

# BGSU Schedule of Records Retention Office: Planning and Budgeting

In accordance with Sec. 149.34, of the Revised Code, a schedule of retention and destruction for the following records is hereby established. No records shall be retained, transferred, destroyed, or otherwise disposed of in violation of this schedule.

The records covered by this schedule, upon expiration of the retention period, shall be deemed of no continuing value to the State of Ohio. Unless otherwise specified in this schedule, all records listed herein shall be destroyed within sixty (60) days after the period of retention set forth. No record shall be destroyed so long as in the opinion of the department, office, or institution, it pertains to any pending case, claim, or action.

This schedule shall become effective on the last date approved.

**Approvals:**

Authorized Department Official: Signed	Date: 04/23/1986
Records Management: Signed	Date: 05/05/1986
State Auditor: Signed	Date: 06/26/1986
State Archivist: Signed	Date: 05/16/1986
State Records Administrator: Signed	Date: 05/15/1986

Schedule Number	Description of Records (Include Record Series Title, Purpose of Record, Forms, and Information Contained)	Retention Period
<b>30-1</b>	<b>Academic Area Resource Analysis</b> Annual report of all data pertinent to university departments. The report can include staffing levels, number of students, majors, degrees awarded, student credit hours, and expenditure levels.	Permanent, transfer to Archives at BGSU
<b>30-2</b>	<b>Correspondence Files</b> Incoming and outgoing correspondence arranged by subject headings.	Permanent, appraise and transfer to Archives at BGSU
<b>30-3</b>	<b>Enrollment Planning Files</b>	20 years then evaluate for Archives.

<b>Schedule Number</b>	<b>Description of Records (Include Record Series Title, Purpose of Record, Forms, and Information Contained)</b>	<b>Retention Period</b>
	Enrollment information used in determining class size.	
<b>30-4</b>	<b>Questionnaires</b> Office copies of questionnaires responded to on behalf of the institution.	Retain 3 years then destroy
<b>30-5</b>	<b>Statistical Reports</b> Typewritten or printout reports for enrollment, fees, staffing levels of faculty, grade distribution, grade point average, and the annually updated Resource Planning Handbook.	Permanent, transfer one copy to Archives at BGSU
<b>30-6</b>	<b>University Budgets</b> Completed university budgets that have been approved by the Board of Trustees. Included are budget preparation materials for the following budgets: Advisory Committee on General Fee Allocation (ACGFA), Miscellaneous/Auxiliary Budgets, Educational Budgets, Residence and Dining Hall Budgets.	Budgets permanent (Other budget materials weeded annually), transfer one copy of each final budget to Archives at BGSU
<b>30-7</b>	<b>University Salary Books</b> Listing of salaries for all contract staff (faculty and administrative). This record also includes authorized salaries for coming year, rank, title, and salary for contract staff.	Permanent, transfer to Archives at BGSU