

Wright State University RECORDS RETENTION SCHEDULE (RRS)

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| New | |
| Revision | X |
| Addition | |
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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: Pediatrics, Department of PDMD

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 |
|---------------------------|--------------------------|-------------------------|--|------------|--|
| PDMD01-01 | 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. |
| PDMD01-02 | P/E | H | Annual Report Annual report containing cumulative information on all offices under the department of Pediatrics 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. |
| PDMD01-03 | P/E | H | Committee Files-Department Files of departmental committees such as Departmental Education and Promotion and Continuance . This series includes the minutes of the Clerkship Committee . | ADM9910 | Retain in the office for three years. Then, transfer minutes to the University 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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|------------------------------------|-----------------------------|----------------------------|--|---------------|--|
| PDMD01-04 | 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. |
| PDMD01-05 | P | C | <u>Personnel Files-Employee Search-Department</u> Vitae, letters, records of individuals who have applied for positions in the department of Pediatrics. | PER2000 | Retain for three years, then destroy. |
| PDMD01-06 | 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. |
| PDMD01-07 | P | H | <u>Policies and Procedures-Department</u> Procedural records documenting department of Pediatrics-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. |

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| PDMD01-08 | P | H | <u>Publications-Department</u> Publications such as brochures, departmental newsletters and other material produced by the department describing its programs and special events. | PUB3000 | Transfer one copy of each brochure (dated)/ newsletter to the Archives annually. |
| PDMD01-09 | P/E | C | <u>Student Files-Non-permanent</u> Third-(placement in area hospital, didactics and tests) and fourth-year students (select courses in Pediatrics) in the department of Pediatrics 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 six years after graduation and then destroy. Note: <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i> |
| PDMD01-10 | 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. * |
| PDMD01-11 | E | H | <u>Web Page-Department</u> Includes description of academic programs and its activities/events in the department of Pediatrics. Note: <i>The departmental web page was established in 2000.</i> | 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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