

BGSU Schedule of Records Retention

Office: Dining 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: 01/10/2017
Records Manager: Signed Date: 01/10/2017

Schedule Number	Records Series Title	Main Format(s)	Retention Period
10-01	Account Check: Report generated 4 weeks into semester to balance accounts for late arrivals	Paper	1 year, then destroy
10-02	Blank Forms	Paper/Electronic	Until no longer of value or superseded, then recycle
10-03	Budget Working Papers	Paper	4 years, then recycle
10-04	Business Office Monthly Budget Printout	Paper	Until no longer of administrative value, then recycle
10-05	Daily Computer Printout: Lists every transaction at every location. Includes tax, vending, conferences, meal plans, employee meals, staff, faculty, and students. Used to balance against Interface Records Created Report.	Paper	4 years, then recycle
10-06	Daily Computer Printout: Interface Records Created	Paper	4 years, then recycle

Schedule Number	Records Series Title	Main Format(s)	Retention Period
10-07	Daily Report: Cash register receipts (\$25 and over), balancing forms (by location), cash register recaps (all clerks report), log-in/log-out report (cashier ID), cash envelopes	Paper	7 years, then recycle
10-08	Employee Meal Forms	Paper	4 years, then destroy confidentially*
10-09	<p>Correspondence</p> <p>A. Routine/Transient: Referral letters, requests for routine information or publications provided to the public by an agency that are answered by standard form letters</p> <p>B. 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).</p> <p>C. Executive: Deals with significant aspects of the administration of the offices. Includes information on policy, program, fiscal or personnel matters.</p> <p>Note: Contact the University Records Manager for help with email management.</p>	Email/Paper	<p>A. Retain until no longer of administrative value, then recycle or delete from email client</p> <p>B. 1 year, then recycle or delete from email client</p> <p>C. Retain 3 years (if email retain in email client), then contact University Archives for historic appraisal</p>
10-10	Catering/Conference Billing: Including contact and estimated count.	Paper	7 years, then recycle

Schedule Number	Records Series Title	Main Format(s)	Retention Period
10-11	Forfeiture Schedules: Credits to Bursar account for meals not used.	Paper/Electronic	4 years, then recycle
10-12	Graduate Assistant Listing	Paper/Electronic	Until no longer of administrative value, then recycle
10-13	Invoice (copies)	Paper/Electronic	7 years, then recycle
10-14	Journal Disk: Lists daily transactions and total dollar amounts.		Purge at end of semester
10-15	Meal Plan: Changes, contracts, adjustment cancellation forms, lost card forms.	Paper/Electronic	Current year + 1 year, then recycle
10-16	Meeting Minutes: Minutes and files of college and departmental committees	Paper/Electronic	3 years, then contact University Archives to appraise for historic value
10-17	Monthly Budget Review: Lump sum taken in by all areas in debit points.	Paper/Electronic	Current year + 1 year, then recycle
10-18	Personnel Files: Unofficial copies, for departmental use only, of employment records for classified and administrative staff, both part-time and full-time. Files may contain applications, position descriptions, letters of commendation/reprimand, performance evaluations, leave forms, PERS forms, resignations, termination notices, and other related items.	Paper	Active + 1 year, destroy confidentially* Note: Human Resources maintains the official copy permanently.
10-19	Policy and Procedure Manual	Paper/Electronic	Retain one copy of each version permanently
10-20	Promotional/Advertising Materials: Materials made in house to promote the department/college/university, including brochures, pamphlets, fliers, and other publications	Paper/Electronic	Upon creation, contact University Archives to appraise for historic value Retain all other copies until no longer of administrative value, then recycle

Schedule Number	Records Series Title	Main Format(s)	Retention Period
10-21	Purchase Orders and Bid Documents (Purchasing Coordinator)	Paper/Electronic	4 years, then recycle <i>Note:</i> Destroy copies when they are no longer of administrative value.
10-22	Reports: internal and external reports	Paper/Electronic	Until no longer of administrative value, then recycle
10-23	Semester Download: List of all meal plans and charge accounts		1 year, then recycle
10-24	Time Cards: For outside agencies.		2 years, then recycle
10-25	Time Off/Work Request Forms		2 years, then recycle
10-26	Travel Documentation		2 years, then recycle
10-27	Work Schedules: Fall break, spring break, semester break, summer	Paper/Electronic	2 years, then recycle
10-28	Steak Escape Transaction Register: Daily item detail and recap	Paper/Electronic	Licensee shall keep books of account and records showing Steak Escape gross sales 7 years, then recycle
10-29	PCX Item Detail: Used as verification method for each type of register. Arranged by date.	Paper/Electronic	Licensee shall keep books of account and records showing Steak Escape gross sales 7 years, then recycle
10-30	Excel Spreadsheet Recaps: By month. Used as a verification method for each type of register.	Electronic	Licensee shall keep books of account and records showing Steak Escape gross sales 7 years, then recycle
10-31	Records Destruction Reports (Certificate of Records Disposal): Lists schedule number, record series, inclusive dates, and date of disposal. These reports must be filled out every time a confidential record series is disposed*.	Paper	10 years, then recycle <i>Note:</i> Forward one copy to University Archives (CAC, Fifth Floor Jerome Library)

Schedule Number	Records Series Title	Main Format(s)	Retention Period
10-32	Transient Documents: Electronic or written records that have a very short-lived administrative, legal, or fiscal value. May include, but are not limited to : post-it notes, routing slips, telephone messages, e-mail or voicemail, copies, notes or drafts used in the production of public records, and surveillance videos.	Paper/Electronic	Until no longer of value or superseded, then recycle or delete.

* For record series that are destroyed confidentially, a Certificate of Records Disposal must be filled out prior to disposal. The specific college/department must retain the CRD on file for 10 years after the date of disposal, and a copy of the CRD must be sent to the University Archives. Confidential records must be disposed of through Certified Document Destruction, Inc., and must be scheduled through the University Records Manager (372-9614).

Note: University records include all information, regardless of format (paper, electronic, microform, etc.), created or received by a university office that documents the functions, policies, procedures, decisions, operations or other activities of the office. Retention periods apply to records regardless of format.