

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

**Originating Office/Department Code:** The Center for Performance Excellence at the Kettering Center (Formerly Kettering Center for Continuing Education) **PDCN**

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**Division:** Provost **Date:** \_\_\_\_\_

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

**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
PDCN00-01	P/E		<b><u>Accounting and Registration Records-Fees/Refunds/Scholarships</u></b> This series includes bank deposit slips and reports produced by a dedicated registration software package.	ACC1000	Retain for five years and then destroy.  Retain Ledger 6 account records for six years and then destroy.
PDCN00-02	P		<b><u>Contracts-Short-Term</u></b> Includes short-term contracts between instructors and the Center.	LEG2000	Retain while active plus five years. Then, review for continuing administrative value.
PDCN00-03	P	C	<b><u>Personnel Files-Department</u></b> Staff personnel files. These include performance evaluations, letters of recommendations, correspondence, resumes, copies of contracts, vacation and sick leave information. <b>Note:</b> Long-term information is held by Human Resources Office.	PER3000	Destroy six years after termination. If subject to legal action, retain until final disposition.

**\*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**  
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PDCN00-04	P	C	<b><u>Personnel Files-Employee Selection</u></b> Includes vitae, letters, and related records of individuals who have applied for staff positions.	PER2000	Retain for three years then destroy.
PDCN00-05	P	H	<b><u>Programs-Department</u></b> Includes administrative files documenting training programs offered each year by the Center.	ADM9910	Transfer historical records on development and administration of the Center to the University Archives every three years. Retain all other routine administration files for three years and then destroy.
PDCN00-06	P	H	<b><u>Publications-Departmental</u></b> Publications such as brochures and other material produced by the department describing its programs and special events.	PUB3000	Retain in the office for three years and then transfer to the University Archives.
PDCN00-07	P/E		<b><u>Reports</u></b> This includes annual reports and program assessments and evaluation statistics.	ADM9910	Retain in the office for three years and then transfer <b>final</b> reports to the University Archives.
PDCN00-08	P/E		<b><u>Subject Files- Director's</u></b> Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development of the Center for Professional Development.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*

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PDCN06-09	P		<b><u>Events-Agreement Files-External</u></b> Original agreements between the Center and external organizations for rental and use of CPE facilities.	LEG2000	Retain while active, plus three years. Review for continuing administrative value.
PDCN06-10	P		<b><u>Events- WSU Internal</u></b> Includes correspondence and related files on use of CPE facilities by other WSU offices.	ADM9900	Retain while active, plus one year.

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