

BGSU Schedule of Records Retention

Office: Chemistry Department

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.

Approval:

Department Official: Signed Date: 10/04/2000

Records Manager: Signed Date: 10/23/2000

Schedule Number	Record Series Title	Retention Period
93-1	Awarded Grants Files	5 years after conclusion of grant
93-2	Budget Files: Includes invoices, payment orders, monthly reports, receipts, etc.	4 years
93-3	Chair Subject Files: Includes correspondence, memos, reports, documenting activities of office	3 years; Archives review for continuing administrative or historical value
93-4	Departmental Committee File/Minutes	Until no longer of administrative value; then transfer to Archives
93-5	Environmental Testing: includes testing, monitoring, and analysis of the environment	5 years
93-6	Faculty Service Reports	5 years
93-7	Grade Reports	1 year
93-8	Personnel Files Administrative/Classified Staff	3 years after last activity; purge extraneous documents after 5 years

Schedule Number	Record Series Title	Retention Period
93-9	Personnel Files Work-Study	6 years after last activity
93-10	Personnel Files Faculty	3 years after last activity; purge extraneous documents after 5 years
93-11	Promotion & Tenure	Until process is completed. Approval/denial, pertinent correspondence maintained in permanent personnel file
93-12	Publications: Includes newsletters, brochures, programs produced in the department	Send 1 copy to Archives
93-13	Recruitment Files: includes screening and selection files created for each position	Destroy unsuccessful applications 1 year after position is filled. Retain screening and selection files 5 years
93-14	Student Records: Includes correspondence, tests transcripts, grade sheets	1 year after last activity; confidential records must be destroyed in a manner that maintains confidentiality
93-15	Teaching Evaluations	Retain original evaluations 1 year. Maintain summaries 7 years
93-16	Time Sheets (classified)	1 year