

Wright State University RECORDS RETENTION SCHEDULE (RRS)

New	X
Revision	
Addition	
Page	1 of 3

Instructions: This form establishes a schedule of retention and disposal for the listed records series according with Section 149.333 of the Ohio Revised Code. **No record series shall be removed or destroyed in violation of this schedule.** 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, contact the University Records Manager at ext. 2092 or write to chris.wydman@wright.edu.

Originating Office/Department Code: Research Affairs SMRA

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
SMRA09-01	P/E	H	<u>Annual Reports</u>	ADM9910	Retain in the office for three years or until of no further administrative value. Send one copy of each report to University Archives.
SMRA09-02	P/E	H	<u>Committee Files-Department</u> Files of departmental committees including BSOM Research Committee and Graduate Affairs Committee.	ADM9910	Retain in the office for three years then transfer minutes/reports to University Archives.
SMRA09-03	P/E	H	<u>Event Files</u> Files regarding special events organized by the department. Includes event planning and event publicity files.	PUB3000	Retain for three years. Send select publicity files to 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).

Wright State University
RECORDS RETENTION SCHEDULE (RRS)
 (continuation sheet)

New	X
Revision	
Addition	
Page	2 of 3

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 ³	IUC Number	Retention Period
SMRA09-03	P/E		<p><u>Grant files-Awarded Administrative & Financial records</u> Individual files on federal and non-federal grant funded-projects include:</p> <ol style="list-style-type: none"> Administrative (proposal, letter of transmittal of funds, correspondence with funding agency, protocol written by principal investigators, reports, personnel records, etc.) Financial (budget sheets, requisitions, purchase orders, accounting worksheets, etc.) <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>Example: Annual reports submitted to the agency.</i>
SMRA09-04	P	C/H	<p><u>Grant files-Awarded Research records and data</u> 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 SMRA09-03 and SMRA09-04 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>					

***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).

Wright State University RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	
Page	3 of 3

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 ³	IUC Number	Retention Period
SMRA09-05	P/E	C	<u>Personnel Files-Department*</u> Staff personnel files. 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>	PER3010	Destroy two years after separation from department. If subject to legal action, retain until final disposition.
SMRA09-06	P/E	C	<u>Personnel Files-Employee Search-Department</u> Vitae, letters, records of individuals who have applied for positions in the department of Research Affairs.	PER2000	Retain for three years, then destroy.
INMD-06-07	P/E	H	<u>Policies and Procedures-Department</u> Procedural records documenting BSOM approved methods or processes for performing research related activities to ensure uniformity and compliance with institutional and legal requirements.	ADM3000	Retain while active plus ten years. Transfer one paper copy of each version to the University Archives.
INMD-06-06	P/E	H	<u>Publications-Department</u> Publications such as brochures and newsletters created by the department. Also includes news clippings, photos and other materials produced by the department describing its services and activities.	PUB3000	Retain for five years then review for ongoing administrative or historical value. . Transfer one copy of each publication to 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).