BGSU®

BOWLING GREEN STATE UNIVERSITY

SCHEDULE OF RECORDS RETENTION

Office_____

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