

# 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:** Dean's Office LADN

**Division:** College of Liberal Arts Date:

Approvals

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

**Department Chairperson/Manager:** \_\_\_\_\_

**University Records Manager:** \_\_\_\_\_

**Head, Special Collections and 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>3</sup>	IUC Number	Retention Period
LADN00-01	P/E	H	<b><u>Committee Files-College level</u></b> Includes meeting minutes and reports of college-level committees such as: <ul style="list-style-type: none"> <li>➤ Department chair meetings</li> <li>➤ Senate meetings</li> <li>➤ Curriculum committee meetings</li> <li>➤ Undergraduate petition meetings</li> </ul>	ADM9910	Retain in the office for three years. Then, transfer meeting minutes and/or reports to the University Archives.
LADN04-02a	P	C	<b><u>Personnel Files-Faculty Activity Reports</u></b> 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 Dean's office for two years after the end of the last WSU assignment and then review for continuing administrative value. Transfer material of historic interest such as biographies and newspaper clippings to the University Archives.

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LADN04-02b	P	C	<p><b><u>Personnel Files-Dean's Office-Faculty Full-time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments)</u></b></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"> <li><b>The offer letter</b> (applies to bargaining unit and non-bargaining unit faculty)</li> <li><b>A copy of the criteria signed by the Bargaining Unit Faculty Member</b> and the Department Chair (attached to the letter)</li> <li><b>A signed copy of any changed criteria</b> and/or procedures</li> <li><b>A signed copy of any written agreements about changes</b> to the probationary period (untentured faculty)</li> <li><b>Annual evaluations by supervisor</b> and any written rebuttals to the annual evaluation (applies to bargaining unit and non-bargaining unit faculty)</li> <li><b>Peer evaluations</b> (from the Promotion and Tenure Committee), when available</li> <li><b>Annual statements summarizing cumulative progress toward tenure</b> from the Department Chair and from the Department Promotion and Tenure Committee</li> <li><b>Annual and triennial statements summarizing cumulative progress toward promotion</b> from the Department Promotion and Tenure Committee (tenured associate professors)</li> <li><b>Student evaluations of professors</b> and their courses. (maintained by departments-see departmental records retention schedules)</li> </ol> <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><b>Retain 1-8 in the college office</b> for two years after the end of the last WSU assignment and then review for continuing administrative value.</p> <p><b>Retain 9 in departments.</b></p> <p><b>Notes:</b></p> <p>a) For retention of adjunct professors' personnel files, see departmental schedules. (Retain summarized records in the department for two years and then review for continuing administrative value.)</p> <p>b) Long-term personnel information is maintained by the office of Human Resources</p>

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LADN04-02c	P	C	<b><u>Personnel Files-Dean's Office-Staff</u></b> Staff personnel files. These include performance evaluations, letters of recommendations, correspondence, resumes, 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.
LADN00-03	P	C	<b><u>Personnel Files-Employee Selection</u></b> Vitae, letters, records of individuals who have applied for faculty and staff positions in the College of Liberal Arts.	PER2000	Retain for three years, then destroy.
LADN00-04	P/E	H	<b><u>Policies, By-Laws, and Procedures-College level</u></b>	ADM3000	Retain while active plus ten years. Transfer one copy of each version to the University Archives.
LADN00-05	P/E		<b><u>Proposals-Internal Grants</u></b> This series includes documentation (application forms, correspondence, and expense reports) on a) <b>Faculty Development</b> grants and b) <b>General Education Research Incentive</b> grants as well as annual lists of approved grants.	ADM9910	Retain while active and then review for continuing administrative or historical value.*
LADN00-06	P/E	H	<b><u>Publications-Newsletters/Brochures</u></b> Includes newsletters, brochures, and other publicity-related material covering activities and events of the College of Liberal Arts and its departments.	PUB6000	Retain in the office until of no further administrative value. Transfer one copy of each issue to the University Archives once a year.

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LADN00-07	P/E	H	<b><u>Reports-Annual-College-Level</u></b>	ADM9910	Retain in the office until of no further administrative value. Transfer one hard copy of each issue to the University Archives once a year.
LADN00-08	P/E	H	<b><u>Reports-Statistical-College-Level</u></b> Includes surveys, assessments, and various statistical reports on educational offerings of the College of Liberal Arts.	ADM9910	Retain in the office until of no further administrative value. Transfer one hard copy of each issue to the University Archives once a year.
LADN00-09	P	C	<b><u>Student Files</u></b> Individual files on students in 1. Selected Studies major 2. Women's Studies program 3. University Study Abroad program Includes classes taken by academic year, proficiency and progress reports, and scholarship information.	EDU1010	Retain while active, plus five years. Then, review for continuing administrative value.
LADN00-10	P/E	H	<b><u>Subject Files- Dean's</u></b> Includes correspondence, reports, minutes, memoranda, policy and informational files as well as college program files (i.e., development of courses).	ADM9910	Retain in the office for three years. Then, review for continuing administrative or historical value.*

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LADN00-11	P/E	H	<b><u>Subject Files-Assistant Deans'</u></b> 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.*
LADN00-12	P/E	H	<b><u>Subject Files-Associate Dean's</u></b> 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.*
LADN00-13	E	H	<b><u>Web Page-College</u></b> Includes description of the College of Liberal Arts <b>academic programs</b> and its <b>activities/events</b> .  <i>Note: The Liberal Arts College web page was established in December 1996.</i>	ADM9900	Retain electronic format on the web until obsolete or superseded. <b>Retain a paper copy</b> of a) each version and b) each version's source code permanently in the University Archives, <b>if information exists in electronic format only.</b>
LADN04-14	P	H	<b><u>Accreditation-External Reviews</u></b> College-level and department-level files documenting accreditation review by the North Central Agency. It includes a self-study report and the report by the North Central Accreditation (program review).	ADM3020	Retain permanently. Transfer one copy of the final report to the University Archives upon completion of review.
LADN04-15	P/E	V	<b><u>Agreements</u></b> Includes original partnership agreements and copies of articulation agreements with other universities, colleges and schools.	LEG2000	Retain while active plus five years, then destroy or review for continuing administrative and historical value.*

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