

BGSU Schedule of Records Retention Office: Spirit Programs—Cheer and Dance

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: 07/10/2009

Records Manager: Signed

Date: 07/08/2009

Schedule Number	Record Series Title	Retention Period
124-1	Administrative Files Includes correspondence, selection process lists, calendars, budget files, and other documentation pertaining to the administration of the Cheer and Dance programs	Retain 3 years in office, then transfer to University Archives

BGSU Schedule of Records Retention Office: Spirit Programs—Mascots

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: 07/10/2009

Records Manager: Signed

Date: 07/08/2009

Schedule Number	Record Series Title	Retention Period
124-1	Administrative Files Includes correspondence, selection process, lists, calendars, budget files, and other documentation pertaining to the administration of the Mascot program	Retain 3 years in office, then transfer to University Archives

BGSU Schedule of Records Retention Office: Spirit Programs—SIC SIC

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:

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Date: 07/10/2009

Records Manager: Signed

Date: 07/08/2009

Schedule Number	Record Series Title	Retention Period
124-1	Administrative Files Includes correspondence, selection process lists, calendars, budget files, and other documentation pertaining to the administration of SIC SIC	Retain 3 years in office, then transfer to University Archives