

# Wright State University RECORDS RETENTION SCHEDULE (RRS)

<b>New</b>	
<b>Revision</b>	<b>X</b>
<b>Addition</b>	<b>X</b>
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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:** Career Services CRSV

**Division:** Student Affairs

Approvals Date:

**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
CRSV09-1	P/E	H	<b>Annual Report by Program</b> 1. Student Employment on and off campus 2. Career Development Programs 3. Effective Career Planning Course 4. Cooperative Education 5. On-campus Recruiting 6. Career Fair and Annual Events 7.	ADM9910	Retain in the office for one year. Send one copy to the University Archives before destroying.
CRSV09-2	P	H	<b>Contracts/Agreements-Off-Campus</b> Annually renewable contracts the CRSV office signs with area businesses who employ WSU students (payroll and admin. work performed by WSU). Files contain job descriptions, job postings, time sheets, and billing documentation sent to employees.	LEG2000	Retain while active, plus <b>five</b> years, then destroy. Review for continuing administrative or historical value.*

**\*Note:** Longer term storage may include, but not 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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CRSV09-3	E		<p><b><u>Database-The Wright Search</u></b>            Web-based database.</p> <p>1. Employer information            2. Students (registration screen, full resume)</p> <p><i>Note: Students complete forms on-line and database resides on a dedicated CaTS server.</i></p>	ADM9910	Retain continually updated.  <b>Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</b>
CRSV11-4	E		<p><b><u>Employment Postings— On-Campus and Off-Campus</u></b>            On-campus and off-campus employment opportunities.</p> <p><i>All postings done electronically through Wright Search.</i></p>	REF0000	Retain while current then destroy/delete.
CRSV11-5	P/E		<p><b><u>Event Files</u></b>            Includes mailing lists, program description, marketing and publicity.</p> <p><i>All events/marketing/publicity done electronically via the Career Services Website and through Wright Search</i></p>	ADM9900	Retain while active plus one year, then destroy/delete.
CRSV09-6	P	C	<p><b><u>Personnel Files-Department*</u></b>            Staff personnel files, including student workers. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation and sick leave information.            Note: Long-term information is held by Human Resources Office.</p>	PER3000	Destroy within two years of termination. If subject to legal action, retain until final disposition.
CRSV09-7	P	C	<p><b><u>Personnel Files-Employee Searches</u></b>            Vitae, letters, records of individuals who have applied for positions in Career Services office.</p>	PER2000	Retain for three years, then destroy.
CRSV09-8	E	H	<p><b><u>Subject Files- Director's</u></b>            Includes correspondence, reports, minutes, memoranda, and informational files on the activities of the Career Services office.</p>	ADM9910	Retain in the office for three years. Review for continuing administrative or historical value.*

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CRSV11-9	P	C	<b><u>Student Files-Co-operative Education Program</u></b> Individual files on undergraduate and graduate students (active, inactive, and graduated); includes resume and summary of assignments.	ADM9910	Retain for one year after graduation or withdrawal then destroy. <b>Note:</b> <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>
CRSV09-10	P	C	<b><u>Student Files-Work-Study and Regular</u></b> Contains application and evaluations of students employed under Work-Study program.	PER3000	Retain while active, plus six years, then destroy. <b>Note:</b> <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>
CRSV09-11	P		<b><u>I-9 Forms</u></b> I-9 forms (Immigration and Naturalization Employment Record)  <b>Note:</b> <i>The I-9 forms are filed separately from the main personnel file in order to facilitate speedy retrieval for INS inspection requests.</i>	PER3000	Retain for three years after the date of the hire or one year after date the individual's employment is terminated, whichever is later. (8CFR274a.2 Verification of Employment and Eligibility).

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CRSV09-12	E	H	<p><b>Web site-Department</b>            Includes description of programs, activities and events.</p> <p><b>Note:</b> Department website was established in 1996.</p>	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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