

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: Dean's, Associate Dean's, Research, Public Relations and Technology, Student Records NRHL

Division: Wright State University-Miami Valley College of Nursing and Health

Approvals

Dean/Director/Head: _____ Date:

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
DEAN'S OFFICE					
NRHL09-01	P/E	H	Accreditation Files Files contain information on the College of Nursing and Health affiliation with outside organizations such as the Commission on Collegiate Nursing Education and the Ohio Board of Nursing. <i>Note: Last accreditation was awarded in Spring of 2004. It included a self-study report and the report by the Commission on Collegiate Nursing Education.</i>	ADM3020	Retain permanently. After of no further administrative use, transfer to the University Archives.*
NRHL09-02	P/E	H	Committee Files Originals of the College of Nursing and Health Committee meeting minutes (monthly during the academic year) with supporting documentation. This series also includes the meeting minutes of other college-level committees, such as the Faculty Organization meetings.	ADM9910	Retain permanently. Transfer one dated copy to the University Archives annually.*

***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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DEAN'S OFFICE (continued from page 1)					
NRHL09-03	P/E	H	<p>Curriculum Handbook Includes undergraduate and graduate course syllabi, objectives, course descriptions, grading procedures, and general guidelines. Modifications are made annually and are also documented in the minutes of the Undergraduate and Graduate Curriculum Committee meetings. <i>Note: Faculty members retain detailed course syllabi.</i></p>	ADM9910	Retain permanently. Transfer one dated copy to the University Archives annually.*
NRHL09-04	P/E	H	<p>Faculty Handbook Faculty handbook for the College of Nursing and Health. Modifications are made annually and are also documented in the minutes of the standing committee meetings.</p>	ADM9910	Retain permanently. Transfer one dated copy to the University Archives annually.*
NRHL09-05a	P	C	<p>Personnel Files-Staff WSU staff personnel files. These include resumes, performance evaluations, letters of recommendations, correspondence, copies of contracts, vacation and sick leave information, and occasional newspaper clippings.</p>	PER3000	Retain while active plus two years. If subject to legal action, retain until final disposition. <i>Note: Long-term information is held by Human Resources Office.</i>

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DEAN'S OFFICE (continued from page 2)					
NRHL09-05b	P	C	<p>Personnel Files-Faculty-Full-time-CBA (including Lecturers, Clinical, Instructors, Visiting Appointments)</p> <p>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 (untentured 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. <p><i>Note: 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.</i></p>	PER3000	<p>Retain 1 through 8 in the college for two years after the end of the last WSU assignment and then review for continuing administrative value.</p> <p>9. Retain forms or the transcribed comments and all quantitative reports for at least seven 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> <p>Transfer material of historic interest such as biographies and newspaper clippings to the University Archives.</p>

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DEAN'S OFFICE (continued from page 3)					
NRHL09-5c	P	C	<u>Personnel Files-Faculty-Full-Time- OBN Requirements</u> Academic credentials, including copies of official academic transcripts, curriculum vita that indicates years of clinical practice and years of teaching experience, current copy of RN License printed from OBN verification site	PER3000	Retain each printed copy for a five year period
NRHL09-05d	P	C	<u>Personnel Files-Adjunct Faculty (Employed on a quarterly basis)</u> Academic credentials, including copies of official academic transcripts, curriculum vita that indicates years of clinical practice and years of teaching experience, current copy of RN license printed from OBN verification site.	PER3000	Retain summarized records in the department for two years and then review for continuing administrative value. <i>Note: Long-term information is maintained by the office of Human Resources.</i>
NRHL09-05e	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 the college for two years after the end of the last WSU assignment and then review for continuing administrative value.
NRHL09-06	P	C	<u>Personnel Files-Employee Search- College Vitae</u> , letters, records of individuals who have applied for positions in the College of Nursing and Health.	PER2000	Retain for three years, then destroy.
NRHL09-07	P/E	H	<u>Policies, By-Laws, and Procedures-College level</u>	ADM3000	Retain while active plus ten years. Transfer one copy of each version to the University Archives.

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DEAN'S OFFICE (continued from page 4)					
NRHL09-08	P/E	H	Reports Reports provided for the Commission on Collegiate Nursing Education (accrediting body), the State of Ohio Board of Nursing (a) quarterly reports, b) student test results, and c) WSU Nursing annual report), and the Ohio Board of Regents. The series includes test results of all students taking State Board of Nursing Exams. Used for statistical purposes. <i>Note: Students are provided with a copy of their own exam results from the Ohio Board of Nursing.</i>	EDU3000	Retain one copy of each report permanently. When of no further administrative use, transfer to the University Archives.
NRHL09-09	P		Syllabi College of Nursing and Health quarterly course syllabi.	ADM9000	Retain in the office for ten years and then review for continuing administrative value.
NRHL99-10	P/E	C	Subject Files-Dean's Includes correspondence, reports, minutes, memoranda, policy and informational files.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*

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ASSOCIATE DEAN'S OFFICE					
NRHL09-11	P	V	<u>Contracts-Clinical Agencies</u> Records related to obligations under contracts, leases, and other agreements between the College of Nursing and Health and outside clinical agencies. Includes government contracts and grants and records required to be kept until government audit.	LEG2000	Retain while active plus five years. Review for continuing administrative or historical value.*
NRHL09-12	P	H	<u>Evaluations-Programs</u> Records related to surveys conducted four to five times annually by the College of Nursing and Health.	ADM9000	Retain until completion of evaluation process, then review and transfer to University Archives.*
NRHL09-13	P	H	<u>Reports-Course</u> Quarterly report that summarizes the accomplishments and changes made in the course and list the faculty, clinical sites, number of students and grades. It also includes recommendations for changes.	ADM9000	Retain until completion of evaluation process, then review and transfer to the University Archives.*
NRHL09-14	P/E	C	<u>Subject Files- Associate Dean's</u> Includes correspondence, reports, minutes, memoranda, policy and informational files.	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*

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PUBLIC RELATIONS AND TECHNOLOGY MANAGEMENT					
NRHL09-15	P/E	C	<u>Grant Records-Professional Nurse Trainship (Fellowship)</u> Includes Department of Health and Human Services requirements and statement of appointment. The Financial Aid Office retains original accounting records.	LEG2000	Retain while active plus five years, then review for continuing administrative value. Note: <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>
NRHL09-16	P/E	C	<u>Grant Records - Graduate Tuition Scholarship</u> State-funded project for student recruitment managed by the School of Graduate Studies. Files include application and award letters.	LEG2000	Retain while active plus five years, then review for continuing administrative value. Note: <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>

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PUBLIC RELATIONS AND TECHNOLOGY MANAGEMENT					
NRHL09-17	P	H	<u>Historical Files</u> Files containing historical information concerning the beginning of the College of Nursing and Health up to the present, newspaper clippings, photographs, anniversary material, chronologically arranged.	ADM9910	Retain in office for one year, then transfer to the University Archives.
NRHL09-18	P	H	<u>Publicity-Brochures</u> Brochure information also available on the College's web home page.	PUB3000	Retain indefinitely. Transfer one copy of each brochure to the University Archives annually.

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PUBLIC RELATIONS AND TECHNOLOGY MANAGEMENT (continued)					
NRHL09-19	P	H	Publicity-College Events Includes student affairs and special events files such as programs, award recipient lists, invitation lists, etc. (i.e. 25 th anniversary celebration, Career Day, etc.)	PUB3000	Retain select material indefinitely. Transfer one copy of each brochure to the University Archives annually.
NRHL09-20	P	H	Student Handbook For graduate and undergraduate students. Revised annually.	PUB6000	Regularly transfer one copy of each version to the University Archives.
NRHL09-21	P	C	Student Records Includes duplicate transcripts for graduate students (originals held in the School of Graduate Studies); applications to the College of Nursing and Health; and evaluations of clinical assignments by faculty. Files also include general correspondence; graduation information; health assessment report; and recommendation letters. <i>At graduation, the student's electronic record is reviewed for complete transcript indicating the credential granted and the date of completion of the program.</i> Note: Student files are maintained as follows: <ol style="list-style-type: none"> 1. Nursing(BSN) 2. Registered nurses 3. Graduate students 4. Graduated (both from graduate and undergraduate programs) 	EDU1010	Retain while active, plus five years. Review for continuing administrative value.*

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RESEARCH OFFICE					
NRHL09-22	P/E		<p><u>Grant files-Awarded</u> <u>Administrative & Financial records</u> Individual files on federal and non-federal grant funded-projects include:</p> <ol style="list-style-type: none"> Administrative (proposal, letter of transmittal of funds, correspondence with funding agency, protocol written by principal investigators, reports, personnel records, etc.) Financial (budget sheets, requisitions, purchase orders, accounting worksheets, etc.) <p><i>Note: Retention and access requirements—as well as exceptions-- for federal grants outlined in Office of Management and Budget's Circular No A-110, section.53.</i></p>	LEG2000	Retain while active plus five years, from the date of sub- mission of the final expenditure report. Then review for historical value.* <i>Example: Annual reports submitted to the agency.</i>
NRHL09-23	P/E	C/H	<p><u>Grant files-Awarded</u> <u>Research records and data</u> Research records and data produced in the course of a grant-funded project (federal or non-federal) are treated as intellectual property and provided all applicable protections. Following the completion of the project and publication of the project's findings, if the principal investigator or the Office for Research and Sponsored programs deem the project results to have continuing research and/or historical value, they may request select material to be preserved in the University Archives or other appropriate repositories, if consistent with records retention requirements as otherwise defined in the granting agency's agreement with WSU.</p> <p><i>Note: Retention and access requirements—as well as exceptions—for federal grants outlined in Office of Management and Budget's Circular No A-110, section.53.</i></p>	LEG2000	Retain while active plus five years, from the date of submission of the final expenditure report. Then review for historical value.* <i>Examples of records with historical value: Final report submitted to granting agency and other publicly released, published, or patented research results. (ORC par.149.43 (A) (1)(m), Intellectual Property Records)</i>
<p><i>The description of series NRHL04-21 and NRHL04-22 is identical the one appearing on the records retention schedule for the office of WSU's Research and Sponsored Programs (RSP). When disposing of grant-related administrative and financial records, check for duplication with the RSP office.</i></p>					

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RESEARCH OFFICE (continued)					
NRHL09-24	P		<u>Grant files-Unawarded</u>	ADM9900	Retain for six months after notification, then return to investigator. Investigators retain for three years and then destroy.
NRHL09-25	P		<u>Personnel Files</u> Graduate Assistants Activity Report-Weekly	ADM9000	Retain for two years, then destroy.

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