BGSU

BOWLING GREEN STATE UNIVERSITY

SCHEDULE OF RECORDS RETENTION

Office: American Culture Studies

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 by Andrew Schocket** **Date 05/27/2014**

Records Manager Signed by Mike Intranuovo **Date 05/27/2014**

Schedule Number	Record Series Title	Retention Period
23-01	**Academic Honesty**: Records of faculty complaints regarding student performance and academic integrity, action taken, correspondence, etc.	Active + 3 years
23-02	**Alumni Files**: Student files of graduates from the ACS program.	See 23-07
23-03	**Accreditation Files:** University, college or department files documenting accreditation review by accrediting agencies.	4 years, then recycle
23-04	**Annual Report and Program Review:** Annual self-study of the department that encompasses at least some or all of the following: department activities, outreach events, personnel changes, logistical information, future goals, etc. Usually created by the director/chair/etc.	5 years, then transfer one copy to University Archives. All other copies may be recycled.
23-05	**Book Orders**	4 years, then recycle
23-06	**Budget Files**: Copies	Until no longer of administrative value, then recycle
23-07	**College Office Student Files**: Files maintained in individual college and department offices on students enrolled in that college or department. Includes transcripts, letters of recommendation, documents regarding progress toward degree, transfer credit evaluations, etc. Includes students who have graduated, actively enrolled students, and students who are no longer actively enrolled.	**Graduates**: Active + 1 year, destroy confidentially* **Non-Graduates**: 8 years after last activity, destroy confidentially* *Note: Official student academic files are maintained permanently by Registration & Records.*

23-08	**Correspondence** **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 **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). **C. Executive**: Deals with significant aspects of the administration of the offices. Includes information on policy, program, fiscal or personnel matters. Note: Correspondence can be in physical or electronic format.	A. Retain until no longer of administrative value B. 1 year C. 3 years, have Archives appraise for historical value
23-09	**Course Syllabi**	Active + 6 years, then recycle
23-10	**Curriculum Modification Files and Related Documents**: Record of proposal documentation and signature sheets authorizing the implementation of new programs or expansion of existing programs at BGSU. Record of special fees associated with existing courses.	Until no longer of administrative value, then recycle Official Curriculum Modifications/Development Files are maintained by the Provost, and are eventually accessioned by the University Archives.
23-11	**Degree Statistics**	1 year, contact University Archives to appraise for historical value
23-12	**Director's Subject Files**: Files of correspondence, reports, memoranda, etc., documenting activities of upper level administrative offices	3 years, contact University Archives to appraise for historical value
23-13	**Disciplinary Records**: Files maintained on students who have been accused of disciplinary violations	Active + 6 years, destroy confidentially*
23-14	**Foundation Accounts**	Until no longer of administrative value, then recycle

23-15	**General Administrative Files**: Files of correspondence, reports, memoranda, etc., documenting activities of general administrative offices	1 year, then recycle
23-16	**Grade Changes/Appeals**	Active + 1 year, destroy confidentially* Note: Registration and Records maintains official copy permanently
23-17	**Graduate Student Application Files**: Forms requesting admission or readmission to the ACS program.	**Matriculated**: Active + 1 year, destroy confidentially* **Non-matriculated/Rejected**: 1 year, destroy confidentially*
23-18	**Meeting Minutes**: Minutes and files of program committees	3 years, then contact University Archives to appraise for historic value
23-19	**Personnel Files**: Unofficial copies, for departmental use only, of employment records for classified/administrative staff and faculty, both part-time and full-time. Files may contain applications, position descriptions, letters of commendation/reprimand, performance evaluations, leave forms, PERS forms, resignations, termination notices, and other related items.	Until no longer of administrative value, destroy confidentially* Note: Human Resources/Provost maintains the official copy permanently.
23-20	**Teaching Evaluations**: Student evaluations of a teacher's performance. Used for reappointment, promotion, and tenure.	Minimum: 5 years Maximum: Until no longer of administrative value Destroy confidentially*
23-21	**Transient Documents**: Electronic or written 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.	Until no longer of value or is superseded, then recycle

*For record series that are destroyed confidentially, 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. Confidential records must be disposed of through Certified Document Destruction, Inc., and must be scheduled through the University Records Manager (372-9614).