

BGSU Schedule of Records Retention

Office: Materials Handling

In accordance with Sec. 149.34, of the Revised Code, a schedule of retention and destruction for the following records is hereby established. No records shall be retained, transferred, destroyed, or otherwise disposed of in violation of this schedule.

The records covered by this schedule, upon expiration of the retention period, shall be deemed of no continuing value to the State of Ohio. Unless otherwise specified in this schedule, all records listed herein shall be destroyed within sixty (60) days after the period of retention set forth. No record shall be destroyed so long as in the opinion of the department, office, or institution, it pertains to any pending case, claim, or action.

This schedule shall become effective on the date last approved.

Approvals:	Authorized Department Official: Signed	Date: 09/08/1986
	Records Management: Signed	Date: 09/30/1986
	State Auditor: Signed	Date: 10/30/1986
	State Archivist: Signed	Date: 10/16/1986
	State Records Administrator: Signed	Date: 09/30/1986

Schedule Number	Description of Records	Retention Period
038-01	Fiscal Year Ending Equipment Report: Inventory of university equipment, completed for the university Business Office.	Retain 3 years, then destroy (Copy in Business Office)
038-02	Moving Record (Crew Work Orders): Daily work record providing moving information for crew.	Retain 2 years, then destroy
038-03	Purchase Order File: Record of purchase orders for tagged equipment. This includes purchase order number, price, and tag number. Orders filed in numerical order by purchase order number.	Retain 10 years, then destroy (Purchasing retains a copy)

Schedule Number	Description of Records	Retention Period
038-04	Receiving Forms for Purchase Orders: Authorization of received goods including purchase order information, signature, date items received and delivered to department. Forms filed by purchase order number.	Retain 3 years, then destroy