

BGSU Schedule of Records Retention

Office: History Department

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: 07/11/2007

Records Manager: Signed

Date: 07/10/2007

Schedule Number	Record Series Title	Retention Period
81 - 1	Accounting Records: Includes requisitions, purchase orders	4 years
81 - 2	Admission Files, Rejected: Includes letters of reference, application, and biographical data, for rejected applicants and those who did not complete dossier	1 year
81 - 3	Annual Report of the originating department	3 years, transfer to Archives
81 - 4	Appointment Books	1 year
81 - 5	Book Orders	4 years
81 - 6	Budget Planning File (original maintained by BGSU Budget Office)	active + 1 year
81 - 7	Chair's Chronological Correspondence File	5 years
81 - 8	Chair's General Subject File: Correspondence and reports with other BGSU units and external agencies	3 years; review reports/ circulars from other units/ external agencies for destruction, transfer rest to Archives

Schedule Number	Record Series Title	Retention Period
81 - 9	Class Roster: Contains names of students enrolled for each course; issued by Registration and Records	1 year
81 - 10	Conference Files	3 years; destroy menus, invoices, receipts; transfer remainder to Archives
81 - 11	Course Change Requests: application to Provost to change, add, or drop a course	active + 6 years
81 - 12	Course Evaluations: submitted by students and individual participants in courses and programs	until superceded by summary evaluation
81 - 13	Course Proposals (Archives receives records from Provost)	1 year
81 - 14	Course Syllabi	active + 6
81 - 15	Curriculum Change Requests: forms proposing changes to curriculum and submitted to Provost (Archives receives records form Provost)	1 year
81 - 16	Departmental Administration Files: correspondence, reports, and materials documenting the activities and concerns of the Department	3 years; destroy all materials not documenting a significant action or interaction; transfer remainder to Archives
81 - 17	Departmental Committee Files: agendas, minutes, correspondence, reports	3 years; transfer to Archives
81 - 18	Disciplinary Records (original kept by Provost or Human Resources)	destroy on request after 2 years from date of disciplinary action, provided no related reprimands, suspensions, or demotions. May be destroyed in less time if ordered by Arbitrator, SERB, SPBR, or court of competent jurisdiction
81 - 19	Faculty Personnel Files	5 years after termination destroy; Provost has permanent record

Schedule Number	Record Series Titles	Retention Period
81 - 20	Faculty Search Committee Records: correspondence, position descriptions applications, resumes, and decision documentation	3 years
81 - 21	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
81 - 22	General Files: correspondence, reports, and publications of other departments of BGSU and external agencies	1 year
81 - 23	Grade Reports: faculty grade reports (Registration and Records retains original record permanently)	active + 6 years
81 - 24	Graduate Associate Appointment	5 years
81 - 25	Invoices	4 years
81 - 26	Minutes: of committees, task forces, etc.	3 years; transfer to Archives
81 - 27	News Clippings: concerning the activities of a BGSU Department	3 years; transfer to Archives
81 - 28	Personnel Records (non-faculty)	destroy upon termination; Human Resources maintains original record
81 - 29	Promotion and Tenure Files: faculty dossier consisting of copies of documentation of teaching, research, and community service	5 years after date of decision
81 - 30	Purchase Orders	3 years
81 - 31	Quarterly Activity Reports: quarterly record of faculty teaching, research, and community service (report also at Human Resources)	2 years
81 - 32	Requisitions	4 years
81 - 33	Research Proposals, Approved (SPAR sends to Archives)	5 years after project ends
81 - 34	Research Proposals, Rejected	1 year

Schedule Number	Record Series Title	Retention Period
81 - 35	Search Committee Records: job posting, list of candidates, final report	3 years
81 - 36	Schedule, Master: quarterly listing of courses actually given; original maintained permanently by Registration and Records	6 years
81 - 37	Student Employment Files: Student authorization forms, termination notices	active + 6 years
81 - 38	Student Files: includes admission data, grade record, curriculum changes, letters of recommendation (Registration and Records has official record)	1 year
81 - 39	Students Statistics: enrollment reports, grade point studies of department	10 years; review for continuing value
81 - 40	Telephone Expense Reports	4 years
81 - 41	Tests: examinations by students leading to a grade and to posting on the official student record of Registrar	1 year
81 - 42	Travel Reimbursement for University-related travel	4 years