

# Wright State University RECORDS RETENTION SCHEDULE (RRS)

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| <b>Addition</b> |        |
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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 SMDN

**Division:** College of Science and Mathematics 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>5</sup>  | IUC Number | Retention Period   |
|---------------------------|--------------------------|-------------------------|--|------------|--|
| SMDN00-01                 | P/E                      | V                       | <b>Agreements</b><br>Includes <b>original</b> partnership agreements and copies of articulation agreements with other universities, colleges and schools.  | LEG2000    | Retain while active plus five years, then <b>destroy or review</b> for continuing administrative and historical value.*  |
| SMDN00-02                 | P                        | H                       | <b>Committee Files-College-level</b><br>Minutes, reports and/or proposals of college-level committees such as:<br>Steering, Undergraduate Curriculum, Undergraduate Petitions, Graduate Studies, Promotion & Tenure, Academic Mediation, Academic Computing & Technology<br>Semi Ad Hoc and other committees:<br>Elections, Faculty Teaching Awards, Scholarship, Chairs and Directors, Graduate Program Directors, Research Advisory. | ADM9910    | Retain in the office for three years. Then, transfer committee minutes to the University Archives. Review other documentation for continuing administrative value. |

**\*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).

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| <b>WSU<br/>Records<br/>Series<br/>Number</b> | <b>Medium<br/>Code<sup>1</sup></b> | <b>Value<br/>Code<sup>2</sup></b> | <b>Records Series Title<br/>and Description<sup>3</sup></b>  | <b>IUC<br/>Number</b> | <b>Retention<br/>Period</b>  |
|--|------------------------------------|-----------------------------------|--|-----------------------|--|
| SMDN00-03                                    | P                                  | C                                 | <p><b><u>Personnel Files-Dean's Office-Staff</u></b><br/>           Staff personnel files. These include performance evaluations, letters of recommendations, correspondence, resumes, vacation, and sick leave information.<br/> <i><b>Note:</b> Long-term information is held by Human Resources Office.</i></p> | PER3000               | Destroy within two years of termination. If subject to legal action, retain until final disposition. |

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|---------------------------|--------------------------|-------------------------|---|------------|--|
| SMDN00-04                 | P                        | C                       | <p><b>Personnel Files-Dean's Office-Faculty</b><br/> <b>a) Full-time Faculty (including Lecturers, Clinical, Instructors, Visiting Appointments)</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 (untenured 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 1-4 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 5-9 in departments.</b></p> <p><b>Notes:</b><br/>           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.)<br/>           b) Long-term personnel information is maintained by the office of Human Resources</p> |

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|--|------------------------------------|-----------------------------------|---|-----------------------|--|
| SMDN00-05                                    | P                                  | C                                 | <b><u>Personnel Files-Employee Search-Dean's Office</u></b><br>Vitae, letters, records of individuals who have applied for upper administrative and faculty positions in the College of Science and Mathematics.  | PER2000               | Retain for three years, then destroy.  |
| SMDN00-06                                    | P/E                                | H                                 | <b><u>Policies, By-laws, and Procedures-College level</u></b><br><br><i>Note: Policy manual updated in 1999.</i>  | ADM3000               | Retain while active plus ten years. Transfer one paper copy of each version to the University Archives.  |
|  | P/E                                |                                   | <b><u>Proposals/Grants-Research</u></b><br>Duplicate records held in the office of the principal investigator (PI) for reference purposes.<br><i>Note: For originals refer to the retention schedule for the office of Research and Sponsored Programs.</i> | ADM9900               | Destroy as soon as determined by the office to have no more value (see General Retention Schedule, series no. 14).                               |
| SMDN00-07                                    | P/E                                | H                                 | <b><u>Publications</u></b><br>Includes newsletters ( <i>Microcosm</i> -monthly, <i>The Equation</i> -bi-annual), brochures and other publicity material (i.e., fact sheets) covering programs and events of the College of Science and Mathematics.         | PUB3000               | Retain in the office for two years and then transfer one copy of each issue to the University Archives.  |
| SMDN00-08                                    | P/E                                | H                                 | <b><u>Reports-Annual-College-level</u></b><br>Contains reports from all departments to the office of the Dean.  | ADM9910               | Retain in the office for three years and then transfer one copy of each issue to the University Archives. Keep extra copies in office as needed. |

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|--|------------------------------------|-----------------------------------|---|-----------------------|--|
| SNDN99-09                                    | P                                  | C                                 | <b><u>Student Files-Undeclared Majors and Integrated Sciences Major</u></b><br>Individual files on students. Includes classes taken by academic year, proficiency and progress reports, and scholarship information.  | EDU1010               | Retain while active, plus five years. Review for continuing administrative value.*<br><i>Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i>   |
| SMDN00-10                                    | P/E                                | H                                 | <b><u>Subject Files- Dean's Office</u></b><br>Includes correspondence, reports, minutes, memoranda, policy and informational files as well as College of Science and Mathematics files (i.e., development of programs) held by the Dean, Assistant Deans, and Associate Dean. | ADM9910               | Retain in the office for three years. Then, review for continuing administrative or historical value.*   |
| SMDN00-11                                    | E                                  | H                                 | <b><u>Web Page-College</u></b><br>Includes description of the College of Science and Mathematics <b>academic programs</b> and its <b>activities/events</b> .<br><br><i>Note: The College of Science and Mathematics web page was established in 1996.</i>                     | ADM9900               | Retain electronic format on the web until obsolete or superseded.<br><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> |

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