

# Wright State University RECORDS RETENTION SCHEDULE (RRS)

<b>New</b>	
<b>Revision</b>	X
<b>Addition</b>	
<b>Page</b>	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](mailto:chris.wydman@wright.edu).

**Originating Office/Department Code:** Pharmacology and Toxicology, Department of **PHMD**

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

Approvals

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

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

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

**Head, Special Collections & Archives:** \_\_\_\_\_

<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
GS01, 05, 14, 28, 29, 30, 33, 35 and 36.	P/E		<b><u>Budget Files</u></b> Include information on funds allocated to the department of Pharmacology and Toxicology Medicine by: a) WSU School of Medicine, b) WSU School of Professional Psychology c) WSU College of Science and Mathematics, and d) U.M.S.A		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.
PHMD01-01	P/E	H	<b><u>Committee Files-Department</u></b> Files of departmental committees such as Promotion Standards and Faculty Affairs Development (FADC).	ADM9910	Retain in the office for three years. Then, transfer minutes/reports 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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 (continuation sheet)

<b>New</b>	
<b>Revision</b>	X
<b>Addition</b>	
<b>Page</b>	2 of 4

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PHMD01-02	P	C/H	<p><b><u>Grant files-Awarded Research records and data</u></b>            Research records and data produced in the course of a grant-funded project (federal or non-federal) are treated as intellectual property and provided all applicable protections. Following the completion of the project and publication of the project's findings, if the principal investigator or the Office for Research and Sponsored Programs deem the project results to have continuing research and/or historical value, they may request select material to be preserved in the University Archives or other appropriate repositories, if consistent with records retention requirements as otherwise defined in the granting agency's agreement with WSU.</p> <p><i>Note: Retention and access requirements—as well as exceptions—for federal grants outlined in Office of Management and Budget's Circular No A-110, section.53.</i></p>	LEG2000	Retain while active plus five years, from the date of submission of the final expenditure report. Then review for historical value.* <i>Examples of records with historical value: Final report submitted to granting agency and other publicly released, published, or patented research results. (ORC par. 149.43 (A) (1)(m), Intellectual Property Records)</i>
<p><i>The description of series PHMD01-02 is identical to the one appearing on the records retention schedule for the office of WSU's Research and Sponsored Programs (RSP). When disposing of grant-related administrative and financial records, check for duplication with the RSP office.</i></p>					
PHMD01-03	P	C	<p><b><u>Personnel Files-Department*</u></b>            Chair, faculty and WSU staff personnel files. These include curriculum vitae, performance evaluations, activity reports, letters of recommendations, correspondence, resumes, copies of contracts, vacation and sick leave information, evaluation by students, and occasional newspaper clippings.</p> <p><i>*Note: Long-term information is held by Human Resources Office.</i></p>	PER3000	Retain while active plus two 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.

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PHMD01-04	P	C	<b><u>Personnel Files-Employee Search-Department</u></b> Vitae, letters, records of individuals who have applied for positions in the department of Pharmacology and Toxicology.	PER2000	Retain for three years, then destroy.
PHMD01-05	P	C	<b><u>Personnel Files- Student Evaluation Forms</u></b> Copies of Student evaluations of professors and their courses (Master's in Pharmacology and Toxicology).	PER3000	Retain for the length of the accreditation process and then destroy.
PHMD01-06	P	H	<b><u>Policies and Procedures-Department</u></b> Procedural records documenting department of Pharmacology and Toxicology-approved methods or processes for performing department-related activities to ensure uniformity and compliance with institution and legal requirements. Examples include Student Travel and Seminar Speakers.	ADM3000	Retain paper records in the office for three years, then transfer each version of policy and procedures document to the University Archives.
PHMD01-07	P	H	<b><u>Publications-Department</u></b> Publications such as brochures, 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.
PHMD01-08	P/E	H	<b><u>Report-Annual</u></b> Annual report containing cumulative information on all offices under the department of Pharmacology and Toxicology 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.
<b>Note:</b> 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.					

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PHMD01-09	P/E	C	<p><b>Student Files-Non-permanent</b>            Includes records of students enrolled in the Master's program.</p> <p><i><b>Note:</b> The Pharmacology/Toxicology student records of students and student evaluations of faculty from the Biomedical Sciences Ph.D. program and College of Nursing and School of Medicine are maintained by the respective offices. In the School of the Medicine they are maintained permanently by the Student Affairs and Academic Affairs offices.</i></p>	EDU1010	Retain records of non-School of Medicine students for five years after graduation and then destroy. <b>Note:</b> Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.
PHMD01-10	P/E	H	<p><b>Subject Files- Chairperson's</b>            Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development of the department.</p>	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value. *
PHMD01-12	E	H	<p><b>Web Page-Department</b>            Includes description of <b>academic programs</b> and its <b>activities/events</b> in the department of Pharmacology and Toxicology.</p> <p><i><b>Note:</b> The departmental web page was established Sept. 1996.</i></p>	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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