

BGSU Schedule of Records Retention Office: Romance and Classical Studies, including Academic Year Abroad and Language Based Learning Communities

In accordance with ORC Section 149.33 and the Bowling Green State University Board of Trustees, a schedule for Records Retention and Disposition for the following records is hereby established. This schedule supersedes any and all previous schedules for these records. The records covered by this schedule, upon expiration of the listed retention periods, shall be destroyed unless otherwise specified.¹ No record shall be destroyed, however, that pertains to any pending claim, action, litigation, or request.

Approvals:

Department Official: Signed

Date: 09/26/2016

Records Manager: Signed

Date: 09/30/2016

Notes:

1. A Certificate of Records Disposal (CRD) should be prepared prior to the disposal of any records listed on this schedule and retained by the office/department for 10 years after the date of disposal. A copy of the CRD should also be sent to the University Records Manager. **Confidential paper records must be disposed of through shredding with the University's approved shredding vendor.**
2. 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 all records regardless of format.
3. The University Archives will only collect those record series listed on the attached schedule as transferrable to the Archives that at its discretion have continuing historical value. Other historic items listed on the attached schedule or on the university's General Retention Schedule may also be collected, at the discretion of the Archives.
4. Storage of inactive/non-permanent records is available at the University Records Center.

5. Other common records that may not be listed on this schedule may be on the University's General Retention Schedule; offices may use retentions listed on the General Retention Schedule for records not listed on their departmental schedule.

ROMANCE AND CLASSICAL STUDIES, including Academic Year Abroad and Language Based Learning Communities					
Schedule Number	Record Series Title	Main Format(s)	Minimum Retention Period	End of Retention Period Action	Schedule Source
88-1	Academic Records – includes grade sheets, final exams (including Graduate Assistant grade calculations), placement exams and correspondence.	Paper	1 year – final exams, grade sheets Active + 1 year – placement exams, correspondence	Destroy	BGSU Grading Policy IUC-EDU-00-20
88-2	Annual Report Reports / Program Reviews / Self-Studies – Annual self-study of the department or a program that encompasses at least some or all of the following: activities, outreach events, personnel changes, logistical information, future goals, etc. Also any special reports/publications of the department, including strategic plans.	Paper and/or Electronic	3 years	Send to University Archives	ADM9910
88-3	Award Letters (non-scholarship)	Paper and/or Electronic	3 years	Send to University Archives	ADM9910

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Schedule Number	Record Series Title	Main Format(s)	Minimum Retention Period	End of Retention Period Action	Schedule Source
88-4	Book Orders – mailing slips, publisher cover letters, etc.	Paper and/or Electronic	Until no longer needed	Destroy	IUC pp. ix-x
88-5	Chair Evaluations	Paper and/or Electronic	Until next evaluation completed	Destroy	IUC-ADM-00-02
88-6	Conference Files: may include programs, planning files, evaluations, correspondence	Paper and/or Electronic	3 years	Destroy menus, invoices, receipts and send rest to University Archives to appraise for historical value	IUC-ADM-00-02
88-7	Correspondence, Executive: Deals with significant aspects of the administration of the offices. Includes information on offices, policy, program, fiscal or personnel matters.	Paper and/or Electronic	3 years	Send to University Archives to appraise for historical value	IUC-ADM-00-01
88-8	Correspondence, General: Includes internal letters and memos; also correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal	Paper and/or Electronic	1 year	Destroy	IUC-ADM-00-02

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Schedule Number	Record Series Title	Main Format(s)	Minimum Retention Period	End of Retention Period Action	Schedule Source
	interpretations and other miscellaneous inquiries. This correspondence is informative (and does not attempt to influence policy).				
88-9	Correspondence, Routine: Referral letters, request for routine information or publications, setting appointments, etc. Most inquiries answers by standard form letters.	Paper and/or Electronic	Until no longer of administrative value	Destroy	IUC pp. ix-x
88-10	Course Syllabi	Paper and/or Electronic	10 years or until no longer of administrative value	Send to University Archives	ADM9910
88-11	Curriculum Development / Modification Files	Paper and/or Electronic	3 years or until no longer of administrative value (Official copies maintained by Provost's Office)	Destroy	IUC-EDU-30-01
88-12	Departmental Committee Files – includes agendas, minutes, correspondence, reports for committees and task forces	Paper and/or Electronic	3 years	Send to University Archives to appraise for historical value	IUC-ADM-00-05

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Schedule Number	Record Series Title	Main Format(s)	Minimum Retention Period	End of Retention Period Action	Schedule Source
88-13	Departmental Minutes, Policies, Organizational Documents	Paper and/or Electronic	3 years	Send to University Archives	IUC-ADM-00-05
88-14	Drop / Add / Register Requests – student registration requests sent via e-mail	Electronic	3 years	Destroy	IUC-ADM-00-01
88-15	Faculty Service Report	Paper and/or Electronic	Active + 6 years	Review for continuing administrative and historical value	IUC-HR-20-27
88-16	Faculty/Staff Personnel Files – includes documentation on employment with department. Official personnel files held at Provost’s office and Human Resources	Paper and/or Electronic	Active + 6 years	Destroy, except send files for “key” faculty to University Archives	IUC-HR-40-20 IUC-HR-40-21
88-17	Faculty / Staff Recruitment Files – includes screening and selection files created for each position	Paper and/or Electronic	3 years	Destroy	IUC-HR-40-01 IUC-HR-40-04
88-18	Financial Reports – includes vouchers, payment orders, invoices, bills, receipts, monthly reports, etc.	Paper and/or Electronic	4 years	Destroy	IUC FIN section

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Schedule Number	Record Series Title	Main Format(s)	Minimum Retention Period	End of Retention Period Action	Schedule Source
88-19	Grade Changes / Appeals, Books, Reports	Paper and/or Electronic	Active + 2 years Official copies maintained permanently by Registration and Records	Destroy	IUC-EDU-35-13
88-20	Graduate Assistant Files – includes applications, stipend & scholarship correspondence, and documentation on employment with department. Official personnel files held at Provost’s office and Human Resources	Paper and/or Electronic	Active + 6 years	Destroy	IUC-HR-20-27
88-21	Graduate Student Files – includes transcripts, letters of recommendation, etc. Includes students who have graduated, actively enrolled students, and students who are no longer actively enrolled	Paper and/or Electronic	Active + 1 year	Destroy	IUC-EDU-35-34
88-22	Grant Proposal Forms – departmental project proposal documentation, grant requests, and correspondence	Paper and/or Electronic	Awarded – Active + 5 years Not Awarded – 1 year	Awarded – Send to University Archives Not awarded – Destroy	IUC-EDU-50-10 IUC-EDU-50-11

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Schedule Number	Record Series Title	Main Format(s)	Minimum Retention Period	End of Retention Period Action	Schedule Source
88-23	Promotion and Tenure Files – guidelines, faculty publications, committee recommendations, faculty service reports, and any documentation pertinent to department initiated promotion and tenure process	Paper and/or Electronic	5 years	Destroy	IUC-HR-40-31
88-24	Scholarships (internal)	Paper and/or Electronic	Budget files – 4 years Correspondence – permanently	Budget Files – Destroy Correspondence – Send to University Archives	IUC FIN section IUC-ADM-00-01
88-25	SPAT Files – (Salary, Promotion and Tenure) Files maintained in Chair’s Office	Paper	Active + 6 years	Destroy but maintain summary data	IUC-HR-20-27
88-26	Student Employee Files	Paper and/or Electronic	Active + 1 year	Destroy	IUC-HR-40-26
88-27	Teacher Evaluations – student evaluations of teaching used for reappointment, promotion and tenure	Paper and/or Electronic	5 years, then review for continuing administrative or historical value. Maintain summary data	Destroy, but maintain summary data	IUC-PER-40-32
88-28	Undergraduate Student Advising Files	Paper and/or Electronic	Active + 3 years	Destroy	IUC-EDU-35-34