

BGSU Schedule of Records Retention

Office: University Advancement

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: 10/17/2014

Records Manager: Signed

Date: 10/22/2014

Schedule Number	Record Series Title	Main Format(s)	Retention Period
71-01	Accounting/Financial Records: General records, including accounts payable, invoices, ledgers, vouchers, accounts receivable, annuity records, bad debt actions, balance sheets, cash books, cash journals, checks, disbursements, expenditure reports, financial statements (monthly, quarterly, etc.), gift batch receipts, journal entries, journals, payroll change reports, petty cash records, receipts, registers, requisitions, royalty payments, student accounting records, travel expenses, workers compensation.	Paper/Electronic	7 years, then shred/delete
71-02	Annual Report: Annual self-study of the department that encompasses at least some or all of the following: department activities, outreach events, personnel changes, logistical	Paper/Electronic	3 years, then contact University Archives for historic appraisal.

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	information, future goals, etc. Usually created by the director/chair/etc.		
71-03	Audit Reports & Tax Filings: Finalized audits, without background or supporting information. Includes forms 990 and 990T tax returns.	Paper	Retain one copy permanently in office. Transfer one copy to University Archives.
71-04	Award Forms: Including scholarship forms. Originals are forwarded to Student Financial Aid.	Paper/Electronic	3 years, then delete/shred
71-05*	Bank Statements & Investment Accounts: Banking/investment information.	Paper/Electronic	7 years, then shred/delete*
71-06*	<p>Correspondence</p> <p>A. Routine/Transient: Referral letters, requests for routine information or publications provided to the public by an agency that are answered by standard form letters</p> <p>B. 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).</p> <p>C. Executive: Deals with significant aspects of the administration of the offices. Includes information on policy, program, fiscal or personnel matters.</p>	<p>Paper/Electronic</p> <p><i>Note: Contact the University Records Manager for help with email management.</i></p>	<p>A. Retain until no longer of administrative value, then recycle or delete from email client</p> <p>B. 1 year, then recycle or delete from email client</p> <p>C. Retain 3 years (if email retain in email client), then delete or export from email client to PDF</p>

Schedule Number	Record Series Title	Main Format(s)	Retention Period
71-07*	Deceased Donor Files: Documentation on individuals who have or might donate funds to the university. Includes personal and confidential information.	Paper/Electronic	Retain hard-copies 3 years after death, then scan and shred paper. Retain electronic copies minimum 3 years, then appraise for continuing value.*
71-08*	Fund Files: Documentation to establish an endowment fund. Includes correspondence and other related materials.	Paper	Retain in office until no longer of administrative value, then shred.*
71-09*	Gift/Batch Documents: Documents generated to receive and acknowledge donations and/or to track income from gifts.	Paper/Electronic	Retain 3 years, then shred/delete*
71-10*	Gift Commitment/Pledge Forms	Paper/Electronic	Retain while pledge is active or until no longer of administrative value, then shred/delete*
71-11	Meeting Minutes/Board Books: Minutes, agendas, and supporting governance information of the Alumni Board of Directors and the Foundation Board of Directors and their respective committees.	Paper/Electronic	Retain in office 3 years, then contact University Archives to appraise for historic value
71-12	Transient Documents: Records or non-records that have a very short-lived administrative, legal, or fiscal value. May include, but are not limited to: post-it notes, routing slips, telephone messages, e-mail or voicemail, copies, notes or drafts used in the production of public records, and surveillance videos.	Paper/Electronic	Until no longer of value or superseded, then recycle or delete

*For these record series, a Certificate of Records Disposal (CRD) must be filled out prior to disposal. The specific college/department must retain the CRD on file for 10 years after the

date of disposal, and a copy of the CRD must be sent to the University Archives (Fifth Floor, Jerome Library).

Note: 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 records regardless of format. Confidential paper records should be disposed of through Certified Document Destruction, Inc., and must be scheduled through the University Records Manager (372-9614).

Comments

1. The scope of the University Archives only allows it to collect the following records: 71-02, 71-03, 71-11. These records must be appraised on a case-by-case basis before being accessioned into the archives. Contact the University Records Manager prior to sending materials (ext. 9614) or mintran@bgsu.edu).