

Wright State University RECORDS RETENTION SCHEDULE (RRS)

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| New | |
| Revision | X |
| 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.vydman@wright.edu.

Originating Office/Program Code: Environmental Sciences Ph.D. Program ESPD

Division: College of Science and Mathematics

Approvals Date:
Dean/Director/Head: _____

Program Director: _____

University Records Manager: _____

Head, Special Collections & 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 |
|------------------------------------|-----------------------------|----------------------------|---|---------------|---|
| ESPD04-01 | P/E | H | <u>Committee Files-Program</u> Includes files of Program committees such as Admissions, Faculty, and Inter-disciplinary, etc. | ADM9910 | Retain in the office for three years and then transfer minutes and/or reports to the University Archives. |

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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|---------------------------|--------------------------|-------------------------|--|------------|---|
| ESPD07-02 | P | C | <p>Personnel Files-Faculty a) 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"> 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. (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 1-4 in the Dean's office for two years after the end of the last WSU assignment and then review for continuing administrative value. Retain 5-9 in department.</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 college or department will send them to the full-time faculty member to whom they pertain.</p> |

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| ESPD04-02 | P | C | <u>Personnel Files-Employee Search- Program</u> Vitae, letters, records of individuals who have applied for positions in the Environmental Sciences Ph.D. program. | PER2000 | Retain for three years, then destroy. |
| ESPD04-03 | P/E | H | <u>Policies, By-laws, and Procedures-Program</u> Procedural records documenting Program-approved methods and processes for performing Program-related activities to ensure uniformity and compliance with institution and legal requirements. | ADM3000 | Retain while active plus ten years. Transfer one paper copy of each version to the University Archives. |
| ESPD04-04 | P | H | <u>Publications-Program</u> Publications such as brochures, newsletters and other material produced by the Program describing its activities and special events. | PUB3000 | Retain in the office for three years and then transfer one copy of each issue to the University Archives. |
| ESPD04-05 | P/E | H | <u>Reports-Annual-Program</u> Annual report composed by the Program Director and submitted to the Dean of the College of Science and Mathematics documenting teaching assignments, research, administrative duties and public service. | ADM9910 | Retain in the office for three years and then send one dated copy to the University Archives. |

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| ESPD04-06 | P | C | <u>Student Records-Non-Permanent-Program</u> Includes copies of applications letters of recommendation, documents regarding progress toward degree, and copies of theses. | EDU1010 | Retain while active, plus five years and then destroy. Note: <i>Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</i> |
| ESPD04-07 | P/E | H | <u>Subject Files-Program</u> Includes administrative files on the development and administration of the Environmental Sciences Ph.D. program. | ADM9910 | Review periodically for continuing administrative value. Transfer historical records on development and administration of the program to the University Archives every three years. |
| ESPD04-08 | E | H | <u>Web home page-Program</u> Includes description of Program programs, activities and events. Note: <i>The Program web page was established in 2001.</i> | 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. |

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