

BGSU Schedule of Records Retention

Office: College of Arts and Sciences

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: 08/04/1988
Records Management Administrator: Signed	Date: 10/11/1988
State Auditor: Signed	Date: 11/09/1988
State Archivist: Signed	Date: 10/25/1988
State Records Administrator: Signed	Date: 10/14/1988

Schedule Number	Description of Records	Retention Period
8-1	Faculty Personnel Files: College of Arts and Sciences employment files containing contract copies, transcripts, credentials, publications, grievances, leave of absence and travel requests, record of academic activities/responsibilities, specific promotion and tenure documentation, and correspondence. Files arrange alphabetically.	Retain 3 years after termination/supplemental retirement, then destroy provided significant correspondence, contract information and resumes from files have been transferred to VPAA master file.

Schedule Number	Description of Records	Retention Period
8-2	Internal Correspondence Files: Correspondence conducted between Arts and Sciences and departments within its immediate jurisdiction. Budgetary files are included. Files arranged alphabetically.	Retain 3 years; transfer to BGSU Archives
8-3	External Correspondence Files: Correspondence conducted between Arts and Sciences and departments, offices, administrative units, and other official bodies outside its immediate jurisdiction. Files arranged alphabetically.	Retain 3 years; transfer to BGSU Archives
8-4	Meeting Minutes: These primarily include minutes from meetings within the jurisdiction of the College of Arts and Sciences.	Retain 3 years; transfer to BGSU Archives
8-5	Promotion and Tenure Files: Guidelines, faculty publications, and any documentation pertinent to department initiated promotion and tenure process. Files arranged alphabetically and by academic year.	Retain 3 years; appraise for transfer to BGSU Archives
8-6	Grant Proposal Files: Files contain departmental project proposal documentation, grant requests and correspondence. Files arranged alphabetically.	Retain funded grant files 3 years after final grant year has ended; non-funded grant files 3 years from date of application, then destroy. (Original maintained in Research Services)
8-7	Student Academic Files: Student records for all College of Arts and Sciences majors include copies of transcripts, transfers from one college to another within BGSU, student profiles, appeals, test scores, program requirements completed and correspondence. Files arranged alphabetically.	Retain 3 years after graduation or date of last activity, then destroy
8-8	Search Committee Files: Record of individuals who applied or interviewed for administrative staff or associate dean positions within the College of Arts and Sciences. Search files for faculty candidates interviewed are also included. Files can contain position authorization forms, job descriptions, search committee minutes, applicants' credentials, search chronologies, authorization to hire forms, and correspondence with applicants. Files arranged alphabetically by department.	Retain applicant files for 2 years, then destroy. Retain other documentation 5 years, then destroy. (Summaries of search committee files information maintained in the Office of Affirmative Action)

Schedule Number	Description of Records	Retention Period
8-9	Faculty Publications: Copies of reprints, abstracts, journals, and periodical articles written by faculty members.	Retain 3 years, then destroy.
8-10	Arts and Sciences Publications: Newsletters generated by the College of Arts and Sciences for alumni and university staff. Honors banquet programs and college brochures are included.	Retain until updated; transfer 1 copy to BGSU Archives
8-11	Academic Honesty Files: Record of faculty complaints regarding student performance, action taken and correspondence.	Retain 3 years after graduation, then destroy (Copies maintained at Standards and Procedures)
8-12	Curriculum Modification Files: Copy of proposal documentation for possible implementation of new programs or expansion of existing programs within the College of Arts and Sciences.	Retain 3 years, then destroy (Original maintained by VPAA)

BGSU Schedule of Records Retention

Office: College of Arts and Sciences

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:

Office Official: Signed

Date: 11/26/1996

Records Manager: Signed

Date: 11/08/1996

Schedule Number	Description of Records	Retention Period
8-13	Student Affairs Meetings: Documentation on meetings held by College's student affairs staff	Retain 1 year, then destroy.
8-14	Grade changes/extensions (other colleges): Copies of forms filed with Registrar and appropriate college	Retain 2 years, then destroy.
8-15	Petitions (transfers to BGSU): Copies of admissions petitions to enter College of Arts and Sciences (denied)	Retain 2 years, then destroy.
8-16	Check Sheets: Copies of requirements for majors/minors	Retain in office 5 years, then transfer original to Archives and destroy copies. (Retain Originals 8 years)
8-17	Handbooks: Policy and procedures handbook for College of Arts and Sciences students	Retain in office 5 years, then transfer one copy to Archives and destroy other copies.
8-18	Student Advising Files (students not transferring to College of Arts and Sciences): Forms used by academic advisors	Retain until graduated or 3 years after date of last activity.

Schedule Number	Description of Records	Retention Period
8-19	Log Book for Appeals	Retain current log plus one year then destroy.