

Wright State University RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	
Page	1 of 2

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: Division of Professional Development (previously Department of Professional Practice and Research) **EDPP**

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
EDPP04-01	P	C	Personnel Files- Instructor Evaluation by Students Forms Student evaluations of adjunct faculty at teacher centers and their courses.	PER3000	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.

***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).

Wright State University
RECORDS RETENTION SCHEDULE (RRS)
 (continuation sheet)

New	
Revision	x
Addition	
Page	2 of 2

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WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
EDPP00-02	P	C	<u>Personnel Files-Employee Selection</u> Includes vitae, letters, records of individuals who have applied for faculty and staff positions in the Division of Professional Practice and Research.	PER2000	Retain for three years, and then destroy.
EDPP00-03	P	H	<u>Publications-Departmental</u> Publications such as brochures and other material produced by the office 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.
EDPP00-04	P/E		<u>Subject Files- Director's</u> Includes correspondence, reports, minutes, memoranda, policy and informational files as well as development of Professional and Practice Research Programs.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*
EDPP00-05	E	H	<u>Web home page-Departmental</u> Includes description of departmental programs and activities and events.	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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