SCHEDULE FOR RECORDS RETENTION AND DISPOSITION

OFFICE: COLLEGE OF HEALTH AND HUMAN SERVICES

In accordance with ORC Section 149.33 and Bowling Green State University Board of Trustees, a schedule of Records Retention and Disposition for the following records is hereby established. This schedule shall be used in conjunction with the BGSU General Records Retention Schedule. This schedule and the General Schedule supersede any and all previous schedules for these records. The records covered by this schedule, upon expiration of the listed retention periods, shall be destroyed unless otherwise specified. No record shall be destroyed, however, that pertains to any pending claim, action, litigation, or request.

Approvals: Department Official [M. Sue Houston] Date 6/6/18
Records Manager [Sallina K. Redford] Date 6/4/18

Notes:

1. A Certificate of Records Disposal (CRD) should be prepared prior to the disposal of any records and retained by the office/department for 10 years after the date of disposal. A copy of the CRD should also be sent to the University Records Manager. Confidential paper records must be disposed of through shredding with the University’s approved shredding vendor.

2. University records include all information, regardless of format (paper, electronic, microform, etc.), created or received by a university office that documents the functions, policies, procedures, decisions, operations or other activities of the office. Retention periods apply to all records regardless of format.

3. The University Archives will only collect those record series listed on the attached schedule as transferrable to the Archives that at its discretion have continuing historical value. Other historic items listed on the attached schedule or on the university’s General Records Retention Schedule may also be collected, at the discretion of the Archives.

4. Storage of inactive/non-permanent records is available at the University Records Center.

5. Forms, the General Records Retention Schedule, and other records management information can be found at the Records Management website (available at www.bgsu.edu/library/cac/rm).
<table>
<thead>
<tr>
<th>Schedule Number</th>
<th>Record Series Title</th>
<th>Minimum Retention Period</th>
<th>End of Retention Period Activity</th>
<th>Schedule Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>56-1</td>
<td>Affiliation Agreements – legal agreements with other institutions involving students and academic programs</td>
<td>Active + 8 years</td>
<td>Destroy</td>
<td>LEG2000</td>
</tr>
<tr>
<td>56-2</td>
<td>Speech and Hearing Clinic Client Files</td>
<td>Active + 8 years</td>
<td>Destroy</td>
<td>Ohio Admin Code 3701-83-11</td>
</tr>
</tbody>
</table>
The General Records Retention Schedule includes, but is not limited to, the following categories of records:

Accounting/Financial Records – General; Accounts Payable; Accounts Receivable; Deposits and Banking Records; Invoices, etc.
Accreditation Files
Advertising and Marketing materials
Annual Reports
Audit Petitions
Budget Files
Budget Transfers
Committee Records
Conference Files/Event Files
Contracts – General
Correspondence - Executive, General and Routine/Transient
Course Syllabi / Course Preparation Materials
Curriculum Development Documentation
Faculty Personnel Files (Local Copies)
Grade Changes/Extensions
Grant Files
Meeting Minutes
Personnel Disciplinary Records
Promotion and Tenure Files
Publications
Scheduling records, including appointment calendars
Search and Hiring Records/Search Committee Files
Student Academic Files
Student Disciplinary Files, including Academic Honesty