

BGSU Schedule of Records Retention

Office: Field Experiences/Program

Advisement

In accordance with Section 149.33 of the ORC, and the Board of Trustees of Bowling Green State University, 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 so long as in the opinion of the office or institution, it pertains to any pending case, claim or action.

Approvals: Office Official: Signed Date: 05/04/1998
Records Manager: Signed Date: 05/04/1998

Schedule Number	Description of Records	Retention Period
60-1	Student Advising Files	Retain 5 years after graduation or date of last activity, then destroy.
60-2	Field Experience/Student Teaching Files	Retain 5 years after graduation or date of last activity, then destroy.
60-3	Lists-Certification/Graduation	Retain 2 years after date list compiled, then destroy.
60-4	Planned Program Files	Retain 50 years after graduation or date of last activity, then destroy.
60-5	Verification Sheets	Retain 1 year, then destroy.
60-6	Supervisor Travel Sheets	Retain 5 years, then destroy.

Schedule Number	Description of Records	Retention Period
60-7	Financial Records- receipts, vouchers monthly financial reports, etc.	Retain 4 years, then destroy.
60-8	EDCI 202/EDFI 202- First Experience classes-placement	Retain 5 years, then destroy.
60-9	Student Teaching lists	Retain 5 years, then destroy.
60-10	Student Teaching payment record	Retain 4 years, then destroy.
60-11	Certification lists- requirements	Retain until superseded, then destroy.
60-12	419 Budgetary records	Retain 10 years, then destroy.