

BGSU Schedule of Records Retention

Office: College of Business Administration

In accordance with ORC Section 149.33 and Bowling Green State University Board of Trustees 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: 04/14/2008

Records Manager: Signed

Date: 04/03/2008

Schedule Number	Record Series Title	Retention Period
59-1	Academic Records-College: Record of academic work pursued for both graduate and undergraduate students. May include transcripts, correspondence, assessments, advising records, disclosure of personal identification information forms	Retain 6 years after date of last activity, then destroy in a manner that ensures confidentiality
59-2	Academic Records Department: Files maintained in individual departments on students enrolled. May include transcripts, letters of recommendation, correspondence, advising records	Retain 6 years after date of last activity, then destroy in a manner that ensures confidentiality
59-3	Accreditation Files: College or department files documenting accreditation review by accrediting agencies	Retain 10 years. Appraise for transfer to Archives. Contact University Archivist
59-4	Advertising/Promotional Materials/ Publications (paper or video/digital formats)	Retain 5 years or until superseded, then transfer to Archives

Schedule Number	Record Series Title	Retention Period
59-5	Annual Reports	Retain until of no administrative use. Transfer 1 copy to Archives
59-6	Budget Records-College/Department: Maintained by budget. May include records of accounts, transfers, budget printouts, memos, budget preparation papers, banking records, travel reimbursements, invoices, receipts, requisitions, telephone expense records, etc.	Retain 4 years, then destroy
59-7	Budget Records-Maintenance/Service Contracts	Retain 6 years after date of contract, then destroy
59-8	Budget Records - college sponsored student organizations and professional honoraries: May include budgetary, banking and accounting records	Retain 4 years, then destroy
59-9	Committee Records: Includes agendas, minutes, correspondence, reports for committees/task forces that are within the college and its departments/schools	Retain 3 years, then transfer to Archives.
59-10	Conference Files: May include programs, planning files, evaluations, correspondence	Retain 3 years, then transfer to Archives
59-11	Correspondence, Executive: Deals with significant aspects of the administration of the offices. Includes information on policy, program, fiscal or personnel matters. Maintained in paper or electronic format	Retain 2 years, then appraise for transfer to Archives. Contact University Archivist
59-12	Correspondence, General: 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). Maintained in paper or electronic format	Retain 1 year, then destroy

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59-13	Correspondence, Routine: Referral letters, requests for routine information or publications, setting appointments, etc. Most inquiries answered by standard form letters. Maintained in paper or electronic format	Retain until of no administrative use, then destroy
59-14	Course Syllabi: Syllabi maintained in departments	Retain until of no administrative use, then appraise for transfer to Archives. Contact University Archivist
59-15	Curriculum Development/Modification Files	Retain until of no administrative use, then transfer to Archives
59-16	Disciplinary/Grievance Records-Student: Records maintained by faculty, departments and/or college office	Retain one year after student has graduated, then destroy. Official files maintained in Office of Student Life
59-17	Disciplinary/Grievance Records-Faculty/Staff: Records maintained by departments and/or college office	Retain one year after date of last activity, then destroy. Official files maintained with Provost or Human Resources.
59-18	Drafts: Preliminary outlines of a plan, policy, or report	Retain until superseded, or issuance of final report, policy, or plan, then destroy
59-19	Endowment Fund Reports: Reports of funds collected and expended for college and department endowment accounts	Retain monthly reports until annual report is received, then destroy monthly reports. Retain annual report 6 years after date of report, then destroy.

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59-20	Faculty Grade Report: Copy of grade report submitted by faculty to Registrar	Retain until the end of the fifth week of the following semester, then destroy in a manner protecting confidentiality of students UNLESS there is an appeal pending. Destroy records involved in an appeal after the appeal process is completed.
59-21	Faculty Grade Records: May include exams, assignments and all other documents used to assign grades regardless of format (hard drive, flash drive, Blackboard, etc.)	Retain one year after grade assigned, then destroy in a manner protecting confidentiality student UNLESS there is an appeal pending. Destroy records involved in an appeal after the appeal process is completed.
59-22	Lists/Directories: Includes mailing lists, directories, and rosters compiled by the office.	Retain until superseded, obsolete, or replaced, then destroy.
59-23	Organizational Charts: Organizational charts of the College	Retain until superseded, transfer 1 copy to Archives.
59-24	Personnel Files - Faculty (maintained by College Office and Departments): May include contracts and addenda, promotion and tenure decisions, hiring documents, resumes, letters of recommendation, correspondence, teaching responsibilities, tax forms, sabbatical documents, STRS forms, resignation and retirement documentation	Retain 5 years after person leaves employment, then destroy. Official files maintained in Office Provost

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59-25	Personnel Files - Staff (maintained by College Office and Departments): May include position descriptions, letters of appointment or change, salary rates, contracts, performance evaluations, PERS forms, copies of Social Security card and/or birth certificates, letters of commendation and/or reprimand, evidence of continuing education, step increases, vacation and sick leave reports, resignation/retirement/termination notices	Retain 5 years after person leaves employment, then destroy. Official file maintained in the Office of Human Resources
59-26	Personnel Files - Position Descriptions	Retain until revised, superseded or position eliminated, then destroy
59-27	Personnel Files - Promotion and Tenure: Approval or denial recommendations and pertinent correspondence and documentation	Retain decision documentation in personnel file, return material submitted to faculty member after 3 years
59-28	Program Review Files: Documentation compiled for program review process.	Retain 7 years, then destroy. Program review reports are sent to Archives from Office of the Provost
59-29	Recruitment/Search Files - Faculty: Applications, resumes and credentials, position authorization and hiring forms, position descriptions, search committee files, correspondence	Retain 3 years after date of appointment, then destroy. Application files for no-hires destroy after 1 year.
59-30	Recruitments/Search Files - Staff: Applications, resumes and credentials, position authorization and hiring forms, position descriptions, search committee files, correspondence	Retain 3 years after date of appointment, then destroy. Application files for no-hires destroy after 1 year.

Schedule Number	Record Series Title	Retention Period
59-31	Scholarship - College and Departments: Application documentation, correspondence, information about scholarship	Retain information on recipients permanently. Retain files created for award process 1 year after award is given, then destroy
59-32	Subject Files - Office of Dean and Associate Deans: Correspondence, reports, and other files documenting activity of these offices	Retain 3 years in office, then transfer to Archives
59-33	Teaching evaluations (Departments): Student evaluations of teaching used for reappointment, promotion and tenure	Retain summary documentation 6 years after date of summary. Original evaluations returned to instructor after summary compiled.