



Schedule Number	Record Series Title	Main Format(s)	Retention Period
43-03	<p><b>Annual Report:</b> 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. May also include program studies and other significant reports created by the department.</p>	Paper/ Electronic	3 years, then contact University Archives for historic appraisal
43-04	<p><b>Correspondence</b></p> <p><b>A. Routine/Transient:</b> 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>B. General:</b> 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><b>C. Executive:</b> 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>	Email/Paper	<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 (if email retain in email client), then contact University Archives for historic appraisal</p>
43-05	<p><b>Transient Documents:</b> Electronic or written records that have a very short lived 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.</p>	Paper/ Electronic	Until no longer of value or superseded then recycle or delete

\*For record series that require destruction protecting confidentiality, 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 paper 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.

#### Comments

1. The scope of the University Archives only allows it to collect the following records: 43-03. Contact the University Records Manager prior to sending materials (ext. 9614 or [mintran@bgsu.edu](mailto:mintran@bgsu.edu)).

2. Storage for non-permanent paper records is available. Potential record series include: 43-01; 43-02. Contact the University Records Manager for more information