

BGSU Schedule of Records Retention

Office: Disability 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: 04/29/2008
	Records Manager: Signed	Date: 04/22/2008

Schedule Number	Record Series Title	Retention Period
111-1	Administrative Reports: Annual reports prepared for various reporting bodies. including reports on ADA compliance and reports for OBOR	Permanent; transfer annual reports to Archives
111-2	Director's Files: Correspondence, reports, committee files, etc. documenting the administration of the Office	Retain until no longer of administrative value; review by Archives for historical value before disposal
111-3	Faculty/Staff Personnel Files: Files maintained for faculty and staff employed by Office	Retain one year after term of employment ends, then destroy in a manner that ensures confidentiality
111-4	Mediation Files: Files created to mediate faculty, staff and/or student concerns regarding disabilities	Retain 6 years after date mediation process ended, then destroy in a manner that ensures confidentiality
111-5	Student Employee Files: Files maintained on students employed by Office	Retain one year after student no longer employed by office, then destroy in a manner that ensures confidentiality

Schedule Number	Record Series Title	Retention Period
111-6	Student Files: Files on individual students assisted by Office including documentation on academic progress, counseling services, referrals, medical and psychological testing results and other documents	Retain 6 years after student graduates or leaves the university, then destroy in a manner that ensures confidentiality