**Wright State University**  
**RECORDS RETENTION SCHEDULE (RRS)**

**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 State Policy 12220. 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:** Asian and Native American Center  
**Division:** Inclusive Excellence

<table>
<thead>
<tr>
<th>WSU Records Series Number</th>
<th>Medium Code¹</th>
<th>Value Code²</th>
<th>Records Series Title and Description³</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
</table>
| ANAC21-01 | P/E | | Event Files  
Files pertaining to the organization of monthly and annual events of the center. | PUB3000  
IUC-PUB-00-06 | Retain in office for three years and then review for continuing administrative value. For material to be transferred to the University Archives, refer to the Publications records series. |
| ANAC21-02 | P/E | C | Personnel Files- Inclusive Excellence-Centers and Offices  
Staff personnel files. Files can contain position descriptions, applications, letters of appointment or change, personnel data, notice of salary rate, annual contracts, performance evaluations, PERS forms, previous state service forms, reclassification notices, letters of commendation or reprimand, publications, evidence of continuing education, transfers, leave of absence requests, payroll forms, vacation and sick leave reports, resignations, termination notices.  
Review for continuing administrative value.  
Note: Long-term information is held by Human Resources | PER3010 | Destroy two years after termination. If subject to legal action, retain until final disposition. |

**Note:** Longer term storage may include, but not be restricted to, archives, an institutional records storage center, and conversion to digital formats and/or microfilm or other acceptable mass storage media (per Sec. 9.01 of the Ohio Revised Code).

6/16/2022
Wright State University
RECORDS RETENTION SCHEDULE (RRS)
(continuation sheet)

New Revision X
Addition
Page 2 of 2

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<tr>
<td>ANAC21-03</td>
<td>P/E</td>
<td>C</td>
<td>Personnel Files-Employee Selection includes vitae, letters, records of individuals who have applied for staff positions in the department.</td>
<td>PER2000</td>
<td>Retain for three years, then destroy.</td>
</tr>
<tr>
<td>ANAC21-04</td>
<td>P/E</td>
<td>H</td>
<td>Publications Publications such as brochures, newsletters and other material produced by the department describing its programs and special events such as Hispanic Heritage Month, Native American Heritage Month, and Asian Heritage Month. This series include event timelines produced by the center.</td>
<td>PUB3000</td>
<td>Retain in the office for ten years and then transfer one dated copy of each issue to the University Archives.</td>
</tr>
<tr>
<td>ANAC21-05</td>
<td>P/E</td>
<td>C</td>
<td>Student Organizations Files Includes information on the administration and activities of affiliated student organizations, including but not limited to the Asian Student Association (ASA); the Korean Club; the Association of Native American Students (ANAS); ANA Student Council; and Advocates for Cultural diversity and Excellence (ACE)</td>
<td>ADM9910</td>
<td>Retain in the office for three years. Then, review for continuing administrative or historical value.*</td>
</tr>
<tr>
<td>ANAC21-06</td>
<td>P/E</td>
<td></td>
<td>Subject Files- Director/Intercultural Specialist Includes correspondence, reports, minutes, memoranda, policy and informational files as well as historical information on the development of the center.</td>
<td>ADM9910</td>
<td>Retain in the office for three years. Then, review for continuing administrative or historical value.*</td>
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