

# 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.wydmann@wright.edu](mailto:chris.wydmann@wright.edu).

**Originating Office/Department Code:** Mechanical and Materials Engineering Department **EGMM**

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**Division:** College of Engineering and Computer Science

Approvals

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

**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
EGMM99-01	P/E		<b>Accreditation of Programs- External Review</b> Includes supporting documentation on accreditation review of departmental programs in the College of Engineering and Computer Science by the Accrediting Board for Engineering and Technology (ABET) and the Computer Science Accrediting Board (CSAB). <i>Note: Original ABET final reports held by Dean's Office while supporting documentation held by departments.</i>	ADM3020	Retain for the length of the review cycle (i.e., five years) after the completion of each review process. Then, review for continuing administrative value.
EGMM99-02 (prev. EGMM99-03)	P/E	H	<b>Committee Files</b> Includes files of departmental committees such as the departmental Faculty Committee and the Faculty Development Committee.	ADM9910	Retain in the office for three years and then transfer minutes and/or 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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EGMM04-03 (replaces EGMM99-02)	P	C	<p><b><u>Personnel Files-Faculty Activity Reports</u></b>            Activity reports for the calendar year listing activities and accomplishments in teaching, research, and service.</p> <p><i>Note: Activity reports are not included in AAUP's article 13.</i></p>	PER3000	Retain in Dean's office for two years after the end of the last WSU assignment and then review for continuing administrative value. Transfer material of historic interest such as biographies and newspaper clippings to the University Archives.

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# Wright State University

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EGMM04-04a (replaces EGMM99-04a and b)	P	C	<p><b>Personnel Files-Full-Time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments)</b> This series include the following documents (article 13 of the Collective Bargaining Unit Agreement between WSU and WSU-AAUP):</p> <ol style="list-style-type: none"> <li><b>The offer letter</b> (applies to bargaining unit and non-bargaining unit faculty)</li> <li><b>A copy of the criteria</b> signed by the Bargaining Unit Faculty Member and the Department Chair (attached to the letter)</li> <li><b>A signed copy of any changed criteria and/or procedures</b></li> <li>A signed copy of any written agreements about changes to the probationary period (untentured faculty)</li> <li><b>Annual evaluations</b> by supervisor and any written rebuttals to the annual evaluation (applies to bargaining unit and non-bargaining unit faculty)</li> <li><b>Peer evaluations</b> (from the Promotion and Tenure Committee), when available</li> <li><b>Annual statements</b> summarizing cumulative progress toward tenure from the Department Chair and from the Department Promotion and Tenure Committee</li> <li><b>Annual and triennial statements</b> summarizing cumulative progress toward promotion from the Department Promotion and Tenure Committee (tenured associate professors)</li> <li><b>Student evaluations of professors</b> and their courses. (maintained by departments-see departmental records retention schedules)</li> </ol> <p><b>Notes:</b> i) Bargaining Unit faculty member files may contain all 9 items; Other files (i.e., administrators and non-Bargaining-Unit faculty members) will typically contain items 1, 5, and 9. ii) Long-term personnel information is maintained by the office of Human Resources.</p>	PER3000	<p><b>Retain 1-8 in the Dean's office for two years</b> after the end of the last WSU assignment and then review for continuing administrative value. <b>Retain 9 in department.</b></p> <p><b>9.</b> Retain forms or the transcribed comments and all quantitative reports received by the Department Chair <b>in the department for at least 7 years.</b> When removing student evaluation forms, transcribed comments, or quantitative reports, the college or department will send them to the full-time faculty member to whom they pertain.</p>

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EGMM04-04b	P	C	<b><u>Personnel Files-Adjunct Faculty</u></b>  <i>Note: Long-term information is held by Human Resources Office.</i>	PER3000	Retain summarized records in the department for two years and then review for continuing administrative value.
EGMM04-05a (replaces EGMM99-04a)	P	C	<b><u>Personnel Files-Staff</u></b> Staff departmental 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>	PER3000	Destroy two years after termination. If subject to legal action, retain until final disposition.
EGMM99-05b (replaces EGMM99-05)	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 Materials and Mechanical Engineering.	PER2000	Retain for three years, then destroy.
EGMM99-06	P/E	H	<b><u>Policies, By-laws, and Procedures-Department</u></b> Procedural records documenting department-approved methods and processes for performing department-related activities to ensure uniformity and compliance with institution and legal requirements.	ADM3000	Retain while active plus ten years. Transfer one paper copy of each version to the University Archives.
<b>EGMM07-07</b>	P/E	H	<b><u>Programs-Department</u></b> Includes administrative files of study programs such as:  <b><u>PLEASE LIST PROGRAMS</u></b>	ADM9910	Review periodically for continuing administrative value. Transfer historical records on development and administration of the programs to the University Archives every three years.

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EGMM99-08	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	Retain in the office for three years and then transfer one copy of each issue to the University Archives.
EGMM04-09 Prev. EGMM99-11	P/E	H	<b><u>Reports-Technical-Faculty Papers</u></b> Research papers prepared by faculty members of the department of Materials and Mechanical Engineering.	ADM9910	Retain in the office for three years and then review for continuing administrative value.

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EGMM99-10 prev. EGMM99-09	P/E	C	<p><b>Student Files-Non permanent</b></p> <p>A) <b>Doctoral</b>  <i>Note: Program established in 1997 and administered by the College Dean and Associate Dean. The administration records of the program are maintained by the Dean's office.</i></p> <p>B) <b>Graduate</b>-Originals are held by the School of Graduate Studies.</p> <p>C) <b>Undergraduate</b>-Duplicate records are held by individual departments of the College of Engineering and Computer Science (active, inactive, and graduated, degree- and non-degree seeking).</p> <p><i>Note : Files may include duplicate applications for admission/readmission, letters of recommendation, entrance examinations and placement test reports, advanced placement records, transcripts, academic action notifications, applications for graduation, documents regarding progress toward degree, transfer credit evaluations. Also includes student placement and continuing education.</i></p>	EDU1010	<p>Retain while active, plus five years and then destroy.</p> <p><i>Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i></p>
EGMM99-11 prev. EGMM99-10	P/E		<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	<p>Retain in the office for three years. Then, review for continuing administrative or historical value.*</p>
EGMM99-12	E	H	<p><b>Web home page-Department</b>            Includes description of departmental programs, activities and events.</p>	ADM9900	<p>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></p>

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