

BGSU Schedule of Records Retention Office: Cooperative Education & Internship Program

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: SignedDate: 05/17/2007

Records Manager: Signed **Date:** 05/21/2007

Schedule Number	Record Series Title	Retention Period
67-1	Accounting Records: Includes requisitions, purchase orders	4 years
67-2	Annual Report	Send 1 copy to Archives
67-3	Class Roster: Contains names of students enrolled for each course; issued by Registration and Records	1 year
67-4	Conference Files	3 years; destroy menus, invoices, Receipts; transfer rest to Archives
67-5	Copies: copies of documents for which another office retains the original	until no longer of administrative value
67-6	Course Change Requests: application to Provost to change, add, or drop a course	active + 6 years
67-7	Course Evaluations: submitted by students and individual participants in courses and programs	until superseded by summary evaluation

Schedule Number	Record Series Title	Retention Period
67-8	Departmental Committee Files: agendas, minutes, correspondence, reports	3 years; transfer to Archives
67-9	Financial Accounting Statement: issued Monthly by the Business Office who has the Original record; provides record of expenses, Income and balances for each account	3 years
67-10	Grade Reports: faculty grade reports (Registration and Records retains original record Permanently)	active + 6 years
67-11	Invoices	4 years
67-12	Purchase Orders	4 years
67-13	Promotional Materials: Brochures, pamphlets, newsletters, posters, etc.	send one copy to Archives
67-13	Requisitions	4 years
67-14	Student Co-op Files: Letter of Agreement Credentials Transcripts S/U Co-op Grade Sheet Employer Evaluation Student Evaluation Liability Waiver/ Credential Release Form Transcript	1 year after graduation; destroy in a manner protecting confidentiality
67-15	Travel Reimbursement for University-related travel	4 years
67-16	Washington Center Portfolio (copies)	1 year after graduation; destroy in a manner protecting confidentiality