

BGSU Schedule of Records Retention

Office: Firelands Library

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: Pat Antonelli Date: 04/30/2014
Records Manager: Mike Intranuovo Date: 05/01/2014

Schedule Number	Record Series Title	Main Format(s)	Retention Period
144-01	Accounting Records: Including accounts payable, invoices, ledgers, vouchers, accounts receivable, annuity records, bad debt actions, balance sheets, cash books, cash disbursement journals, cash journals, receipts, register tapes, chart of accounts, cost accounting, expenditure reports, journal entries, journals, payroll change reports, checks, petty cash records, registers, requisitions, royalty payments, student accounting records, travel expenses, workers compensation.	Paper/ Electronic	4 years, then recycle or delete
144-02	Annual Report: Annual self-study of the department that encompasses at least some or all of the following: department activities, outreach events, personnel changes, logistical information, future goals, etc. Usually created by the director/chair/etc.	Paper/ Electronic	3 years, then transfer one copy to University Archives and one copy to Firelands Archives. All other copies may be recycled.
144-03	Bursar Bills	Paper	4 years, then recycle

Schedule Number	Record Series Title	Main Format(s)	Retention Period
<p>144-04</p>	<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>	<p>Paper/Email</p>	<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 in email client, then contact University Archives for historic appraisal</p>
<p>144-05</p>	<p>Deposits: Including reports from CashNet</p>	<p>Paper/ Electronic</p>	<p>4 years, then destroy confidentially*</p>
<p>144-06</p>	<p>Meeting Minutes: Minutes and files of college and departmental committees</p>	<p>Paper</p>	<p>3 years, then contact University Archives to appraise for historic value</p>
<p>144-07</p>	<p>Performance Evaluations: Recommendations, evaluations, and other materials traditionally used for promotion/tenure. Includes evaluations of teaching performance.</p>	<p>Paper</p>	<p>5 years, then destroy confidentially*</p>

Schedule Number	Record Series Title	Main Format(s)	Retention Period
144-08	<p>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.</p>	Paper	<p>Active + 1, destroy confidentially*</p> <p>Note: Human Resources maintains the official copy permanently.</p>
144-09	<p>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*.</p>	Paper	<p>10 years, then recycle</p> <p>Note: Forward one copy to University Archives (CAC, Fifth Floor – Jerome Library)</p>
144-10	<p>Search Committee/Recruitment Files: Records of individuals who applied or interviewed for positions for which a committee was formed. Files contain position authorization forms, job descriptions, search committee minutes, applicants' credentials including non-hires, search chronologies, authorization to hire forms, correspondence with applicants and all handwritten notes from all interviewers.</p>	Paper	<p>3 years, then destroy confidentially*</p>
144-11	<p>Statistics: Related to the Firelands Library.</p>	Paper/ Electronic	<p>If included in annual report, recycle when no longer of administrative value. Otherwise, retain 1 year and contact University Archives to appraise for historic value</p>
144-12	<p>Student Timesheet: Record of hours worked by student employee.</p>	Paper	<p>5 years, then recycle</p>
144-13	<p>Transient Documents: Electronic or written records that have a very short lived</p>	Paper/ Electronic	<p>Until no longer of value or superseded, then</p>

Schedule Number	Record Series Title	Main Format(s)	Retention Period
	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.		recycle or delete

*For record series that are destroyed confidentially, a Certificate of Records Disposal (CRD) 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.