

# BGSU Schedule of Records Retention

## Office: Geology Department

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: 06/01/1999

Records Manager: Signed

Date: 05/20/1999

Schedule Number	Description of Records	Retention Period
83-1	<b>Faculty Personnel Files:</b> includes documentation on employment within the department	Retain 3-5 years after faculty member retires or leaves the university, then destroy.
83-2	<b>Promotion and Tenure Files</b>	Retain official departmental files until entire process is completed, then destroy. Return documentation to faculty member.
83-3	<b>Classified Staff Files</b>	Retain 3-5 years after resignation/retirement, then destroy. Purge extraneous documents every five years.
83-4	<b>Recruitment Files:</b> includes screening and selection files created for each position	Destroy unsuccessful applicants one year after position is filled. Retain screening and selection files five years, then destroy.

<b>Schedule Number</b>	<b>Description of Records</b>	<b>Retention Period</b>
83-5	<b>Graduate Student files:</b> completed degree	Retain 3-5 years after date of last activity, then destroy.
83-6	<b>Graduate Student files:</b> enrolled, not complete degree	Retain 3-5 years after date of last activity, then destroy.
83-7	<b>Undergraduate Student files:</b> completed degree	Retain 3-5 years after date of last activity, then destroy.
83-8	<b>Undergraduate Student files:</b> enrolled, not complete degree	Retain 3-5 years after date of last activity, then destroy.
83-9	<b>Scholarships (internal)</b>	Retain budget files four years, then destroy. Retain select files permanently.
83-10	<b>Budget files:</b> includes vouchers, bills payment orders, invoices, monthly reports, etc.	Retain 4 years, then destroy
83-11	<b>Departmental Committee Files:</b> includes executive committee, curriculum committee undergraduate and graduate committees, faculty meetings, etc.	Retain until no longer needed in office, then transfer to Archives.
83-12	<b>Routine departmental correspondence</b>	Retain 3-5 years, then destroy
83-13	<b>Reports:</b> includes annual, program review self-studies, etc.	Retain one copy until no longer needed, then transfer to Archives
83-14	<b>Curriculum Modifications</b>	Retain until no longer needed, then destroy.
83-15	<b>Student Evaluations</b>	Retain 3-5 years after date of class, then destroy.
83-16	<b>Funded Grant Files</b>	Retain 3-5 years after date of last activity, then destroy. (Maintained by SPARS office)
83-17	<b>Student Employee Files</b>	Retain time sheets one year, then destroy. Retain student file one year after date of last activity, then destroy.