

# BGSU Schedule of Records Retention

## Office: Department of German, Russian & East Asian Languages

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, Chair	Date: 02/07/2003
Department Official: Signed, Assistant	Date: 02/07/2003
Records Manager: Signed	Date: 02/07/2003

Schedule Number	Record Series Title	Retention Period
90-1	<b>Faculty/Staff Recruitment Files:</b> includes screening and selection files created for each position	Retain unsuccessful applications two years. Retain screening and selection 5 years.
90-2	<b>Faculty Personnel Files:</b> includes documentation on employment within department. Official personnel files held at Academic Affairs	Retain documents not pertinent to employment history 5 years. Destroy file three years after resignation or retirement.
90-3	<b>Promotion and Tenure Files:</b>	Retain until process is completed.
90-4	<b>Graduate Student Files:</b>	Retain until information is entered in database. Destroy to maintain confidentiality.

<b>Schedule Number</b>	<b>Record Series Title</b>	<b>Retention Period</b>
90-5	<b>Graduate Student Applications:</b> (never enrolled)	Retain one year.
90-6	<b>Undergraduate Student Files</b>	Retain 3 years after last activity.
90-7	<b>Scholarships (internal)</b>	Retain budget files 4 years; retain correspondence permanently.
90-8	<b>Budget Files:</b> Includes vouchers, payment orders, invoices, bills, receipts, monthly reports, etc.	Retain 4 years.
90-9	<b>Departmental Committee Files:</b>	Transfer to Archives when no longer needed.
90-10	<b>Routine Departmental Correspondence</b>	Retain 5 years.
90-11	<b>Annual Report</b>	Transfer to Archives when no longer needed.
90-12	<b>Faculty Service Report</b>	Retain one year.
90-13	<b>Student Evaluations</b> <b>computerized questionnaire (paper)</b> <b>written comments</b>	Retain until no longer needed. Retain until information is transferred to computer.
90-14	<b>Work-Study Student Files</b>	Retain six years.
90-15	<b>Class Rosters:</b> copies of rosters sent to Registrar	Active + 1 year
90-16	<b>Student Grade Records:</b> copies of grade reports as sent to Registrar	retain until information is entered into database; destroy in a manner to protect confidentiality