

Wright State University RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	
Page	1 of 5

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: Department of Music MUSC

Division: College of Liberal Arts Date:

Approvals

Dean/Director/Head: _____

Department Chairperson/Manager: _____

University Records Manager: _____

Head, Special Collections & University 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
MUSC11-01	P/E		<u>Class List File</u> Files arranged by quarter containing Applied Music Signature Recital attendance lists and student list of recital attendance.	ADM9910	Retain in the office for five years. Then, review for continuing administrative value.
MUSC11-02	P/E	H	<u>Committee Files-Department</u> Files of departmental committees such as Music Education, Theory and Literature, Applied Music, Ensemble Directions, etc.	ADM9910	Retain in the office for three years. Then, transfer to the University Archives.

***Note:** Longer term storage may include, but not be restricted to, University 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 5

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 ³	IUC Number	Retention Period
MUSC11-03	P/E	H	<u>Performances- Programs and Recordings</u> Programs, tapes, and CD's of student/ department performances. Arranged chronologically.	PUB6000	At the conclusion of each term, transfer one copy of each recording/ program from the completed term to the University Archives. Performances to be retained for 20 years, then reviewed for historical value.
MUSC11-04	P/E	C	<u>Personnel Files-Adjunct Faculty</u> <i>Note: Long-term information is held by Human Resources Office.</i>	PER3000	Retain summarized records in the department for two years and then review for continuing administrative value.
MUSC11-05	P/E	C	<u>Personnel Files-Department-Staff</u> Staff personnel files. 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 two years after termination. If subject to legal action, retain until final disposition.
MUSC11-06	P/E	C	<u>Personnel Files-Employee Selection</u> Includes vitae, letters, records of individuals who have applied for faculty and staff positions in the department of Music.	PER2000	Retain for three years, then destroy.

***Note:** Longer term storage may include, but not be restricted to, University 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	3 of 5

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 ³	IUC Number	Retention Period
MUSC11-07	P/E	C	<p>Personnel Files-Faculty Full-time Faculty (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"> The offer letter (applies to bargaining unit and non-bargaining unit faculty) A copy of the criteria signed by the Bargaining Unit Faculty Member and the Department Chair (attached to the letter) A signed copy of any changed criteria and/or procedures A signed copy of any written agreements about changes to the probationary period (untentured faculty) Annual evaluations by supervisor and any written rebuttals to the annual evaluation (applies to bargaining unit and non-bargaining unit faculty) Peer evaluations (from the Promotion and Tenure Committee), when available Annual statements summarizing cumulative progress toward tenure from the Department Chair and from the Department Promotion and Tenure Committee Annual and triennial statements summarizing cumulative progress toward promotion from the Department Promotion and Tenure Committee (tenured associate professors) Student evaluations of professors and their courses. (maintained by departments-see departmental records retention schedules) <p><i>Notes: i) 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. ii) Long-term personnel information is maintained by the office of Human Resources.</i></p>	PER3000	<p>Retain 1-8 in the Dean's office 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 received by the Department Chair in the department for at least 7 years. When removing student evaluation forms, transcribed comments, or quantitative reports, the department will send them to the full-time faculty member to whom they pertain.</p>

***Note:** Longer term storage may include, but not be restricted to, University 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	4 of 5

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 Code¹	Value Code²	Records Series Title and Description³	IUC Number	Retention Period
MUSC11-08	P/E	H	<u>Personnel Files-Faculty Activity Reports</u> Activity reports for the calendar year listing activities and accomplishments in teaching, research, and service. Note: Activity reports are not included in AAUP's article 13.	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.
MUSC11-09	P	H	<u>Publicity-Press Releases and Newspaper Clippings Notebooks</u> Generated by the Music Department. Arranged chronologically. Also, large ensemble calendars (annual) and other publications.	PUB3000	Retain three years in the office and then transfer to the University Archives. The Press Releases should be separated from the Newspaper Clippings Notebooks, before transferring.
MUSC11-10	P	H	<u>Reports-External Review</u> Department files documenting accreditation review by the National Association for Schools of Music (NASM) conducted every ten years.	ADM3020	Retain permanently. Transfer one copy to the University Archives upon completion of the review.
MUSC11-11	P/E		<u>Student Files-Department</u> Individual files on undergraduate and graduate students (active, inactive, and graduated, degree- and non-degree seeking). Includes classes taken by academic year, audition applications for recitals performed, proficiency and progress reports, and scholarship information.	EDU1010	Retain while active, plus five years. Review for continuing administrative value.

***Note:** Longer term storage may include, but not be restricted to, University 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	5 of 5

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 Code¹	Value Code²	Records Series Title and Description³	IUC Number	Retention Period
MUSC11-12	P/E		<u>Subject Files- Chairperson'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.*
MUSC11-13	E	H	<u>Web site-Department</u> Includes description of programs, 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.
GS17			<u>Instrument Inventory-Department</u> Refer to General Records Retention Schedule no. GS 31		Retain for two years after superseded and then destroy.

***Note:** Longer term storage may include, but not be restricted to, University 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)