SOM Faculty Imaged files (OnBase System). Faculty personnel files a) fully affiliated (permanent records at WSU's HR office), b) fully affiliated-auxiliary--funded by grants (permanent records at WSU's HR office), and c) fully-affiliated-institutional--on hospital payroll. <i>Note: Long-term information is held by Human Resources Office.</i> Items are saved in the following categories:</p> <p>Action Letter: Letters informing the faculty of committee action such as appointment, continuance, promotion, change in affiliation status, emeritus. Agreements: 1) Letter offering the position. The faculty member signs and returns letter that is considered the contract until one is signed in Human Resources. 2) Any special contracts for auxiliary faculty. Committee Agenda: Copy of Faculty Development Committee minutes for Executive Committee approval or copy of Executive Committee Agenda (personnel actions) Continuance: Authorization sheet signed by departmental chair for faculty continuance Curriculum Vitae: Only pages that contain educational training, board certification, licensing are scanned into the file. Departments are expected to keep complete updated copies of their faculty CVs. Supporting Documentation: Any letters of recommendation, requests or other material considered pertinent to the faculty member. Offer Letter: Letter sent by Faculty & Clinical Affairs to welcome faculty (letter also serves as cover for bylaws, faculty roster system form, and research & sponsored programs form). Request Letter: Letters from departmental chair, military commander, flight chief recommending appointment, promotion, or termination for faculty SPO: Status of Position Offered form. Items are stored chronologically with the most recent item as the first page.</p>	PER3000	Retain permanently.*

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SMFC09-06	P		<u>Personnel Files-Promotion-Faculty</u> Include "continuance" reviews and pertinent correspondence and student evaluation forms.	PER3010	Retain for five years and then review for continuing administrative value.
SMFC09-07	P	C	<u>Personnel Files-Staff</u> 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.
SMFC09-08	P	C	<u>Personnel Files-Employee Search-Associate Dean's Office</u> Records of individuals who have applied for positions in this office. These include position authorization forms, job descriptions, search committee minutes, applicant credentials, correspondence, authorization to hire forms.	PER2000	Retain for three years, then destroy.
SMFC09-09	P/E	H	<u>Policies, By-laws, and Procedures-School of Medicine</u>	ADM3000	Retain while active plus ten years. Transfer one paper copy of each version to the University Archives.
SMFC09-10	P/E	H	<u>Publications</u> Publications such as brochures, newsletters and other material produced by the department describing its programs and special events.	PUB6000	Transfer one copy of each publication to the Archives annually.
SMFC09-11	P/E	H	<u>Subject Files- Associate Dean's Office</u> Includes correspondence, reports, minutes, memoranda, policy and informational files.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value. *

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SMFC09-12	P/E		<u>Training Programs-(CME)</u> Includes information on Continuing Medical Education programs and attendance records.	PER5000	Retain attendance records six years after program date (per guidelines of accrediting body). Retain program files one year after accreditation visit date.
Dayton Area Graduate Medical Education Community (DAGMEC) *DAGMEC records belong jointly to the WSUBSOM and the seven Dayton-area teaching hospitals (Children's Medical Center, Good Samaritan Hospital, Grandview Hospital, Kettering Medical Center, Miami Valley Hospital, Veterans' Affairs Medical Center & Wright-Patterson Medical Center). The WSUBSOM is the hosting organization for DAGMEC and therefore physically houses the records.					
SMFC11-13	E	C/H/R/V	<u>New Innovations Residency Management Suite (RMS)</u> Records for each trainee and graduate from Dayton-area residency programs are maintained in RMS, web-based software leased and funded by DAGMEC member organizations. Records may be images and entered data. Data is necessary to document residents' progress through the residency programs and to meet residency program accreditation requirements. Records can include: personnel data, education rotation documentation, evaluations, procedure logs, conference documentation, credentialing data, duty hour logs and other data.		Retain permanently. Database storage and daily backups are provided by New Innovations.
SMFC11-14	P/E	C/H	<u>Educational Courses/Workshops for Faculty and Residents</u> Topics, educational goals, course details, speakers, evaluations, attendance lists. Data is necessary to document residents' progress through the residency program and to meet residency program accreditation requirements.		Retain for ten years then review for continuing administrative and historical value.

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