STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
State Records Administrator
INFORMATION MANAGEMENT

RECORDS RETENTION SCHEDULE

DEPARTMENT / OFFICE: Bowling Green State University

Instructions: Submit original and all copies to State Records Administrator.

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>
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</table>
| 15-1            | **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. | Retain 5 years, unless notified by alumni for further retention, then destroy. |

Use Form ADM 3510, Continuation Sheet, for additional entries.