

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.

Originating Office/Department Code: Computing & Telecommunications Services- Client Services **CTHD**

Division: Provost **Date:**

Approvals

Dean/Director/Head: _____

Department Chairperson/Manager: _____

University Records Manager: _____

Head, Special Collections and 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
CTHD10-01	P/E		<u>Computer Labs Checklist</u> Checklist that the CaTS Help Desk students use when checking the computer classrooms, labs, printers, and WINGS stations for faulty equipment.	ADM9910	Retain for one year and until of no further administrative value
CTHD10-02	P/E		<u>Computer Classroom Confirmations</u> Documentation of computer classroom requests and email confirmations used for tracking purposes.	ADM9910	Retain for one year and until of no further administrative value
CTHD10-03	P/E		<u>Policies and Procedures- Client Services</u> Department policy and procedure manuals/documents	ADM9900	Retain while current and then destroy.
CTHD10-04	P/E	C	<u>Personnel Files- Applications (non-hires)</u>	PER2000	Retain three years. If available through PeopleAdmin, hard copies may be destroyed after one year.

Retention dates based on calendar year

***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).

10/14/11

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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
CTHD10-05	P/E	C	Personnel Files-Department Personnel files of staff working in Development Office, including student employees. Files include performance evaluations, letters of recommendations, correspondence, applications/resumes, copies of contracts, vacation, sick, and professional 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.
CTHD10-06	P/E	C	Personnel Files-Employee Selection Vitae, letters, and other records of individuals who have applied for staff positions but were not hired.	PER2000	Retain for three years, then destroy.
CTHD10-07	P/E	C	Personnel Files- Recruitment Records Job postings, interview questions, interview notes, status of position offer form, and other documentation required by Affirmative Action	PER2000	Retain for three years, then destroy.
CTHD10-08	P/E		Reports This series includes 1. Monthly activity reports to director of CaTS 2. Statistical reports (phone, tracking system, e-mail contacts) resulting from surveys such as monthly telephone surveys and daily card surveys.	ADM9910	Retain for three years and then review for historical value.*
CTHD10-09	P/E		Site/Equipment Support Files Record of support services provided for specific data processing equipment, including site visit reports, service reports, service histories, and correspondence. <i>Examples:</i> Technical support requests (PC maintenance, troubleshooting, new s/w installation) via telephone, e-mail, and walk-in are tracked. Monthly reports are produced that document problem areas by type of problem, group of service providers, etc.	ACC2030	Retain while current plus six years, then destroy.

Retention dates based on calendar year

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CTHD10-10	P/E	C	<u>Student Employment Authorization Paperwork</u> Includes student employment authorizations, student employment contracts, resumes, background checks, records of student hire/termination dates, and signed copy of CaTS Code of Responsibility for Security and Confidentiality	PER3000	Retain while active plus five years, then destroy
CTHD10-11	P/E		<u>Training Course Information</u> Memoranda, flyers, registration forms, etc. relating to training courses offered by date processing user support unit. <i>Examples:</i> <ul style="list-style-type: none"> • Training material for students (in both paper and electronic format). • Attendee lists and certificates 	ADM9900	Retain until obsolete and then destroy.
Classroom Technology Support					
CTHD10-12	E	V	<u>Database-Equipment inventory</u> Contains information on all equipment in equipment pool and equipment installed in classrooms.	ACC2000	Retain while information is current plus five years then purge.
CTHD11-13	P		<u>Manuals-Operational/Equipment</u> Contains instructional manuals for all equipment on Client Services inventory.	ADM3000	Retain while information is current then discard.

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