

BGSU Schedule of Records Retention

Office: Career Center

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.

Approvals:

Authorized Department Official: Signed	Date: 09/09/1987
Records Management Administrator: Signed	Date: 10/05/1987
State Auditor: Signed	Date: 01/04/1988
State Archivist: Signed	Date: 10/16/1987
State Records Administrator: Signed	Date: 10/05/1987

Schedule Number	Description of Records	Retention Period
15-1	<p>Student Credential Files: Files contain documents such as credential forms, graduate student cover sheets, undergraduate data sheets, resumes, autobiographical sketches, transcripts, recommendations, copies of student teaching evaluations and correspondence used to substantiate student information given to potential employers. Files arranged alphabetically.</p>	Retain 5 years, unless notified by alumni for further retention, then destroy.