

BGSU Schedule of Records Retention

Office: Computer Science

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.

Approvals:

Department Official: Signed

Date: 12/21/2000

Records Manager: Signed

Date: 12/20/2000

Schedule Number	Record Series Title	Retention Period
101-1	Accounting Records: Includes requisitions, purchase orders	4 years
101-2	Admission Files, Rejected: Includes letters of reference, application, and biographical data, for rejected applicants and those who did not complete dossier	1 year
101-3	Book Orders	4 years
101-4	Budget Planning File (original maintained by BGSU Budget Office)	Active + 1 year
101-5	Chair's Chronological Correspondence File	5 years
101-6	Chair's General Subject File: Correspondence and reports with other BGSU units and external agencies	3 years; review reports/circulars from other units/external agencies for destruction, transfer rest to Archives

Schedule Number	Record Series Title	Retention Period
101-7	Class Roster: Contains names of students enrolled for each course; issued by Registration and Records	1 year
101-8	Conference Files	3 years; destroy menus, invoices, receipts; transfer remainder to Archives
101-9	Course Change Requests: application to Provost to change, add, or drop a course	Active + 6 years
101-10	Course Evaluations: submitted by students and individual participants in courses and programs	Until superceded by summary evaluation
101-11	Course Syllabi	Active + 6
101-12	Curriculum Change Requests: forms proposing changes to curriculum and submitted to Provost (Archives receives records from Provost)	1 year
101-13	Departmental Administration Files: correspondence, reports, and materials documenting the activities and concerns of the Department	3 years; destroy all materials not documenting a significant action or interaction; transfer remainder to Archives
101-14	Departmental Committee Files: agendas, minutes, correspondence, reports	3 years; transfer to Archives
101-15	Faculty Files	5 years after termination destroy; Provost has permanent record
101-16	Faculty Search Committee Records: correspondence, position descriptions applications, resumes, and decision documentation	3 years
101-17	Financial Accounting Statement: issued monthly by the Business Office who has original record; provides	3 years

Schedule Number	Record Series Title	Retention Period
	record of expenses, income, and balances for each account	
101-18	Foundation Account Records	6 years
101-19	General Files: correspondence, reports, and publications of other departments of BGSU and external agencies	1 year
101-20	Grade Reports: faculty grade reports (Registration and Records retains original record permanently)	Active + 6 years
101-21	Invoices	4 years
101-22	Keys, Mechanical, and Marlok	Active + 2 years
101-23	News Clippings: concerning the activities of a BGSU Department	3 years; transfer to Archives
101-24	Personnel Records (non-faculty)	Destroy upon termination; Human Resources maintains original record
101-25	Promotion and Tenure Files: faculty dossier consisting of copies of documentation of teaching, research, and community service	5 years after date of decision
101-26	Purchase Card (credit card) receipts	2 years
101-27	Research Proposals, Approved (SPAR sends to Archives)	5 years after project ends
101-28	Research Proposals, Rejected	1 year
101-29	Schedule, Master: semester listing of courses actually given; originals maintained permanently by Registration and Records	6 years
101-30	Scholarships: applications for departmental awards	Active + 6 years

Schedule Number	Record Series Title	Retention Period
101-31	Software License Agreements	Until licensed software no longer in use
101-32	Staff Search Committee Records: job posting, list of candidates, final report	3 years
101-33	Student Files: includes admission data, grade record, curriculum changes (Registration and Records has official record)	1 year
101-34	Students Statistics: enrollment reports, grade point studies of department	10 years; review for continuing value
101-35	Tests: examinations by students leading to a grade and to posting on the official student record of Registrar	destroy after week 8 of the following semester
101-36	Time Cards and Sheets	3 years
101-37	Travel Reimbursement for University-related travel	4 years