

BGSU Schedule of Records Retention

Office: Campus Operations

In accordance with Sec. 149.34, of the Revised Code, a schedule of retention and destruction for the following records is hereby established. No records shall be retained, transferred, destroyed, or otherwise disposed of in violation of this schedule.

The records covered by this schedule, upon expiration of the retention period, shall be deemed of no continuing value to the State of Ohio. Unless otherwise specified in this schedule, all records listed herein shall be destroyed within *sixty* (60) days after the period of retention set forth. No record shall be destroyed so long as in the opinion of the department, office, or institution, it pertains to any pending case, claim, or action.

This schedule shall become effective on the date approved by the State Records Administrator, of the Department of Administrative Services.

Approvals:

Authorized Department Official: Signed	Date: 02/10/1987
Records Management Administrator: Signed	Date: 05/05/1987
State Records Administrator: Signed	Date: 05/05/1987
State Archivist: Signed	Date: 05/12/1987
State Auditor: Signed	Date: 06/30/1987

Schedule Number	Description of Records	Retention Period
50-1	Coal Files: Record of coal purchased by the university. Files can contain copies of invoices and purchase orders, working papers for weight, cost, and balance remaining; and correspondence.	Retain 5 years, then destroy
50-2	Coal Weight Slip: Copy of slip documenting weight of coal loads.	Retain 6 months, then destroy

Schedule Number	Description of Records	Retention Period
50-3	Daily Attendance Sheets: Log kept for residence hall, maintenance, and night-academic personnel, documenting their absence from work.	Retain 1 year, then destroy
50-4	Damage Report: Monthly report by building or unit documenting where damage occurred, work order and damage sheet numbers, cost of repairs (materials and labor), and any charges made to students for damages.	Retain 3 years, then destroy (copy in Housing Office)
50-5	Damage Sheet: Copy of report completed by university maintenance personnel documenting damage to university residence halls. The sheets are matched with the appropriate work order.	Information maintained in computer. Retain hard copy 3 years, then destroy. (Original maintained in appropriate residence hall)
50-6	Elevator Files: Original certificates and copies of elevator weight capacity tests.	Retain until updated (annually), then destroy
50-7	Employee Uniform Record: Listing by employee of uniform size, uniform number, and number of articles assigned to each employee. Record arranged alphabetically.	5 years, then destroy-TAB
50-8	Key Authorization Card (Hard Card): Record of keys loaned to university personnel. Both the Key Office and Campus Security control the distribution of grand master keys. Cards arranged chronologically.	Information maintained and updated in computer. Hard copy maintained permanently
50-9	Locksmiths' Key Record Cards: Cards document all pertinent key information such as key numbers, type of lock, and necessary changes made by the locksmiths. All data is updated as locks are changed. Cards are arranged by building and keys numerically by floor.	Original documents on microfiche; microfiche updated and retained permanently. Microfiche checked for quality and completeness. Paper form maintained permanently.
50-10	Maintenance Requisition: Copy of form generated for initiating on campus repairs and includes cost of materials.	Retain 2 years, the destroy (Original in Purchasing)

Schedule Number	Description of Records	Retention Period
50-11	Preventative Maintenance Record: This can include program reports, surveys, scheduled maintenance, and inspection sheets for all university buildings.	Permanent
50-12	Student Program Files: Record of student employees working during the summer and breaks - specifically concentrating on attendance and work performance.	Retain 1 year, then destroy
50-13	Temporary Summer Employee Forms: Record of hours worked, vacation and sick leave for university food services employees temporarily employed as custodians during the summer.	Retain 1 year, then destroy
50-14	Uniform Order Form: Form completed by employees for the purchase of specific articles of clothing.	Retain 3 years, then destroy
50-15	Work Order Files: These contain work order forms on which work requests are recorded including craft number, name of person placing work order request, budget and cost number, building, and a description of repair/damage. After work is completed, total hours expended and the number of workers required are also recorded.	Information maintained in computer. Retain hard copy 5 years, then destroy
50-16	Selection Committee Notes: Record of pertinent employee selection criteria and accompanying notes.	Retain 3 years, then destroy.
50-17	Departmental Key Listing: List generated for departments upon request documenting keys loaned to specific departments' personnel. The list is arranged alphabetically by department.	5 years, then destroy-TAB
50-18	Electrowriter Notes: Record of after hours maintenance requests.	Retain 6 months, then destroy
50-19	Contract Work Log: Record of repairs made to university elevators, specific doors, windows and	Retain 1 year, then destroy.

Schedule Number	Description of Records	Retention Period
	other property by outside contractors.	
50-20	Work Order Steno Books: Initial record of work order requests prior to creation of work order forms. These are arranged chronologically.	Retain 2 years, then destroy
	GROUNDS	
50-21	Grounds and Parking Maintenance Equipment List: Inventory record of equipment identification numbers, university tag numbers, equipment model and make, estimated labor and parts cost and actual dollar amount. Record is filed numerically.	Retain until updated (monthly), then destroy
	ENERGY MANAGEMENT AND HEATING PLANT	
50-22	Meter Reading Sheets: Monthly utility meter readings made from designated university meters for charge to specific budget/cost numbers.	Retain 2 years, then destroy (Copy in Business Office)
50-23	Meter Reading Tabulation Report: Monthly tabulation of all university utility meter readings for both current and previous months.	Retain monthly report until updated report is available, then destroy. Retain year end report 10 years, then destroy
50-24	Utility Bills: Copy of utility charges from city of Bowling Green for the university and distributed through the Business Office.	Retain 10 years, then destroy (Original maintained in Business Office)
50-25	Coal Purchase Log: Record of coal purchases including date, time, pounds of coal, ticket number, and company.	Retain 5 years, then destroy
50-26	Coal Deliveries, Daily Use, and Inventory Log: Record of coal slips for tons of coal delivered (amount by suppliers), used, and amount on hand.	Retain 5 years, then destroy
50-27	Boiler Production Log: Record of production data for the boilers located at the university heating plant. Data can include outside temperature,	Retain 5 years, then destroy

Schedule Number	Description of Records	Retention Period
	weather conditions, pounds of steam per boiler, tons of coal, natural gas, gallons of water, and chemicals used.	
50-28	Central Heating Plant Monthly Attendance Report: Employee listing by code for vacation, comp. time, sick leave, day shift, afternoon, and evening work, and day off. This record serves as an organizational tool for determining employee work hours.	Retain 5 years, then destroy-TAB
50-29	Log Sheet of Operations: Record of constant monitoring of boilers and all equipment relevant to their operation.	Retain 5 years, then destroy
50-30	Boiler Charts: Automatic readings generated from devices on boilers, measuring opacity/oxygen, steam flow/air pressure, and flue gas/temperature.	Retain 3 years, then destroy
50-31	Equipment Diaries: Individual records maintained for university boilers, containing date of inspections (summer shut-downs) and repairs.	Permanent
50-32	Monthly Production Data Sheet: Record generated annually with monthly totals of steam produced, coal purchased, coal, chemical, water, and natural gas usage.	30 years, then destroy.