

BGSU Schedule of Records Retention Office: Graduate Studies in Business

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: 03/02/2007

Records Manager: Signed

Date: 02/23/2007

Schedule Number	Record Series Title	Retention Period
118-1	Academic Honesty Files: record of faculty complaints regarding student performance, action taken and correspondence	active + 3
118-2	Accounting Records: Includes budget transfers, invoices, purchase orders, requisitions	4 years
118-3	Accreditation Files	10 years; transfer to Archives
118-4	Admission Files, Rejected: Includes letters of reference, application, and biographical data, for rejected applicants and those who did not complete dossier	1 year + 1 semester
118-5	Annual Reports	3 years, send 1 copy to Archives
118-6	Budgetary Files (original maintained by Budget Office)	5 years
118-7	Dean's Chronological Correspondence File	5 years

Schedule Number	Record Series Title	Retention Period
118-8	Class Roster: Contains names of students enrolled for each course; issued by Registration and Records	1 year
118-9	Conference Files	3 years; destroy menus, invoices, receipts; transfer remainder to Archives
118-10	Curriculum Change Request: Forms proposing changes to curriculum and submitted to Provost (Archives receives records from Provost)	5 years
118-11	Course Syllabi: MBA and DANA Executive Programs	10 years; review for continuing value
118-12	Degree Statistics: includes enrollment reports, grade point studies	10 years; review for continuing value
118-13	Departmental Committee Files: agendas, minutes, correspondence, reports	3 years; transfer to Archives
118-14	Financial Accounting Statement: issued monthly by the Business Office who has original record; provides record of expenses, income, and balances for each account	3 years
118-15	General Files: correspondence, reports, and publications of other departments of BGSU and external agencies	1 year
118-16	General Files, Upper Administrative: files of upper-level administrators	destroy all materials not documenting a dean's or director's significant action or interaction; transfer remainder to Archives
118-17	Grade Appeals	1 semester
118-18	Grade Reports: faculty grade reports (Registration and Records retains original record permanently)	active + 6 years

Schedule Number	Record Series Title	Retention Period
118-19	Graduate Assistant Appointment	5 years
118-20	GMAT Scores and Score Reports	5 years
118-21	Graduation Lists	10 years; review for continuing value
118-22	Grant Proposals, Approved (SPAR sends to Archives)	5 years after project ends
118-23	Grant Proposals, Rejected	1 year
118-24	Personnel Records (non-faculty)	Active + 6 years; Human Resources maintains original
118-25	Re-validation Form: appeal for outdated coursework to be re-validated and counted for credit	Active + 7 years, then destroy
118-26	Student Files, Graduate: includes admission data, application for graduation, drop/adds, grade record, curriculum changes, pass/fail requests, withdrawal authorizations, etc. (Graduate College maintains official file)	Active + 6 years, then destroy
118-27	Schedule, Master: quarterly listing of courses actually given; original maintained by Registration and Records permanently	6 years, then destroy
118-28	Time Cards/Sheets (student employees)	5 years, then destroy
118-29	Travel reimbursement for University-related travel	4 years, then destroy