

BGSU Schedule of Records Retention Office: Technology Support Center

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: 07/02/2004

Records Manager: Signed

Date: 07/08/2004

Schedule Number	Record Series Title	Retention Period
110-1	CICS Applications	Until employment is terminated. Destroy in a manner protecting confidentiality.