

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: Department of Human Services EDHS

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
EDHS00-01	P/E	H	<u>Committee Files-Department</u> Files of the departmental faculty meetings including minutes.	ADM9910	Retain meeting minutes in the office for three years and then transfer to the University Archives.
EDHS04-02a	P	C	<u>Personnel Files-Faculty Activity Reports</u> Activity reports for the calendar year listing activities and accomplishments in teaching, research, and service. <i>Note: Activity 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.
EDHS04-02b	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.

***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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EDHS04-02c	P	C	<p><u>Personnel Files-Faculty</u> a) Full-time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments) <i>This series include the following documents (article 13 of the Collective Bargaining Unit Agreement between WSU and WSU-AAUP):</i></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) 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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EDHS04-02d	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.
EDHS00-03	P	C	<u>Personnel Files-Employee Search</u> Vitae, letters, records of individuals who have applied for faculty and staff positions in the department of Human Services.	PER2000	Retain for three years, then destroy.
EDHS00-04	P/E	H	<u>Programs-Department</u> Includes administrative files of the following programs: Master's degree in: <ul style="list-style-type: none"> ➤ Mental Health Counseling or Community Counseling ➤ Business and Industrial Management Counseling ➤ Marriage and Family Counseling ➤ Counseling Exceptional Children ➤ School Counseling ➤ Rehabilitation Counseling <i>Note: The Art Therapy, Student Affairs in Higher Education, and Gerontology Counseling programs have been discontinued.</i> Bachelor's degree in: <ul style="list-style-type: none"> ➤ Rehabilitation Specialist 	ADM9910	Review periodically for continuing administrative value. Transfer historical records on development and administration of the programs to the Archives every three years.

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EDHS00-05	P	H	Publications-Department Publications such as brochures and other material produced by the department describing its programs and special events. This series includes departmental newsletters .	PUB3000	Retain indefinitely. Transfer one copy of each brochure (dated)/newsletter to the Archives annually.
EDHS00-06	P	C	Student Files Individual files on undergraduate and graduate students (active, inactive, and graduated, degree- and non-degree seeking). Includes classes taken by academic year, proficiency and progress reports, and scholarship information.	EDU1010	Retain while active, plus five years. Review for continuing administrative value.*
EDHS00-07	P/E		Subject Files- Chairperson's Includes correspondence, reports, minutes, memoranda, policy and informational files as well as Human Services Program files (i.e., development of the programs).	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*
EDHS00-08	E	H	Web Page-Department Includes description of academic programs and its activities/events in the department of Human Services. <i>Note: The departmental web page was established in 1995.</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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