

BGSU Schedule of Records Retention

Office: Capital Planning

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: 07/07/2011

Records Manager: Signed Date: 07/08/2011

Please note that this schedule applies to records in both paper and/or electronic format.

Schedule Number	Record Series Title	Retention Period
	General Administrative Records	
31-1	Accounting Records, Administrative: May include invoices, purchase orders, requisitions, interdepartmental billing, receipts (copies), telephone expenses, travel expenses, journals, and monthly accounting statements.	4 years, then destroy
31-2	Appointment Books	1 year, then destroy
31-3	Budget Planning File, Administrative: Original maintained by BGSU Budget Office	4 years, then destroy
31-4	Correspondence, Executive: Deals with significant aspects of the administration of the offices. Includes information on policy, program, fiscal, or personnel matters.	Keep until no longer of administrative value, then transfer to Archives

Schedule Number	Record Series Title	Retention Period
	General Administrative Records cont'd.	
31-5	Correspondence, General: Includes internal letters and memos; also correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative, (it does not attempt to influence policy).	1 year, then destroy
31-6	Correspondence, Routine: Referral letters, requests for routine information or publications provided to the public by an agency that are answered by standard form letters.	Keep until of no administrative value, then destroy.
31-7	Disciplinary Records (copies): Originals kept by Office of Human Resources	Destroy on request after 2 years from date of disciplinary action, provided no related reprimands, suspensions, or demotions. May be destroyed in less time if ordered by arbitrator, SERB, SPBR, or court of competent jurisdiction.
31-8	Drafts: Preliminary outlines of a plan or document	Retain until superseded, or issuance of final report or policy, then destroy.
31-9	General Files: Correspondence, reports, and publications of other departments of BGSU and external agencies	1 year, then destroy
31-10	Job Descriptions	Keep until superseded, then destroy

Schedule Number	Record Series Title	Retention Period
	General Administrative Records cont'd.	
31-11	Leave Requests, Time Cards and Sheets	3 years, then destroy
31-12	News Clippings: Concerning the activities of the Capital Planning Office	Keep in Capital Planning Office permanently or until no longer of administrative use.
31-13	Personnel Records: Includes classified staff, administrative staff, and Non-Student Letter of Appointment staff	Active + 6 years, then destroy; Human Resources maintains original record
31-14	Search Committee Records: Correspondence, position descriptions, job postings, applications, resumes, list of candidates, final reports and decision documentation	3 years, then destroy
	Capital Planning Project Files	
31-15	Capital Planning's Activity Files: The files contain correspondence, memoranda, committee minutes (Academic Facility and Utilization Planning Committee, facilities committees, and Board of Trustees), and status reports prepared for Board of Trustees describing the current standing of specific projects, appropriations legislation materials, and capital improvement requests for state funding of future projects.	Keep in office 10 years, then transfer to Archives
31-16	Board of Trustees Minutes (copies): Files of board of trustees minutes documenting official actions of the university's governing body	Maintain in office for 10 years; scan relevant sections for office use, then destroy paper copies.
31-17	Budgets, Local Capital Improvement: A central budget set aside for making changes to the physical plant.	Permanent; keep in Capital Planning Office

Schedule Number	Record Series Title	Retention Period
	Capital Planning Project Files, cont'd.	
31-18	Budgets, University Capital: These state and locally funded budgets include the Auxiliary Capital Budget for local funds, residence, dining Halls, and non-academic facilities: and, the Capital Budget for academic and general facilities.	Summary of approved budget retained permanently; scan and after 10 years, send originals to Archives.
31-19	Budgets (University Capital) Support Documentation File: The files contain support documentation for the Auxiliary Capital Budget, the Capital Budget-Academic, and the Local Capital Improvement Budget including project request data and documents concerning major projects, i.e. building additions, new buildings, and major shifts in utilization of university facilities - converting a residence hall into faculty office space. Included in the files are program statements, documents recording actions taken to make projects and budgets balance, memoranda and letters which describe or detail decisions.	Project request data retained in office 10 years after project completion, or, 10 years after official action declared project non-fundable, then transfer to Archives.
31-20	Campus Building Files: Records maintained for all buildings on campus. These files can include correspondence, memoranda, technical drawings, purchase orders, invoices, product samples, and other materials pertaining to on-campus building renovations and small projects. Files arranged alphabetically by building name.	Active + 10 years, then transfer to Archives.
31-21	Capital Planning Reports (Space Audits): Reports include state-mandated Ohio Board of Regents building and room inventory reports with summaries generated annually for subsidies, Ohio Board of Regents classroom and laboratory utilization reports (CLUR) with summaries generated biennially for the Ohio Board of Regents and numerous annually-generated internal reports generally pertaining to building, laboratory, classroom, and general space utilization on campus.	Retain OBOR reports active + 6 years and internal reports until superseded, then destroy. Retain supporting data until superseded, then destroy.
31-22	Committee Minutes and Files: Includes Building Planning Committee, Design Review Committee, Programming and Building Committee, and Site Selection Committee. May include minutes, agendas, correspondence, job meeting notes, publicity, drawings and sketches, correspondence.	Active + 10 years; appraise for historic value, then transfer to Archives or destroy

Schedule Number	Record Series Title	Retention Period
	Construction Project Files	
31-23	Administrative Records: Advertising, Bid Tabulation, Bulletins and Change Orders, Color Schedule, Concrete Testing, Contract to Proceed, Contracts and Encumbrances, Equipment and Furnishings, Estimates and Vouchers, Graphics Landscaping, Letter of Award, Preliminary Estimates, Pricing Guidelines, Progress Schedule, Punch List, Requisitions and Purchase Orders, Schedule of Implementation, Shop Drawings.	Active + 10 years, then destroy.
31-24	Construction Designs & Specifications: Written requirements and standards for materials, equipment, Construction systems and workmanship as applied to the Work and certain administrative details applicable thereto, Including: Analysis of site impact and volumetric formation Circulation patterns and infrastructural servicing to illustrate Client and architect's design vision in a definitive way; drawings, specifications, Addenda, Notice to Bidders, Instructions to Bidders, Definitions, Bid Form, Contract and Attachment, Bond Bulletins, shop drawings, change orders, Change order procedure and Pricing Guidelines and standard Conditions of the Contract Assignments, if any (General and Special); Geotechnical and material testing and reports to Insure strength of materials, compaction and construction Acceptability.	Active + 10 years; transfer to Archives
31-25	Design Drawings, Preliminary Drawings	Active + 10 years; appraise for historic value, then transfer to Archives or destroy
31-26	Environmental Impact Assessment: Used to determine potential environmental concerns existing At site prior to demolition and construction	Life of building + 10 years then destroy
31-27	Final Drawings (Paper and Aperture Cards)	Life of building + 10 years then transfer to Archives
31-28	Plant Operations and Maintenance Blueprints: The As-Built construction drawings	Life of building + 10 years then transfer to Archives

Schedule Number	Record Series Title	Retention Period
	Construction Project Files cont'd.	
31-29	Project Files: These contain project materials such as correspondence, memoranda, copies of contracts (architects and contractors), minutes (building and program committees, job meetings), program statements, and budget files for current state funded projects. May include renovation project files and files for projects that were never implemented. These are filed alphabetically by project.	Active + 10 years, then transfer to Archives.
31-30	Project Request & Program Statement: A request from the university community to initiate a project.	Active + 10 years, then destroy.
31-31	Real Estate Records (copies): Copies of deeds, leases, purchase agreements, appraisals, etc. Documenting real property purchased or leased by the University. May include easements and right of ways. Originals filed in state and local government offices.	Active + 10 years; then transfer to Archives.
31-32	Research Proposals, Approved	10 years after project ends, review for historical value, then transfer to Archives or destroy.
31-33	State Project Specifications: State approved guide books for specific building construction projects.	Active + 10 years; then transfer to Archives.
31-34	Technical Drawings: These include large and small scale blueprints, drawings, And tracings arranged alphabetically by building for all University construction and renovations.	Active + 10 years; then transfer to Archives.
31-35	Occupancy Permits	Retain in office permanently.