

## BGSU Schedule of Records Retention Office: Department of Economics

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: 08/01/2000

Records Manager: Signed Date: 08/03/2000

Schedule Number	Record Series Title	Retention Period
98-1	Accounting Records: Includes requisitions, purchase orders	4 years
98-2	Admission Files, Rejected (Graduate Program in Economics): Includes letters of reference, application, and biographical data, for rejected applicants and those who did not complete dossier	1 year
98-3	Annual Report of the originating department	3 years, transfer to Archives
98-4	Book Orders	4 years
98-5	<b>Budget Planning File</b> (original maintained by BGSU Budget Office)	active + 1 year
98-6	Chair's Departmental Correspondence File	5 years
98-7	Chair's General Subject File: Correspondence and reports with other BGSU units and external agencies	3 years; review reports/ circulars from other units/ external agencies for destruction, transfer rest to Archives
98-8	<b>Class Roster:</b> Contains names of students enrolled for each course; issued by Registration and Records	1 year

Schedule Number	Record Series Title	Retention Period
98-9	Conference Files (Teaching Conference)	3 years; destroy menus, invoices, receipts; transfer remainder to Archives
98-10	Departmental Student Files	active + 1 year
98-11	Course Syllabi	active + 6
98-12	Curriculum Development Files	Retain in office until no longer needed; transfer to Archives
98-13	<b>Curriculum Modification Requests:</b> forms proposing changes to curriculum and submitted to Provost (Archives receives records form Provost)	1 year
98-14	Departmental Administration Files: correspondence, reports, and materials documenting the activities, goals and concerns of the Department	3 years; destroy all materials not documenting a significant action or interaction; transfer remainder to Archives
98-15	<b>Departmental Committee Files:</b> agendas, minutes, correspondence, reports	3 years; transfer to Archives
98-16	Faculty Personnel Files	5 years after termination destroy; Provost has permanent record
98-17	Faculty Search Committee Records: correspondence, position descriptions applications, resumes, and decision documentation	3 years
98-18	Financial Accounting Statement: issued monthly by the Business Office who has original record; provides record of expenses, income, and balances for each account	3 years
98-19	<b>General Files:</b> correspondence, reports, and publications of other departments of BGSU and external agencies	1 year
98-20	<b>Grade Reports:</b> faculty grade reports (Registration and Records retains original record permanently)	active + 6 years
98-21	Inter-Departmental Billing	4 years
98-22	Invoices	4 years
98-23	Minutes: of committees, task forces, etc.	3 years; transfer to Archives

Schedule Number	Record Series Title	Retention Period
98-24	Personnel Records (non-faculty)	destroy upon termination; Human Resources maintains original record
98-25	<b>Promotion and Tenure Files:</b> faculty dossier consisting of copies of documentation of teaching, research, and community service	5 years after date of decision
98-26	<b>Research Proposals, Approved</b> (SPAR sends to Archives)	5 years after project ends
98-27	Research Proposals, Rejected	1 year
98-28	Scholarships	active + 6 years
98-29	<b>Search Committee Records:</b> job posting, list of candidates, final report	3 years
98-30	Student Files: includes admission data, grade record, curriculum changes for Economics majors (Registration and Records has official record)	1 year
98-31	Schedule, Master: quarterly listing of courses actually given; original maintained permanently by Registration and Records	6 years
98-32	<b>Students Statistics:</b> enrollment reports, grade point studies of department, grade distribution	10 years; review for continuing value
98-33	<b>Teaching Evaluations:</b> Student evaluations of teacher's	5 years; 1 year if summaries are made
98-34	<b>Tests:</b> examinations by students leading to a grade and to posting on the official student record of Registrar	1 year
98-35	Travel Reimbursement for University-related travel	4 years