

Wright State University RECORDS RETENTION SCHEDULE (RRS)

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Addition	
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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: Center for Teaching and Learning CNTL

Division: Approvals Provosts Office Date:

Dean/Director/Head: _____

Department Chairperson/Manager: _____

University Records Manager: _____

Head, Special Collections and Archivist: _____

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
CNTL10-01	P	H	Publications and Publicity Includes newsletters, workshop catalogs, programs and related publicity materials.	PUB3000	Retain three years in the office. Transfer one copy of each to the Archives once a year. Destroy extra copies when of no further administrative value.
CNTL10-02	P/E	C	Personnel Files Active and inactive personnel files of classified, unclassified and student employees. 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.
CNTL10-03	P/E	C	Personnel Files-Employee Selection Vitae, letters, records of individuals who have applied for faculty and staff positions.	PER2000	Retain for three years, then destroy.

***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).

9/9/10

Wright State University
RECORDS RETENTION SCHEDULE (RRS)
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WSU Records Series Number	Medium Code¹	Value Code²	Records Series Title and Description³	IUC Number	Retention Period
CNTL10-04	P/E	C	<u>Personnel Files- Recruitment Records</u> Job postings, interview questions, interview notes, status of position offer form, and other documentation required by Affirmative Action	PER2000	Retain for three years, then destroy.
CNTL10-05	P/E	H	<u>Subject Files- Associate Director(s)</u> Correspondence, reports, minutes, memoranda, and information files documenting the activities of this office.	ADM9910	Retain for three years, then review for continuing administrative or historical value. *
CNTL10-06	P/E	H	<u>Subject Files- Director</u> Correspondence, reports, minutes, memoranda, and information files documenting the activities of this office.	ADM9910	Retain for three years, then review for continuing administrative or historical value. *

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