



### Records Retention Schedule

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 Debra K. Freeman Date 12/5/97 *Genes B...*

Records Manager Ann M. Brown Date 12/3/1997

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, then destroy.



**Records Retention Schedule  
Continuation Sheet**

<b>Schedule Number</b>	<b>Description of Records</b>	<b>Retention Period</b>
53-5	<b>Graduate Student Files</b> (completed degree)	Retain three years after date of last activity, then destroy. Maintain record of pertinent information about each student.
53-6	<b>Graduate Student Files</b> (enrolled, not complete degree)	Retain three years after date of last activity, then destroy.
53-7	<b>Graduate Student Applications</b> (never enrolled)	Retain one year after date of application, then destroy.
53-8	<b>Undergraduate Student Files</b> (completed degree)	Retain three years after date of last activity, then destroy.
53-9	<b>Undergraduate Student Files</b> (enrolled, not complete degree)	Retain 3 years after date of last activity, then destroy.
53-10	<b>Scholarships (internal)</b>	Retain budget files four years, then destroy. Retain correspondence permanently.
53-11	<b>Budget Files:</b> includes vouchers, payment orders, invoices, bills, receipts, monthly reports, etc.	Retain four years, then destroy.
53-12	<b>Departmental Committee Files:</b> includes executive committee, curriculum committee, undergraduate committee, faculty meetings.	Retain until no longer needed in office, then transfer to Archives.
53-13	<b>Routine Departmental Correspondence</b>	Retain five years, then destroy.



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Continuation Sheet**

<b>Schedule Number</b>	<b>Description of Records</b>	<b>Retention Period</b>
53-14	<b>Annual Report</b>	Retain one copy until no longer needed, then transfer to Archives.
53-15	<b>Faculty Service Report</b>	Retain one year after date of report, then destroy.
53-16	<b>Student Evaluations-summary data</b>	Retain one copy in personnel file, provide one copy to faculty member, retain third copy until no longer needed, then destroy.
53-17	<b>Curriculum Modifications</b>	Retain until no longer needed then destroy.
53-18	<b>Building Maintenance/Renovation Files</b>	Retain permanently, purge extraneous documents every five years.
53-19	<b>Student Employee Files</b>	Retain time sheets one year then destroy. Retain student file one year after date of last activity, then destroy.