

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

**Originating Office/Department Code:** Marketing and Communications SMPR

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

Approvals

**Dean/Director/Head:** \_\_\_\_\_

**Department Chairperson/Manager:** \_\_\_\_\_

**University Records Manager:** \_\_\_\_\_

**University Archivist:** \_\_\_\_\_

<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>5</sup>	IUC Number	Retention Period
SMPR07-01	P	H	<b><u>Biographical Files-School</u></b> Biographical information on School of Medicine faculty and staff maintained for public relations purposes (files since 1973).	PUB3000	Retain in the office for one year after the employee leaves WSU, then transfer to the Archives.
SMPR07-02	P	C	<b><u>Personnel File-Department</u></b> Active and inactive personnel files of staff employees. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation and sick 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.
SMPR07-03	P	C	<b><u>Personnel Files-Employee Selection</u></b> Includes vitae, letters, records of individuals who have applied for staff positions in the office of marketing and Communications	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).

6/16/09

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SMPR07-04	P/film	H	<b><u>Photographic Print Files-School</u></b> Includes black and white and color prints, color slides and transparencies, proof sheets and negatives not taken by the University Photographer (since establishment of School of Medicine). <b>Notes:</b> a) <i>The photographs are arranged chronologically and by department.</i> b) <i>Photographs taken by the University Photographer are maintained by the Center for Teaching and Learning and the University Archives.</i>	PUB3000	Retain in the office for five years, then transfer to Archives.  <b>Note:</b> <i>The photographs and negatives should be identified, dated, and chronologically arranged, when possible, before transferring to the Archives.</i>
SMPR07-05	P	H	<b><u>Publications-School</u></b> These include the newsletter <i>Vital Signs</i> .	PUB3000	Retain three years in the office. Transfer one to two copies to the Archives once a year. Destroy extra copies when of no further administrative value.
SMPR07-06	P	H	<b><u>Publicity-Media Advisories/News Releases/Media Advisories-School</u></b> Masters and/or copies of news releases concerning the School of Medicine issued to the news media.	PUB3000	Retain five years in the office, then transfer media reports and news releases to the Archives.
SMPR07-07	P	H	<b><u>Publicity-Newspaper Clippings-School</u></b>	PUB3000	Retain five years in the office, Retain in the office for five years, then transfer to the Archives.

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SMPR07-08	P/E	H	<b><u>Publicity-Recruitment Material-School</u></b> Includes videotapes, publications (brochures), posters, advertisements, etc. used to recruit students to attend the School of Medicine.	PUB3000	Retain five years in the office. Transfer one copy of each to the Archives once a year. Destroy extra copies when of no further administrative value.
SMPR07-09	P/E	H	<b><u>Subject Files-Director</u></b> Correspondence, reports, minutes, memoranda, and information files documenting the activities of this office.	ADM9910	Retain for three years, and then review for continuing administrative or historical value. *
SMPR07-10	E	H	<b><u>Tapes (Audio and Video)-School</u></b> Produced by WSU covering WSU School of Medicine events or newsworthy items relating to its programs, faculty, staff, and student activities.	PER3000	Retain until of no further reference value in the SOM Public Relations office. Review for historical value. Then, transfer one dated copy of select material to the Archives. Include short description of event or subject on the tape label.
SMPR07-11	E	H	<b><u>Web home page-Department</u></b> Includes description of the School of Medicine programs, activities and events.	ADM9900	Retain electronic format on the web until obsolete or superseded. <b>Retain a paper copy</b> of a) each version and b) each version's source code permanently in the University Archives, <b>if information exists in electronic format only.</b>

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