

BGSU Schedule of Records Retention

Office: Aerotechnology

In accordance with Section 149.33 of the ORC, and the Board of Trustees of Bowling Green State University, 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 so long as in the opinion of the office or institution, it pertains to any pending case, claim, or action.

Approvals:

Department Official: Signed

Date: 12/05/1997

Records Manager: Signed

Date: 12/01/1997

Schedule Number	Description of Records	Retention Period
48-1	Flight Invoices	Retain four years, then destroy.
48-2	Individual Reports on Flight Invoices	Retain four years, then destroy.
48-3	Aircraft Time Logs (used to develop flight invoices)	Retain four years, then destroy.
48-4	Payment Orders	Retain four years, then destroy.
48-5	Scholarship Files (within dept.)	Retain application files for one year after award presented, then destroy.
48-6	FAA Documentation on each flight (used for grading purposes)	Retain one year after grade is filed, then destroy.