

# Schedule of Records Retention

## Office: Office of Campus Activities

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: 9/30/2009

Records Manager: Signed

Date: 9/20/2009

All records series listed below are either in printed or electronic format.

Schedule Number	Record Series Title	Retention Period
49-1	<b>Budget Records:</b> includes budget requests from student organizations	Retain 5 years, then destroy. Transfer final report to University Archives
49-2	<b>Contracts:</b> campus event activities and programs	Retain 2 years after date of contract, then destroy
49-3	<b>Correspondence – Executive:</b> pertains to significant aspects of the administration of the office. Includes information on policy, program, fiscal or personnel matters	Retain a minimum of 2 years, then transfer to University Archives
49-4	<b>Correspondence – General:</b> includes internal letters and memos; correspondence from outside individuals and agencies requesting information and other miscellaneous inquiries. Correspondence is informative but does not influence policy.	Retain 1 year, then destroy

49-5	<b>Correspondence – Routine:</b> Referral letters, requests for routine information or	Retain until of no administrative use, then destroy
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	publications, scheduling meetings, etc.	
49-6	<b>Event Planning Files:</b> may include correspondence, financial files, evaluations, and other planning documents	Retain until of no administrative use, then transfer to University Archives
49-7	<b>Personnel Files</b>	Retain until termination of employment, then destroy in a manner ensuring confidentiality
49-8	<b>Publications and Printed Materials</b>	Retain until of no administrative use, transfer one copy to University Archives
49-9	<b>Reports:</b> may include annual, statistical and/or assessment reports	Retain until of no administrative use, then transfer to University Archives
49-10	<b>Student Homecoming Committee Files:</b> includes minutes, reports, correspondence, financial records, printed material, etc.	Retain until no administrative use, then transfer to University Archives
49-11	<b>UAO Files:</b> includes minutes, reports, correspondence, financial records, printed material, etc.	Retain until of no administrative use, then transfer to University Archives
49-12	<b>University Committees:</b> includes minutes, reports, correspondence, etc.	Retain until of no administrative use, then transfer to University Archives