

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: Dean's Office (including Associate Dean's, Assistant Dean's, and Faculty Senate's) **EDDN**

Division: College of Education and Human Services

Approvals Date:
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
EDDN06-01	P/E	H	<p>Accreditation-External Reviews College-level and department-level files documenting:</p> <p>a) Accreditation reviews by NCATE, CORE, and CACREP. This series includes membership information for CORE and AACTE, NCATE and OACTE and accreditation and membership standards and reports from NCATE.</p> <p>a) Accreditation review by the North Central Agency.</p> <p><i>Note : Last accreditation was awarded in 2001. It included a self-study report and the report by the North Central Accreditation (program review).</i></p>	ADM3020	Retain in the office for ten years and then review for continuing administrative value. Transfer one copy of the final reports to the University Archives upon completion of review.
EDDN00-02	P/E	V	<p>Agreements Includes original partnership agreements and copies of articulation agreements with other universities, colleges and schools.</p> <p><i>Note: Original agreements are kept on file in Adult and Transfer Services.</i></p>	LEG2000	Retain while active plus five years, then destroy or review for continuing administrative value.

***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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EDDN00-03	P/E	V	<p><u>Contracts</u> Includes renewable contracts with businesses and training centers.</p> <p><i>Note: Contracts are maintained in respective offices.</i></p>	LEG2000	Retain while active plus five years, then destroy or review for continuing administrative value.
EDDN04-04	P	H	<p><u>Committee Files-College-level</u> Minutes, reports and/or proposals of college-level committees such as College Senate, Faculty Affairs, Curriculum and Academic Policy, Graduate Studies, Undergraduate Student Affairs, Undergraduate Admissions (refer to records retention schedule for the Student Services office), and Technology.</p> <p>Notes: a) <i>This series includes grievance files.</i> b) <i>Minutes and reports are housed in respective offices.</i> c) <i>Duplicates of minutes, reports, etc. are filed in the NCATE document room as necessary.</i></p>	ADM9910	Retain in the office for eight years. Then, transfer committee minutes to the University Archives. Review other documentation for continuing administrative value.
EDDN04-05a	P	C	<p><u>Personnel Files-Staff-Dean's Office</u> Staff personnel files. These include performance evaluations, promotion and tenure documentation, letters of recommendations, correspondence, record of outside activity, resumes, copies of contracts, vacation, sick, and professional leave information.</p> <p><i>Note: Long-term information is held by Human Resources Office.</i></p>	PER3000	Destroy within six years of termination. If subject to legal action, retain until final disposition.

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EDDN04-05b	P	C	<p>Personnel Files-Full-Time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments) 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"> The offer letter (applies to bargaining unit and non-bargaining unit faculty) A copy of the criteria signed by the Bargaining Unit Faculty Member and the Department Chair (attached to the letter) A signed copy of any changed criteria and/or procedures A signed copy of any written agreements about changes to the probationary period (untenured faculty) Annual evaluations by supervisor and any written rebuttals to the annual evaluation (applies to bargaining unit and non-bargaining unit faculty) Peer evaluations (from the Promotion and Tenure Committee), when available Annual statements summarizing cumulative progress toward tenure from the Department Chair and from the Department Promotion and Tenure Committee Annual and triennial statements summarizing cumulative progress toward promotion from the Department Promotion and Tenure Committee (tenured associate professors) Student evaluations of professors and their courses. (maintained by departments- see departmental records retention schedules) <p>Notes: i) <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.</i> ii) <i>Long-term personnel information is maintained by the office of Human Resources.</i></p>	PER3000	<p>Retain 1-8 in the Dean's office for two years after the end of the last WSU assignment and then review for continuing administrative value.</p> <p>9. Retain forms or the transcribed comments and all quantitative reports received by the Department Chair in the Dean's office for at least 7 years. When removing student evaluation forms, transcribed comments, or quantitative reports, the department will send them to the full-time faculty member to whom they pertain.</p> <p>Note: For retention of adjunct professors' personnel files, see departmental schedules. (Retain summarized records in the department for two years and then review for continuing administrative value.)</p>

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EDDN06-06	P	C	<u>Personnel Files-Employee Search-Dean's Office</u> Vitae, letters, records of individuals who have applied for positions in the College of Education and Human Services. Also includes employment inquiries and related files of unsolicited applicants.	PER2000	Retain for three years, then destroy.
EDDN00-07	P/E	H	<u>Policies, By-laws, and Procedures</u> <i>Note: Policy manual updated in 1997.</i>	ADM3000	Retain while active plus ten years. Transfer one paper copy of each version to the University Archives.
EDDN00-08	P/E		<u>Proposals/Grants-Research</u> Duplicate records held in the office of the principal investigator (PI) for reference purposes. <i>Note: For originals refer to the retention schedule for the office of Research and Sponsored Programs.</i>	ADM9900	Destroy as soon as determined by the office to have no more value (see General Retention Schedule, series no. 14).
EDDN04-09	P/E	H	<u>Publications</u> Includes newsletters, brochures and other publicity material (i.e., fact sheets) covering programs and events of the College of Education and Human Services.	PUB3000	Retain in the office for two years and then transfer one copy of each issue to the University Archives.
EDDN00-10	P/E	H	<u>Reports-Annual-College-level</u> Contains reports from all departments to the office of the Dean.	ADM9910	Retain in the office for two years and then transfer one copy of each issue to the University Archives. Keep extra copies in office as needed.

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EDDN00-11	P/E	H/V	<u>Syllabi</u> Complete description of courses since the establishment of the College. <i>Note: Syllabi need to be retained indefinitely for accreditation and licensure purposes.</i>	ADM9910	Retain paper records permanently.*
EDDN00-12	P/E	H	<u>Subject Files- Dean's Office</u> Includes correspondence, reports, minutes, memoranda, policy and informational files as well as College of Education and Human Services files (i.e., development of programs) held by the Dean, Assistant Deans, and Associate Dean.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*
EDDN00-13	E	H	<u>Web Page-College</u> Includes description of the College of Education and Human Services academic programs and its activities/events . <i>Note: The College of Education and Human Services web page was established in 1996.</i>	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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