In accordance with Sec. 149.34, of the Revised Code, a schedule of retention and destruction for the following records is hereby established. No records shall be retained, transferred, destroyed, or otherwise disposed of in violation of this schedule.

The records covered by this schedule, upon expiration of the retention period, shall be deemed of no continuing value to the State of Ohio. Unless otherwise specified in this schedule, all records listed herein shall be destroyed within sixty (60) days after the period of retention set forth. No record shall be destroyed so long as in the opinion of the department, office, or institution, it pertains to any pending case, claim, or action.

This schedule shall become effective on the date approved by the State Records Administrator, of the Department of Administrative Services.

<table>
<thead>
<tr>
<th>SCHEDULE NUMBER</th>
<th>DESCRIPTION OF RECORDS (Include Record Series Title, Purpose of Record, Forms, and Information Contained)</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>50-1</td>
<td>Coal Files Record of coal purchased by the university. Files can contain copies of invoices and purchase orders, working papers for weight, cost, and balance remaining; and correspondence.</td>
<td>Retain 5 years, then destroy</td>
</tr>
<tr>
<td>50-2</td>
<td>Coal Weight Slip Copy of slip documenting weight of coal loads.</td>
<td>Retain 6 months, then destroy</td>
</tr>
<tr>
<td>50-3</td>
<td>Daily Attendance Sheets Log kept for residence hall, maintenance, day-academic, and night-academic personnel, documenting their absense from work.</td>
<td>Retain 1 year, then destroy</td>
</tr>
<tr>
<td>50-4</td>
<td>Damage Report Monthly report by building or unit documenting where damage occurred, work order and damage sheet numbers, cost of repairs (materials and labor), and any charges made to students for damages.</td>
<td>Retain 3 years, then destroy (Copy in Housing Office)</td>
</tr>
<tr>
<td>50-5</td>
<td>Damage Sheet Copy of report completed by university maintenance personnel documenting damage to university residence halls. The sheets are matched with the appropriate work order.</td>
<td>Information maintained in computer. Retain hard copy 3 years, then destroy. (Original maintained in appropriate residence hall)</td>
</tr>
</tbody>
</table>

Use Form ADM 3510, Continuation Sheet, for additional entries
<table>
<thead>
<tr>
<th>SCHEDULE NUMBER</th>
<th>DESCRIPTION OF RECORDS (Include Record Series Title, Purpose of Record, Forms, and Information Contained)</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
</table>
| 50-6            | Elevator Files  
Original certificates and copies of elevator weight capacity tests. | Retain until updated (annually), then destroy |
| 50-7            | Employee Uniform Record  
Listing by employee of uniform size, uniform #, and number of articles assigned to each employee. Record arranged alphabetically. | |
| 50-8            | Key Authorization Card (Hard Card)  
Record of keys loaned to university personnel. Both the Key Office and Campus Security control the distribution of grand master keys. Cards arranged chronologically. | Information maintained and updated in computer. Hard copy maintained permanently |
| 50-9            | Locksmiths' Key Record Cards  
Cards document all pertinent key information such as key numbers, type of lock, and necessary changes made by the locksmiths. All data is updated as locks are changed. Cards are arranged by building and keys numerically by floor. | Original documents on microfiche; microfiche updated and retained permanently. Microfiche checked for quality and completeness. Paper form maintained permanently |
| 50-10           | Maintenance Requisition  
Copy of form generated for initiating on campus repairs and includes cost of materials. | Retain 2 years, then destroy (Original in Purchasing) |
| 50-11           | Preventative Maintenance Record  
This can include program reports, surveys, scheduled maintenance, and inspection sheets for all university buildings. | Permanent |
| 50-12           | Student Program Files  
Record of student employees working during the summer and breaks - specifically concentrating on attendance and work performance. | Retain 1 year, then destroy |
| 50-13           | Temporary Summer Employee Forms  
Record of hours worked, vacation and sick leave for university food services employees temporarily employed as custodians during the summer. | Retain 1 year, then destroy |
<table>
<thead>
<tr>
<th>SCHEDULE NUMBER</th>
<th>DESCRIPTION OF RECORDS (Include Record Series Title, Purpose of Record, Forms, and Information Contained)</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
</table>
| 50-14           | Uniform Order Form  
Form completed by employees for the purchase of specific articles of clothing. | Retain 3 years, then destroy |
| 50-15           | Work Order Files  
These contain work order forms on which work requests are recorded including craft #, name of person placing work order request, budget and cost #, building, and a description of repair/damage. After work is completed, total hours expended and the number of workers required are also recorded. | Information maintained in computer. Retain hard copy 5 years, then destroy |
| 50-16           | Selection Committee Notes  
Record of pertinent employee selection criteria and accompanying notes. | Retain 3 years, then destroy |
| 50-17           | Departmental Key Listing  
List generated for departments upon request documenting keys loaned to specific departments' personnel. The list is arranged alphabetically by department. | Permanent 5 years then destroy |
| 50-18           | Electrowriter Notes  
Record of after hours maintenance requests. | Retain 6 months, then destroy |
| 50-19           | Contract Work Log  
Record of repairs made to university elevators, specific doors, windows and other property by outside contractors. | Retain 1 year, then destroy |
| 50-20           | Work Order Steno Books  
Initial record of work order requests prior to creation of work order forms. These are arranged chronologically. | Retain 2 years, then destroy |

**GROUNDS**

<table>
<thead>
<tr>
<th>SCHEDULE NUMBER</th>
<th>DESCRIPTION OF RECORDS (Include Record Series Title, Purpose of Record, Forms, and Information Contained)</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
</table>
| 50-21           | Grounds and Parking Maintenance Equipment List  
Inventory record of equipment identification numbers, university tag numbers, equipment model and make, estimated labor and parts cost and actual dollar amount. Record is filed numerically. | Retain until updated (monthly), then destroy |
### RECORDS RETENTION SCHEDULE CONTINUATION SHEET

<table>
<thead>
<tr>
<th>SCHEDULE NUMBER</th>
<th>DESCRIPTION OF RECORDS (Include Record Series Title, Purpose of Record, Forms, and Information Contained)</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
</table>
| 50-22           | Energy Management and Heating Plant

**Meter Reading Sheets**

Monthly utility meter readings made from designated university meters for charge to specific budget/cost numbers.

| 50-23           | Energy Management and Heating Plant

**Meter Reading Tabulation Report**

Monthly tabulation of all university utility meter readings for both current and previous months.

| 50-24           | Energy Management and Heating Plant

**Utility Bills**

Copy of utility charges from city of Bowling Green for the university and distributed through the Business Office.

| 50-25           | Energy Management and Heating Plant

**Coal Purchase Log**

Record of coal purchases including date, time, pounds of coal, ticket #, and company.

| 50-26           | Energy Management and Heating Plant

**Coal Deliveries, Daily Use, and Inventory Log**

Record of coal slips for tons of coal delivered (amount by suppliers), used, and amount on hand.

| 50-27           | Energy Management and Heating Plant

**Boiler Production Log**

Record of production data for the boilers located at the university heating plant. Data can include outside temperature, weather conditions, pounds of steam per boiler, tons of coal, natural gas, gallons of water, and chemicals used.

| 50-28           | Energy Management and Heating Plant

**Central Heating Plant Monthly Attendance Report**

Employee listing by code for vacation, comp. time, sick leave, day shift, afternoon, and evening work, and day off. This record serves as an organizational tool for determining employee work hours.

| 50-29           | Energy Management and Heating Plant

**Log Sheet of Operations**

Record of constant monitoring of boilers and all equipment relevant to their operation.

| 50-22           | Energy Management and Heating Plant

**Copy in Business Office**

Retain 2 years, then destroy

| 50-23           | Energy Management and Heating Plant

**Updated report is available, then destroy. Retain year end report 10 years, then destroy**

| 50-24           | Energy Management and Heating Plant

**Original maintained in Business Office**

Retain 10 years, then destroy

| 50-25           | Energy Management and Heating Plant

Retain 5 years, then destroy

| 50-26           | Energy Management and Heating Plant

Retain 5 years, then destroy

| 50-27           | Energy Management and Heating Plant

Retain 5 years, then destroy

| 50-28           | Energy Management and Heating Plant

Retain 5 years, then destroy

| 50-29           | Energy Management and Heating Plant

Retain 5 years, then destroy

ADM 3510 (Rev. 7/85)
<table>
<thead>
<tr>
<th>SCHEDULE NUMBER</th>
<th>DESCRIPTION OF RECORDS (Include Record Series Title, Purpose of Record, Forms, and Information Contained)</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
</table>
| 50-30          | Boiler Charts  
Automatic readings generated from devices on boilers, measuring opacity/oxygen, steam flow/air pressure, and flue gas/temperature. | Retain 3 years, then destroy |
| 50-31          | Equipment Diaries  
Individual records maintained for university boilers, containing date of inspections (summer shut-downs) and repairs. | Permanent |
| 50-32          | Monthly Production Data Sheet  
Record generated annually with monthly totals of steam produced, coal purchased, coal, chemical, water, and natural gas usage. | 30 years, then destroy |

ADM 3510 (Rev 7/85)