

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: Leadership Studies in Education and Organizations **EDLD**

Division: College of Education and Human Services **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
Leadership Studies in Education and Organizations					
LDRS07-01	P/E		<u>Committee Files-Department</u> Files of departmental committees.	ADM9910	Retain in the office for three years. Then, 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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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
LDRS07-02	P	C	<u>Personnel Files-Faculty Annual Reports</u> Reports include listings of activities, and accomplishments in teaching, research and services for the calendar year. A copy of the final report is reviewed and maintained by the department chair. <i>Note: Faculty reports are not included in AAUP's article 13.</i>	PER3000	Retain in department for two years after the end of the last WSU assignment and then review for continuing administrative value.
LDRS07-03	P	C	<u>Personnel Files-Adjunct Professors</u> <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.
LDRS07-04	P	C	<u>Personnel Files-Staff-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>	PER3000	Destroy within two years of termination. If subject to legal action, retain until final disposition.
LDRS07-05	P	C	<u>Personnel Files-Employee Selection</u> Includes vitae, letters, and related records of individuals who have applied for staff positions in the Department of Leadership Studies in Education and Organizations.	PER2000	Retain for three years, and then destroy.
LDRS07-06	P	C	<u>Personnel Files- Adjunct Selection</u> Includes vitae, letters, and related records of individuals who have applied for adjunct professor positions in the Department of Leadership Studies in Education and Organizations.	PER2000	Retain for three years, and then destroy.

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LDRS07-07	P	C	<p>Personnel Files-Faculty a) 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"> 1. The offer letter (applies to bargaining unit and non-bargaining unit faculty) 2. A copy of the criteria signed by the Bargaining Unit Faculty Member and the Department Chair (attached to the letter) 3. A signed copy of any changed criteria and/or procedures 4. A signed copy of any written agreements about changes to the probationary period (untenured faculty) 5. Annual evaluations by supervisor and any written rebuttals to the annual evaluation (applies to bargaining unit and non-bargaining unit faculty) 6. Peer evaluations (from the Promotion and Tenure Committee), when available 7. Annual statements summarizing cumulative progress toward tenure from the Department Chair and from the Department Promotion and Tenure Committee 8. Annual and triennial statements summarizing cumulative progress toward promotion from the Department Promotion and Tenure Committee (tenured associate professors) 9. Student evaluations of professors and their courses. (maintained by departments- see departmental records retention schedules) <p>Notes: 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>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. Retain 5-9 in department.</p> <p>9. Retain forms or the transcribed comments and all quantitative reports in the Dean's office for at least 7 years. When removing student evaluation forms, transcribed comments, or quantitative reports, the college will send them to the full-time faculty member to whom they pertain.</p>

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LDRS07-08	P	H	<p><u>Programs-Leadership Studies in Education and Organizations</u> Includes administrative files of the following programs:</p> <ol style="list-style-type: none"> 1. Teacher-Leader (Curriculum Instruction: Professional Development) 2. Educational Administration 3. Student Affairs in Higher Education 4. Library/Media 5. Classroom Teacher: Educational Technology 6. Career Technical Education 7. Organizational Leadership 8. Certification Advising (There is a seven-year limit during which the program can be completed). 9. Leadership Development <p><i>Note:</i> Student records are held in the Office of Student Services, College of Education and Human Services and the School of Graduate Studies.</p> <p>Syllabi and curriculum development, as well as program modification and course inventory changes are held in the Office of the Dean, College of Education and Human Services.</p>	ADM9910	Review periodically for continuing administrative value. Transfer historical records on development and administration of the programs to the Archives every three years.
LDRS07-09	P	H	<p><u>Publications</u> Publications such as brochures and other material produced by the department describing its programs and special events.</p>	PUB3000	Retain indefinitely. Transfer one copy of each brochure to the Archives annually.
LDRS07-10	P/E		<p><u>Subject Files- Chairperson's</u> Includes correspondence, reports, minutes, memoranda, policy and informational files as well as Leadership Studies Program files (i.e., development of the program).</p>	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*

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