

# BGSU Schedule of Records Retention

## Office: Director of Budgeting

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: 12/8/2006

Records Manager: Signed

Date: 12/4/2006

Schedule Number	Record Series Title	Retention Period
113-1	<b>Budget Development Papers</b> Files created in departments and sent to Director of Budgeting	Retain 4 years after budget completed, then destroy
113-2	<b>Budget</b>	Retain until of no administrative use, then transfer to University Archives
113-3	<b>Correspondence-Executive</b> Deals with significant aspects of the office's administration. Includes information on policy, programs, fiscal or personnel matters	Retain 2 years, then transfer to Archives
113-4	<b>Correspondence-General</b> Includes internal letters, memos and correspondence from various individuals, companies and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries	Retain 1 year, then destroy
113-5	<b>Correspondence-Routine</b> Includes referral letters, request for routine Information or publications	Retain until of no administrative use, then destroy

Schedule Number	Record Series Title	Retention Period
	provided to the public By an agency that are answered by standard form letters	
113-6	<b>Financial System Transactions</b> Files documenting budgetary transactions	Retain 2 years, then destroy
113-7	<b>General Contingency Fund Reports</b>	Retain until of no administrative use, then destroy
113-8	<b>Institutional Membership Budgetary Reports</b>	Retain until of no administrative use, then destroy
113-9	<b>Materials and Special Programs Fees</b>	Retain until of no administrative use, then transfer to University Archives
113-10	<b>Quarterly Financial Reports</b>	Retain 4 years after end of fiscal year, then transfer to University Archives
113-11	<b>Project/Subject Files</b> Correspondence, reports and other records documenting the policies, procedures, and functions of the office	Retain 5 years, then transfer to University Archives
113-12	<b>Salary Book</b>	Retain until of no administrative use, then transfer to University Archives
113-13	<b>Salary/Merit Process Documents</b>	Retain 5 years after salary book completed, then destroy
113-14	<b>Staffing Data Reports</b>	Retain until of no administrative use, then transfer to University Archives
113-15	<b>University Budget Load Summary</b>	Retain until of no administrative use, then transfer to University Archives