

BGSU Schedule of Records Retention

Office: Biological Sciences

In accordance with Section 149.33 of the ORC, and the Board of Trustees of Bowling Green State University, 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 so long as in the opinion of the office or institution, it pertains to any pending case, claim or action.

Approvals:

Office Official: Signed

Date: 12/05/1997

Records Manager: Signed

Date: 12/03/1997

Schedule Number	Description of Records	Retention Period
53-1	Faculty Personnel Files: Includes general file, research file and student evaluations	Retain three years after resignation/retirement, then destroy. Purge extraneous documents every five years.
53-2	Promotion and Tenure files	Retain until process is completed, then destroy.
53-3	Administrative/Classified Staff files	Retain three years after resignation/retirement, then destroy. Purge extraneous documents every five years.
53-4	Recruitment Files: includes screening and selection files created for each position	Destroy unsuccessful applicants one year after position is filled. Retain screening and selection files five years, the destroy.
53-5	Graduate Student Files (completed degree)	Retain three years after date of last activity, then destroy. Maintain record of pertinent information about each student.

Schedule Number	Description of Records	Retention Period
53-6	Graduate Student Files (enrolled, not complete degree)	Retain three years after date of last activity, then destroy.
53-7	Graduate Student Applications (never enrolled)	Retain one year after date of application, then destroy.
53-8	Undergraduate Student Files (completed degree)	Retain three years after date of last activity, then destroy.
53-9	Undergraduate Student Files (enrolled, not complete degree)	Retain 3 years after date of last activity, then destroy.
53-10	Scholarships (internal)	Retain budget files four years, then destroy. Retain correspondence permanently.
53-11	Budget Files: includes vouchers, payment orders, invoices, bills, receipts, monthly reports, etc.	Retain four years, then destroy.
53-12	Departmental Committee Files: includes executive committee, curriculum committee, undergraduate committee, faculty meetings.	Retain until no longer needed in office, then transfer to Archives.
53-13	Routine Departmental Correspondence	Retain five years, then destroy.
53-14	Annual Report	Retain one copy until no longer needed, then transfer to Archives.
53-15	Faculty Service Report	Retain one year after date of report, then destroy.
53-16	Student Evaluations-summary data	Retain one copy in personnel file, provide one copy to faculty member, retain third copy until no longer needed, then destroy.
53-17	Curriculum Modifications	Retain until no longer needed then destroy.
53-18	Building Maintenance/Renovation Files	Retain permanently, purge extraneous documents every five years.
53-19	Student Employee Files	Retain time sheets one year then destroy. Retain student file one year after date of last activity, then destroy.