BGSU Schedule of Records Retention Office: BG1 Card Services

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: Signed   Date: 01/02/2008
Records Manager: Signed   Date: 12/20/2007

All records which contain personal identification information must be destroyed in a manner which ensures confidentiality.

Schedule Number	Record Series Title	Retention Period
80-1	**BG1Card Applications**	Retain ~~3~~ 1 year~~s~~, then destroy [updated & initialed 04/23/2009]
80-2	**Budget Planning Documents**: budget requests including program plans for coming year	Retain 1 year after end of budget year, then destroy.
~~80-3~~	~~Cardholder Agreements~~	~~Retain until deemed no longer active, then destroy~~ [No longer used]
80-4	**Committee Minutes and Files**: For committees within the BG1 Card Office	Transfer to Archives when no longer of administrative use.
80-5	**Daily Deposits/Drawer Reconciliations** (includes both office and online deposits)	Retain 4 years, then destroy
80-6	**Invoices, purchase orders, requisitions travel and telephone expense forms**	Retain 4 years, then destroy
80-7	**Merchant Sales Reports and Check Requests**	Retain 4 years, then destroy

Schedule Number	Record Series Title	Retention Period
80-8	**Payroll Deduction Authorization Forms**	Retain until deemed no longer active, then destroy
80-9	**Payroll Deduction Postings**	Retain one year after date of posting, then destroy
80-10	**Personnel Files**: copies of official personnel records maintained by Human Resources	Retain until employment is terminated, then destroy
80-11	**Purchasing Card files**	Retain 4 years, then destroy
80-12	**Refund Forms**	Retain one year after date of form, then destroy
80-13	**Returned/Lost Cards**	Retain until the end of the semester, then destroy
80-14	**Statistical Reports**	Retain until no longer of administrative value, then destroy
80-15	**Training Materials**	Retain until revised or superseded, then destroy
~~80-16~~	~~Vending Refund Logs~~	~~Retain 4 years, then destroy~~ [handwritten note: in May- transfering to Student Union desk]