

# BGSU Schedule of Records Retention Office: College of Education and Allied Professions – Dean’s Office and Administration Offices

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: 12/15/1988
Records Management Administrator: Signed	Date: 01/05/1989
State Auditor: Signed	Date: 03/09/1989
State Archivist: Signed	Date: 01/19/1989
State Records Administrator: Signed	Date: 01/11/1989

Schedule Number	Description of Records	Retention Period
7-1	<b>Faculty Personnel Files:</b> College of Education and Allied Professions employment files containing contract copies, transcripts, credentials, publication, grievances, record of academic activities/responsibilities, specific promotion and tenure documentation and correspondence. Files arranged alphabetically.	Retain 5 years after termination/supplemental retirement, then destroy provided significant correspondence, contract information and resumes from files have been transferred to VPAA master file.
7-2	<b>Correspondence Files:</b> Files contain College of Education and Allied Professions correspondence conducted between its units, the university and external bodies. These can also include meeting minutes, reports and statistical data. Files arranged alphabetically by subject.	Retain 3 years; transfer to BGSU Archives
7-3	<b>Grant Proposal Files:</b> Files contain grant project proposal documentation, grant request, rejections and correspondence.	Retain funded grant files until final grant year has ended, then destroy. Non-funded grant files destroyed at end of academic year (Original maintained in Research Services)
7-4	<b>Student Academic Files:</b> Student records for all College of Education and Allied Professions majors include copies of transcripts, transfers from one college to another within BGSU, student profiles, test scores, evaluations, appeals, program requirements completed and correspondence. Files arranged alphabetically.	Retain 5 years after graduation, then destroy
7-5	<b>Faculty Publications:</b> Copies of reprints, abstracts, journals, and periodical articles written by faculty members.	Retain 3 years, then destroy
7-6	<b>Budgetary Files:</b> Final budget recommendation memoranda (generated after examination of unit budget requests) and enclosures pertaining to recommendations made by the Dean of Education and Allied Professions for approval at the vice-presidential level. Files could include documentation on external funding.	Retain 3 years; transfer to BGSU Archives
7-7	<b>Staff Books:</b> Copies of affirmative action forms	Retain 5 years, then destroy

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	retained for employees hired.	(Original maintained at Office of Affirmative Action)
7-8	<b>419 State Teacher Education Grant Notebooks:</b> Notebooks contain copies of budget outlines and reports completed for supplemental grant funds to support teacher education courses, transportation/travel reimbursement and student insurance.	Retain 10 years, according to College of Education and Allied Professions policy, then destroy
7-9	<b>School Utilization Agreements:</b> Record of contracts initiated by BGSU with local schools permitting the use of their facilities as College of Education and Allied professions field experience sites.	Retain original contracts 5 years, then destroy. Retain subsequent contracts until updated, then destroy (Account expense and status data maintained in computer)
7-10	<b>Field Experience Files:</b> Files include master list of students, students' placement sites listing, supervisors' assignments, copies of grade sheets, cooperating teacher verifications and stipend payments to co-ops. Field experience data also maintained for music, physical education and special education majors. Files arranged by semester, then by school district.	Retain 5 years after graduation, then destroy
7-11	<b>Meeting Minutes:</b> These primarily include minutes from meetings within the jurisdiction of the College of Education and Allied Professions	Retain 5 years; transfer to BGSU Archives
7-12	<b>Program Descriptions:</b> Program descriptions offered by the College of Education and Allied Professions include objectives, course requirements, curriculum, syllabi and other pertinent information relevant to program offerings.	Retain until updated; transfer 1 copy to BGSU Archives
7-13	<b>College Handbooks:</b> College of Education and Allied Professions generated manuals and handbooks intended for student teachers and their supervisors.	Retain until updated; transfer 1 copy to BGSU Archives

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7-14	<b>Program Accreditation Reports:</b> Reports include copies of program self-studies and accreditation agency guidelines. Reports arranged alphabetically by program.	Retain for length of current accreditation; transfer to BGSU Archives (Original maintained by appropriate accreditation agency)
7-15	<b>College of Education and Allied Professions Publications:</b> These include faculty, student, alumni, local educators' newsletter; honors and awards convocation programs, brochures and special events flyers.	Retain until updated; transfer 1 copy to BGSU Archives
7-16	<b>Annual Reports</b>	Retain 5 years; transfer 1 copy to BGSU Archives
7-17	<b>Academic Honesty Files:</b> Record of faculty complaints regarding student performance, action taken and correspondence.	Retain 5 years after graduation, then destroy (Copies maintained at Standards and Procedures)
7-18	<b>Curriculum Modification Files:</b> Record of proposal documentation for possible implementation of new programs or expansion of existing programs within the College of Education and Allied Professions.	Retain 5 years, then destroy (Original maintained by VPAA)
7-19	<b>College of Education and Allied Professions Graduate Follow-Up Study Reports:</b> Record of College of Education and Allied Professions' graduates' employment and post graduation activities.	Retain until updated; transfer to BGSU Archives
7-20	<b>Search Committee Files:</b> Record of individuals who applied or interviewed for associate/assistant dean, administrative staff and some faculty positions within the College of Education and Allied Professions. Files can contain position authorization forms, job descriptions, search committee minutes, applicants' credentials, search chronologies, authorization to hire forms and correspondence with applicants. Files arranged alphabetically by position.	Retain applicant files 2 years, then destroy. Retain other documentation 5 years, then destroy (Summaries of search committee files information maintained in the Office of Affirmative Action)

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7-21	<p><b>Teacher Advanced Certification Files:</b> Files include copies of certification applications, check sheet of requirements and copies of transcripts from other institutions. Log books containing a student's name, type of certification, credentials and other information are also included. Files arranged alphabetically.</p>	Retain 5 years after certification, then destroy
7-22	<p><b>Ph.D. Files:</b> Record of College of Education and Allied Professions Ph.D. candidates. Files include credentials, letters of recommendation, copies of applications and transcripts, and correspondence.</p>	Retain 3 years after completion of degree program, then destroy

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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: 03/16/1990
Records Management Administrator: Signed	Date: 04/18/1990
State Auditor: Signed	Date: 05/29/1990
State Archivist: Signed	Date: 04/23/1990
State Records Administrator: Signed	Date: 04/18/1990

Schedule Number	Description of Records	Retention Period
7-4 Revision	<b>Student Academic Files:</b> Student records for all College of Education and Allied Professions majors include copies of transcripts, transfers from one college to another within BGSU, student profiles, test scores, evaluations, appeals, program requirements completed and correspondence. Files arranged alphabetically.	Retain 5 years after graduation or date of last activity, then destroy