

# BGSU Schedule of Records Retention

## Office: Bursar

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: 03/11/2015

Records Manager: Signed

Date: 03/11/2015

Schedule Number	Record Series Title	Main Format(s)	Retention Period
01-01	<b>Annual Report/Program Reviews/Self-Studies:</b> Annual self-study of the department or a program that encompasses at least some or all of the following: activities, outreach events, personnel changes, logistical information, future goals, etc. Also any special reports/publications of the dept.	Paper/Electronic	3 years, then contact University Archives for historic appraisal
01-01.1*	<b>Bankruptcy Documentation</b> For student accounts.	Paper	Retain 6 years from dismissal/discharge, shred*
01-02*	<b>Bursar Records:</b> Records relating to financial transactions of the university. May include information relating to accounts payable, accounts receivable, payments made to Bursar and subsequent bank deposits, paid write-offs, paid accounts, etc.	Electronic	Retain until paid in full plus 7 years, then delete*
01-03	<b>Checks:</b> Including canceled checks, checks scanned and processed through ACH, etc.	Paper/Electronic	Retain 4 years, then delete. If paper is scanned, destroy

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			paper after annual external audit. Retain digital image for 4 years, then delete.
01-04	<p><b>Correspondence</b></p> <p><b>A. Routine/Transient:</b> 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>B. General:</b> 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><b>C. Executive:</b> Deals with significant aspects of the administration of the offices. Includes information on policy, program, fiscal or personnel matters.</p>	<p>Paper/Email</p> <p><i>Note: Contact the University Records Manager for help with email management.</i></p>	<p><b>A.</b> Retain until no longer of administrative value, then recycle or delete from email client</p> <p><b>B.</b> 1 year, then recycle or delete from email client</p> <p><b>C.</b> Retain 3 years (if email retain in email client), then delete or export from email client and retain until no longer of value</p>
01-05	<b>FERPA Records:</b> Requests and authorization of parents/guardians to have access to student records.	Paper	Retain 3 years after student separates from university, then shred.
01-06	<p><b>Installment Payment Plan (IPP) Applications:</b></p> <p>A. Paid in full</p> <p>B. Unpaid</p>	Paper/Electronic	<p>A. 4 years, delete/shred.</p> <p>B. After end of semester, forward to write off area.</p>
01-07*	<b>Loan Promissory Notes:</b>	Paper	<b>A.</b> Unpaid forwarded to write-

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	<p><b>A.</b> Includes promissory notes for KOHL, APO, KAP.</p> <p><b>B. Perkins Promissory Notes/Nursing Promissory Notes</b></p> <p><b>C. Schell Promissory Notes</b></p>		<p>off area. Paids forwarded to Student Financial Aid</p> <p><b>B.</b> Retain 3 years from paid in full, cancelation, or assignment to the Dept of Education, then shred</p> <p><b>C.</b> Retain 3 years from paid in full, then shred</p>
01-08*	<b>Medical Appeals:</b> Appeals from students for tuition refunds/account adjustments due to illness, injury, or other medical issue.	Paper	Retain 7 years, then shred*
01-09	<b>Receipts:</b> Cashier receipts for sales or payments received. Includes cashier receipt control lists. Also known as <i>cashier packets</i> .	Paper/Electronic	Retain 1 year in office, then contact University Archives to store in Records Center for 3 years, then shred.
01-10*	<b>Service Accounts:</b> Non-student delinquent accounts	Electronic	Retain until account is current, then delete*
01-11*	<p><b>Special Agency Accounts &amp; Vouchers:</b> Accounts for the following individual agencies (list may not be exhaustive):</p> <p><i>BVR</i>  <i>ACES Army Continuing Education System</i>  <i>Air Force ROTC</i>  <i>Ameritech (AMER)</i>  <i>Army ROTC</i>  <i>AFIT</i>  <i>College of Illinois</i></p>	Electronic	<p>Retain in accordance with agency's retention requirement, then delete.*</p> <p>1 year  4 years  "  "  "  "  "</p>



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	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.		
01-14	<b>Tuition and Fee Schedule:</b> A brochure, schedule, or listing of tuition and fee charges by the university, usually by academic year.	Electronic	Upon creation, contact the University Archives to appraise for historic value
01-15	<b>Tuition Service Charge and Late Fee Appeals</b>	Paper	Retain until no longer of administrative value, then shred.
01-16	<p><b>Waivers:</b></p> <p><b>A. Fee Waiver:</b> Approved fee payment authorization for employees, dependents, graduate assistants, teaching fellows.</p> <p><b>B. Legal Services Waiver:</b> Student authorization waiving Legal Services and allow Bursar to remove fee from an account.</p> <p><b>C. Green Fee Waiver</b></p>	<p>A. Paper</p> <p>B. Electronic</p> <p>C. Electronic</p>	<p>A. Retain 1 year, then shred</p> <p>B. Maintain in system. Migrate to new software as needed.</p> <p>C. Maintain in system. Migrate to new software as needed.</p>

\*For these record series, a Certificate of Records Disposal (CRD) must be filled out prior to disposal. The specific college/department must retain the CRD on file for 10 years after the date of disposal, and a copy of the CRD must be sent to the University Archives. Confidential paper records must be disposed of through Certified Document Destruction, Inc., and must be scheduled through the University Records Manager (372-9614).

Note: University records include all information, regardless of format (paper, electronic, microform, etc.), created or received by a university office that documents the functions, policies, procedures, decisions, operations or other activities of the office. Retention periods apply to records regardless of format.

Comments:

1. The scope and mission of the University Archives allows it to accept only the following records: 01-01 and 01-14. Other historic items are listed on the University's [General Retention Schedule](#). Please contact the Archives before sending materials.