BGSU.
BOWLING GREEN STATE UNIVERSITY

SCHEDULE FOR RECORDS RETENTION AND DISPOSITION

Office: DESIGN AND CONSTRUCTION

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 supersedes 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.[1] No record shall be destroyed, however, that pertains to any pending claim, action, litigation, or request.

Approvals: **Department Official** _____ **Date** 01/08/2018

Records Manager _____ **Date** 1/9/2018

Notes:

1. A Certificate of Records Disposal (CRD) should be prepared prior to the disposal of any records listed on this schedule 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 record series 45-1, 45-2, 45-3, 45-5, 45-6, 45-7, 45-16 and 45-17 listed on the attached schedule that at its discretion have continuing historical value. Other historic items listed on the university's General 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. Other common records that may not be listed on this schedule may be on the university's General Retention Schedule; offices may use retentions listed on the General Retention Schedule for records not listed on their departmental schedule.

BGSU
BOWLING GREEN STATE UNIVERSITY

DESIGN AND CONSTRUCTION					
Schedule Number	**Record Series Title**	**Main Format(s)**	**Minimum Retention Period**	**End of Retention Period Action**	**Schedule Source**
45-1	**Construction Project Files (All project files, specifications and budget files)**	Electronic	Permanent	Permanent *	IUC-POM-00-01
45-2	**Final Drawings**	Electronic/ Paper	Permanent	Permanent *	IUC-POM-00-04
45-8	**General Office Files:** Budget files	Paper	3 years + current year	Destroy	

All construction files will be kept permanently since they may be reviewed for future projects.