

SCHEDULE OF RECORDS RETENTION

Office Academic Year Abroad in Spain

In accordance with ORC Section 149.33 and Bowling Green State University Board of Trustees, a schedule of Retention and Destruction for the following records is hereby established. The records covered by this schedule, upon expiration of the retention period, shall be destroyed unless otherwise specified. No record shall be destroyed that pertains to any pending claim, action, litigation, or request.

Approvals: Department Official _____ Date _____

Records Manager _____ Date _____

Schedule Number	Record Series Title	Retention Period
46-1	Advertising/Promotional Materials	5 years; transfer to Archives
46-2	Annual Report (of originating department)	3 years; transfer 1 copy to Archives
46-3	Application File: Non-Hires – Faculty: Contains application, correspondence, resumes, etc. from applicants for positions.	3 years
46-4	Application File: Non-Hires - Staff: Includes application form, resume, test results, referral and interview data.	3 years
46-5	Appointment Calendars	1 year
46-6	Budget Printout – Monthly: Periodic reports of expenditures, usually by department or account	4 years
46-7	Budget Planning Documents: Budget requests, including program plans for coming year, usually by cost center	Active + 1 year
46-8	Budget Transfers: Billing between departments	4 years
46-9	Class Roster: Contains names of students enrolled for each course; issued by Registration & Records.	1 year