

# BGSU Schedule of Records Retention Office: Asian Studies Program

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: 8/22/2007

Records Manager: Signed

Date: 8/22/2007

All records series listed below are either in printed or electronic format.

Schedule Number	Record Series Title	Retention Period
115-1	Budget Transfers: billing between departments	4 years
115-2	Personnel Files (copies)	Provost holds original record; destroy in a manner protecting confidentiality
115-3	Student Files: files maintained in individual college and department offices on students enrolled in that college or department. Includes transcripts, letters of recommendation, etc. includes students who have graduated, actively enrolled, and students who are no longer actively enrolled.	Active + 1 year