

BGSU Schedule of Records Retention Office: Administrative Staff Council

In accordance with ORC Section 149.33 and Bowling Green State University Trustees, a schedule of Records Retention and Disposition for the following records is hereby established. This schedule supersedes any and all previous schedules for these records. The records covered by this schedule, upon expiration of the listed retention periods, shall be destroyed unless otherwise specified. No record shall be destroyed, however, that pertains to any pending claim, action, litigation, or request.

Approvals:

Department Official: Signed

Date: 11/14/2018

Records Manager: Signed

Date: 11/15/2018

Notes:

1. A Certificate of Records Disposal (CRD) should be prepared prior to the disposal of any records and retained by the office/department for 10 years after the date of disposal. A copy of the CRD should also be sent to the University Records Manager. **Confidential paper records must be disposed of through shredding with the University's approved shredding vendor.**
2. 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 all records regardless of format.
3. The University Archives will only collect those record series listed on the attached schedule as transferrable to the Archives that at its discretion have continuing historical value. Other historic items listed on the attached schedule or on the university's General Records Retention Schedule may also be collected, at the discretion of the Archives.
4. Storage of inactive/non-permanent records is available at the University Records Center.
5. Forms, the General Records Retention Schedule, and other records management information can be found at the Records Management website (available at [BGSU's Records Management webpage](#)).

Schedule Number	Record Series Title	Minimum Retention Period	End of Retention Period Activity	Schedule Source
29-1	Charter Files/Governance Documents including membership lists	3 years	Contact University Archives for Review	IUC-ADM-00-05

The [General Records Retention Schedule](#) includes, but is not limited to, the following categories of records:

Accounting/Financial Records—General; Accounts Payable; Accounts Receivable; Deposits and Banking records; Invoices, etc.

Budget Files

Event Files and Event/Special Project Files

Certificates of Records Disposal

Committee, Cabinet, Working Groups and Task Force files (including meeting minutes)

Correspondence—Routine and Transient

Correspondence/General Subject Files (including Upper Administration)

Lists/Indexes/Summaries

Transient Materials (including drafts)