

Schedule Number	Record Series Title	Retention Period
98-9	Conference Files (Teaching Conference)	3 years; destroy menus, invoices, receipts; transfer remainder to Archives
98-10	Departmental Student Files	active + 1 year
98-11	Course Syllabi	active + 6
98-12	Curriculum Development Files	Retain in office until no longer needed; transfer to Archives
98-13	Curriculum Modification Requests: forms proposing changes to curriculum and submitted to Provost (Archives receives records form Provost)	1 year
98-14	Departmental Administration Files: correspondence, reports, and materials documenting the activities, goals and concerns of the Department	3 years; destroy all materials not documenting a significant action or interaction; transfer remainder to Archives
98-15	Departmental Committee Files: agendas, minutes, correspondence, reports	3 years; transfer to Archives
98-16	Faculty Personnel Files	5 years after termination destroy; Provost has permanent record
98-17	Faculty Search Committee Records: correspondence, position descriptions applications, resumes, and decision documentation	3 years
98-18	Financial Accounting Statement: issued monthly by the Business Office who has original record; provides record of expenses, income, and balances for each account	3 years
98-19	General Files: correspondence, reports, and publications of other departments of BGSU and external agencies	1 year
98-20	Grade Reports: faculty grade reports (Registration and Records retains original record permanently)	active + 6 years
98-21	Inter-Departmental Billing	4 years
98-22	Invoices	4 years
98-23	Minutes: of committees, task forces, etc.	3 years; transfer to Archives

Schedule Number	Record Series Title	Retention Period
98-24	Personnel Records (non-faculty)	destroy upon termination; Human Resources maintains original record
98-25	Promotion and Tenure Files: faculty dossier consisting of copies of documentation of teaching, research, and community service	5 years after date of decision
98-26	Research Proposals, Approved (SPAR sends to Archives)	5 years after project ends
98-27	Research Proposals, Rejected	1 year
98-28	Scholarships	active + 6 years
98-29	Search Committee Records: job posting, list of candidates, final report	3 years
98-30	Student Files: includes admission data, grade record, curriculum changes for Economics majors (Registration and Records has official record)	1 year
98-31	Schedule, Master: quarterly listing of courses actually given; original maintained permanently by Registration and Records	6 years
98-32	Students Statistics: enrollment reports, grade point studies of department, grade distribution	10 years; review for continuing value
98-33	Teaching Evaluations: Student evaluations of teacher's	5 years; 1 year if summaries are made
98-34	Tests: examinations by students leading to a grade and to posting on the official student record of Registrar	1 year
98-35	Travel Reimbursement for University-related travel	4 years