

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: Family Medicine, Department of **FMMD**

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
Department Chair's Office					
FMMD00-01	P/E		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.
FMMD00-02	P/E	H	Annual Report Annual report containing cumulative information on all offices under the department of Family 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).

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Department Chair's Office					
FMMD00-03	P/E	H	<u>Committee Files-Department</u> Files of departmental committees such as the Executive Committee and other department/division committees.	ADM9910	Retain in the office for six years. Then, transfer minutes/reports to the University Archives.
FMMD00-04	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.
FMMD00-05	P	C	<u>Personnel Files-Employee Search-Department</u> Vitae, letters, records of individuals who have applied for positions in the department of Family Medicine.	PER2000	Retain for three years, then destroy.
FMMD00-06	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 departmental newsletters . <i>Note: Also refer to the BSOM Public Relations Office records retention schedule.</i>	PUB3000	Transfer one copy of each brochure (dated)/newsletter to the Archives annually.

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Department Chair's Office					
FMMD00-07	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. *
FMMD00-08	P/E	H	<u>Subject Files-Pre-doctoral education, Research, Division</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. *
FMMD00-09	P/E		<u>Training Session Files</u> Includes training session materials used for the continuing education of medical doctors (i.e., OSHA training)	PER5000	Retain while current plus three years and then destroy.
Department Chair's Office					
FMMD00-10	E	H	<u>Web Pages- Department and Wright State Physicians sites</u>	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.

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Student Records					
FMMD00-11	P	C	<u>Student Files-Non-permanent</u> Third- (placement in area hospital, didactics and tests) and fourth-year students (select courses in Family Medicine) in the department of Family Medicine and its sub-specialties. Include official academic records (including grades, course evaluations, competency assessments, etc.), change of grade forms, credit by examination forms, faculty grade reports, and transcript requests (other than student requested).	EDU1010	Retain while active, plus six years and then destroy. Original records maintained by the School of Medicine Student Affairs and Admissions.
FMMD00-12	P	C	<u>Personnel Files- Student Evaluation Forms</u> Student evaluations of professors and their courses.	PER3010	Retain forms or the transcribed comments (Extended Response Section) and all quantitative reports received from CaTS for the entire probationary period or until the faculty member has left WSU.
Residency Records					
FMMD11-13	E	C	<u>Personnel Files-Resident Evaluation</u> Resident evaluations of professors and their courses (retained on RMS - Residency Management Suite)	PER 3010	Retain forms until faculty member has left WSU
FMMD11-14	P/E	C	<u>Personnel Files-Residents, Interns and Fellows</u> Curriculum vitae, performance evaluations, letters of recommendation, correspondence, resumes, copies of contracts, vacation and sick leave information	PER 3000	Retain permanently.

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