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 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.wydan@wright.edu.

Originating Office/Department Code: Bolinga Black Cultural Resources Center BLCN

Division: Inclusive Excellence

<table>
<thead>
<tr>
<th>WSU Records Series Number</th>
<th>Medium Code(^1)</th>
<th>Value Code(^2)</th>
<th>Records Series Title and Description(^3)</th>
<th>IUC Number</th>
<th>Retention Period</th>
</tr>
</thead>
</table>
| BLCN03-01                 | 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. |
| BLCN03-02                 | 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 | PER3000 IUC-HR-40-21 | Destroy six years after termination. If subject to legal action, retain until final disposition. |

\(^1\)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.
### Wright State University
### RECORDS RETENTION SCHEDULE (RRS)
(continuation sheet)

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| BLCN03-03                 | P/E         | C          | Personnel Files-Employee Selection  
includes vitae, letters, records of individuals who have applied for staff positions in the department. | PER2000  
IUC-HR-40-04 | Retain for three years, then destroy. |
| BLCN03-04                 | P/E         | H          | Publications  
Publications such as brochures, newsletters and other material produced by the center describing its programs and special events various lecture series and vision mentoring sessions. | PUB3000  
IUC-PUB-00-05 | Retain in the office for three years and then transfer one dated copy of each issue to the University Archives. |
| BLCN03-05                 | P/E         |           | 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. | ADM9910  
IUC-ADM-00-01 | Retain in the office for three years. Then, review for continuing administrative or historical value.* |

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**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).

6/12/2022