

BGSU Schedule of Records Retention

Office: Athletics Business Office

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: 08/06/2013

Records Manager: Signed

Date: 08/06/2013

Schedule Number	Record Series Title	Retention Period
143-01	Accounts Payable: Amounts owed on open accounts for goods or services received.	4 years, then recycle
143-02	Accounting & Finance Records: Including invoices, P1 Card invoices, receipts, and deposits.	4 years, then recycle
143-03	<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>A. Retain until no longer of administrative value</p> <p>B. 1 year</p>

Schedule Number	Record Series Title	Retention Period
	<p>C. Executive: Deals with significant aspects of the administration of the offices. Includes information on policy, program, fiscal, or personnel matters.</p> <p>Note: Correspondence can be in physical or electronic format (email).</p>	C. 3 years, have Archives appraise for historical value
143-04	Operating Budgets	Active + 1 year, then recycle
143-05	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	Until no longer of value or superseded, then recycle