

CERTIFICATE OF RECORDS DISPOSAL (CRD)

Instructions: This form is to be used in conjunction with the General and Departmental Records Retention Schedules (RRS). List all records destroyed¹ and retain CRD in office for 10 years. Send a copy of the completed CRD to Cindy Sauer, University Records Manager, Center for Archival Collections, 529 Jerome Library, via campus mail or email. For assistance completing CRD, contact the University Records Manager at ext. 9614, or write to csauer@bgsu.edu.

Originating Office: Center for Archival Collections

Building/Room Number: Jerome Library 5th Floor

Person Completing Form (print): Cindy Sauer

Authorized Department Official Signature: _____

Date: January 2018

Schedule Number	Record Series Title	Inclusive Dates of Records	Format (paper, digital, microform, etc.)	Date of Retention Schedule Approval	Date of Disposal
094-04	Circulation Receipts	2013-2014	Paper	5/2015	12/2015
094-05	Routine / Transient Correspondence	2015	Paper / Electronic	5/2015	12/2015
094-05	General Correspondence	2014	Paper / Electronic	5/2015	12/2015
094-06	Contracts	Expired 2007-2009	Paper	5/2017	12/2017

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094-11	Patron Usage Records	2014	Paper	5/2015	12/2015
094-12	Personnel Files	2003-2009	Paper	5/2015	12/2015
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¹ Note: University records include all information, regardless of format (paper, electronic, microform, etc.), created or received by a university office that documents the functions, policies, procedures, decisions, operations or other activities of the office. Retention periods apply to records regardless of format. Paper records that require destruction in a manner that protects confidentiality must be shredded by BGSU's approved shredding vendor. Please contact the University Records Manager for assistance in scheduling shredding services.