BGSU
BOWLING GREEN STATE UNIVERSITY

SCHEDULE OF RECORDS RETENTION

Office Treasurer

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 Date 4-24-08

Records Manager Date 4-30-08

Schedule Number	Record Series Title	Retention Period
	Annual Financial Report	Retain 4 years, transfer 1 copy to Archives
20-2	**Auxiliary Bond Issue Files:** a) Documenting financial stages of bond issues b) Office Transcripts	Retain 10 years after last bond has matured, then destroy Retain permanently
20-3	**Bank Statements, Deposit Slips, & Monthly Analysis**	Retain 4 years, then destroy
20-4	**Bond Records**	Retain 6 years after bonds have matured, then destroy
20-5	**BowlingGreen State University Inventory Reports** Copies of university's physical inventory including property and buildings	Retain 6 years, then transfer to Archives
20-6	**Building Contracts** Agreements signed with construction companies	Permanent, transfer to Archives
20-7	**Budget Summary** Annual summary of all budget accounts	Retain 1 year in office, then transfer to Archives
20-8	**Bursar Refund Check Register**	Retain 2 years, then destroy
20-9	**Cancelled Checks**	Retain 4 years, microfilm, then destroy

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CONTINUATION SHEET

Office__Treasurer_____Date_____

Schedule Number	Record Series Title	Retention Period
20-10	**Check Register (Outstanding checks)** List of checks issued but not cashed	Retain 4 years, then destroy
20-11	**Correspondence-Executive** Deals with significant aspects of the office's administration. Includes information on policy, programs, fiscal or personnel matters.	Retain 2 years, then transfer to Archives
20-12	**Correspondence-General** Includes internal letters and memos and correspondence from various individuals, companies and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries.	Retain 1 year, then destroy
20-13	**Correspondence-Routine** Includes referral letters, request for routine information or publications provided to the public by an agency that are answered by standard form letters	Retain until no longer of administrative value, then destroy
20-16	**Credit Card Charge Slips**	Retain 4 years, then destroy
20-17	**Credit Card Draft Capture Reports**	Retain 7 years, then destroy
20-18	Ledger Summary & Cash Journal	Retain 4 years, then destroy
20-19	**Direct Loan-Cash Draw Downs (Federal Grants)**	Retain 6 years after date of last activity, then destroy
20-20	**Employee Benefits Register**	Retain 4 years, then destroy
20-21	**Expense Budget Reports** Monthly transaction reports	Retain 4 years, then destroy
20-22	**Financial Reports** Reports sent to OBOR	Retain 4 years, then destroy
20-23	**General Ledger** copy of business office ledger used for bank reconciliations	Retain until superseded, then destroy
20-24	**Health Care Deduction Register**	Retain 4 years, then destroy

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Schedule Number	Record Series Title	Retention Period
20-25	**Health Care weekly/monthly reports-no employee information**	Retain 4 years, then destroy
20-27	**Income Budget Reports** Monthly transaction reports	Retain 4 years, then destroy
20-28	**Investments** Record of securities purchased and sold including Statements	Retain 6 years after no longer active, then destroy
20-29	**Invoices for administrative fees**	Retain 4 years, then destroy
20-30	**Subject Files (A-Z)** Files may contain correspondence and reports	Retain 5 years, then transfer to Archives
20-31	**Perkins Loan Fund**	Retain 6 years after last activity, then destroy
20-32	**Nursing Student Loan Fund** Listing of disbursements made via checks	Retain 6 years after last activity,
20-33	**Payroll Check Register**	Retain 4 years, then destroy
20-34	**Payroll Direct Deposit Register (ACH)**	Retain 4 years, then destroy
20-35	**Personnel Budget Reports** Monthly transaction reports	Retain 4 years, then destroy
20-36	**SIS/Bursar to AFIN Interface (5002 Report)**	Retain 5 years, then destroy
20-37	**State and Federal ACH Payments**	Retain 6 years after date of last activity, then destroy
20-38	**Stop Payment Orders** Requests for banks to stop payment on checks issued	Retain 4 years, then destroy
20-39	**Student Loan ACH Transmissions**	Retain 6 years after date of last activity, then destroy
20-40	**Telephone Expense Records**	Retain 4 years, then destroy

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Schedule Number	Record Series Title	Retention Period
20-41	**Vendor Check Register** copy of business office register	Retain until superseded, then destroy
20-42	**Wire Transfer copies/requests & Foreign Bank draft**	Retain 4 years, then destroy