

BGSU Schedule of Records Retention

Office: Executive Vice-President: Budget Office

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: 01/11 /2008
Records Manager: Signed Date: 01/10/2008

Schedule Number	Record Series Title	Retention Period
107-01	Accounts Payable Invoices	4 years
107-02	Accounts Payable Printouts	4 years
107-03	Budget Printouts: Monthly Detail Report	1 year
107-04	Budget Printouts: June Summary	5 years
107-05	Contract Preparation Salary Sheets for Administrative and Classified Staff and Faculty	4 years
107-06	Royalty Payments - Popular Press	4 years
107-07	Commencement Planning Files	until no longer of administrative value except: program, speakers' biographical information, photos, speeches, and honorary degree recipient file send to Archives
107-08	Requisitions Less Than \$1500.00 Reports	5 years