**Office: Environmental Health & Safety**

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 by Kimberly Miller Date 04/22/2014
- Records Manager Signed by Mike Intranuovo Date 04/22/2014

### Environmental related Records

<table>
<thead>
<tr>
<th>Schedule Number</th>
<th>Record Series Title</th>
<th>Main Format(s)</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>108-01</td>
<td><strong>Hazardous Waste Manifests:</strong> Includes related transportation and disposal documentation</td>
<td>Electronic/Paper</td>
<td>Permanent</td>
</tr>
<tr>
<td>108-02</td>
<td><strong>Internal Waste Records:</strong> Includes documentation of waste pickup</td>
<td>Electronic/Paper</td>
<td>Active + 3 years, then shred/delete*</td>
</tr>
<tr>
<td>108-03</td>
<td><strong>Asbestos Records:</strong> Includes air sampling reports.</td>
<td>Electronic/Paper</td>
<td>Permanent</td>
</tr>
<tr>
<td>108-04</td>
<td><strong>Title V Records:</strong> Relating to air pollution control.</td>
<td>Electronic/Paper</td>
<td>Permanent</td>
</tr>
<tr>
<td>108-05</td>
<td><strong>SPCC Records:</strong> Employee training relating to spill prevention control and countermeasures.</td>
<td>Electronic/Paper</td>
<td>Active + 30 years, then shred/delete*</td>
</tr>
<tr>
<td>108-06</td>
<td><strong>Chemical Release Clean-up Reports</strong></td>
<td>Electronic/Paper</td>
<td>Permanent</td>
</tr>
<tr>
<td>108-07</td>
<td><strong>Environmental Assessments:</strong> Including Phase I &amp; II.</td>
<td>Electronic/Paper</td>
<td>Permanent</td>
</tr>
<tr>
<td>108-08</td>
<td><strong>Polychlorinated Biphenyl Report:</strong> PCB report on chemicals used on campus.</td>
<td>Electronic/Paper</td>
<td>Permanent</td>
</tr>
</tbody>
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*Note: PCB reports are required by the Environmental Protection Agency (EPA).*

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<tr>
<td>108-09</td>
<td><strong>Infectious Waste Records</strong></td>
<td>Electronic/Paper</td>
<td>Permanent</td>
</tr>
<tr>
<td>108-10</td>
<td><strong>National Pollutant Discharge Elimination System Records (NPDES)</strong></td>
<td>Electronic/Paper</td>
<td>10 years, then shred/delete*</td>
</tr>
<tr>
<td>108-11</td>
<td><strong>Storage Tank Service Records:</strong> Over and underground storage tank service records, including permits, registrations, test reports, and closure records.</td>
<td>Electronic/Paper</td>
<td>Permanent</td>
</tr>
<tr>
<td>108-12</td>
<td><strong>Site Remediation Reports:</strong> Created by the US Army Corps of Engineers.</td>
<td>Electronic/Paper</td>
<td>25 years, then shred/delete* if no longer of administrative value</td>
</tr>
</tbody>
</table>
### Occupational Safety related Records

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<tr>
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<tbody>
<tr>
<td>108-14</td>
<td><strong>OSHA 300 Logs:</strong> Including annual summary reports.</td>
<td>Electronic/Paper</td>
<td><strong>Active + 5 years, then shred/delete</strong></td>
</tr>
<tr>
<td>108-15</td>
<td><strong>Personal Occupational Exposure Sampling</strong></td>
<td>Electronic/Paper</td>
<td>Permanent</td>
</tr>
<tr>
<td>108-16</td>
<td><strong>Asbestos/Lead Inspection Records:</strong> Including asbestos bulk sampling reports.</td>
<td>Electronic/Paper</td>
<td>Permanent</td>
</tr>
<tr>
<td>108-17</td>
<td><strong>Drinking Water Records:</strong> Including related reports.</td>
<td>Electronic/Paper</td>
<td>10 years, then shred/delete*</td>
</tr>
<tr>
<td>108-18</td>
<td><strong>Safety Data Sheets (SDS):</strong> Also known as Material Safety Data Sheets (MSDS).</td>
<td>Electronic/Paper</td>
<td>30 years, then shred/delete*</td>
</tr>
<tr>
<td>108-19</td>
<td><strong>Space Records:</strong> Including confined space entry permits, evaluations, and related documents.</td>
<td>Electronic/Paper</td>
<td><strong>Active + 1 year, then shred/delete</strong></td>
</tr>
<tr>
<td>108-20</td>
<td><strong>Respiratory Protection Program:</strong> Personnel records of staff requiring respirators. Includes medical evaluations and fit testings.</td>
<td>Electronic/Paper</td>
<td><strong>Active + 30 years, then shred/delete</strong></td>
</tr>
<tr>
<td>108-21</td>
<td><strong>Occupational Accident/Injury/Illness Reports</strong></td>
<td>Electronic/Paper</td>
<td>5 years, then shred/delete*</td>
</tr>
<tr>
<td>108-22</td>
<td><strong>Crane and Hoist Reports:</strong> Including OSHA inspections.</td>
<td>Electronic/Paper</td>
<td>25 years, then shred/delete*</td>
</tr>
<tr>
<td>108-23</td>
<td><strong>Emergency Washing Equipment Records:</strong> Including inspection reports for eyewash stations and deluge showers.</td>
<td>Electronic/Paper</td>
<td>25 years, then shred/delete*</td>
</tr>
<tr>
<td>108-24</td>
<td><strong>Laboratory Audits</strong></td>
<td>Electronic/Paper</td>
<td><strong>Active + 3 years, then shred/delete</strong></td>
</tr>
</tbody>
</table>

### Fire Safety related Records

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<tbody>
<tr>
<td>108-25</td>
<td><strong>Building Inspections:</strong> Including fire protection equipment and system inspections; fireplace and chimney inspections.</td>
<td>Electronic/Paper</td>
<td>Life of Building, then shred/delete*</td>
</tr>
<tr>
<td>108-26</td>
<td><strong>Student Room Inspections:</strong> Concerning student housing of on-campus residence halls.</td>
<td>Electronic/Paper</td>
<td>6 years, then shred/delete*</td>
</tr>
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### Radiation Safety related Records

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<tbody>
<tr>
<td>108-33</td>
<td>Annual Radiation Safety Program Reports: Including training records, exposure records, applications and authorizations, training/interview documents, emergency notifications, etc.</td>
<td>Electronic/Paper</td>
<td>Permanent</td>
</tr>
<tr>
<td>108-34</td>
<td>Laboratory Inspection Reports</td>
<td>Electronic/Paper</td>
<td>Active + 3 years, then recycle/delete</td>
</tr>
<tr>
<td>108-35</td>
<td>Radioactive Material License and Referenced Documentation: Including registration reports, related correspondence, etc.</td>
<td>Electronic/Paper</td>
<td>Permanent</td>
</tr>
<tr>
<td>108-36</td>
<td>Radiation Generating Equipment Registrations</td>
<td>Electronic/Paper</td>
<td>Permanent</td>
</tr>
<tr>
<td>108-37</td>
<td>Authorized Users of Radioactive Materials: Includes applications for use of RM; statement of prior training and experience; authorization for internal transfer of material between AUs; room surveys; application for clinical use of RAM; emergency notifications;</td>
<td>Electronic/Paper</td>
<td>Permanent</td>
</tr>
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</tr>
<tr>
<td>108-38</td>
<td>Personal Dosimetry Reports</td>
<td>Electronic/Paper</td>
<td>Permanent</td>
</tr>
<tr>
<td>108-39</td>
<td>Terminated Material Use Protocols</td>
<td>Electronic/Paper</td>
<td>10 years, then shred/delete*</td>
</tr>
<tr>
<td>108-40</td>
<td>Waste Disposal Records: Relating to radioactive materials.</td>
<td>Electronic/Paper</td>
<td>Active + 3 years, then shred/delete*</td>
</tr>
<tr>
<td>108-41</td>
<td>Radiation Safety Committee Minutes</td>
<td>Electronic/Paper</td>
<td>3 years, then contact University Archives to appraise for historic value</td>
</tr>
</tbody>
</table>

**General/Administrative Records**

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<tbody>
<tr>
<td>108-42</td>
<td>Accounting Records: Including accounts payable, invoices, ledgers, vouchers, accounts receivable, annuity records, bad debt actions, balance sheets, cash books, cash disbursement journals, cash journals, receipts, register tapes, chart of accounts, cost accounting, expenditure reports, journal entries, journals, payroll change reports, checks, petty cash records, registers, requisitions, royalty payments, student accounting records, travel expenses, workers compensation.</td>
<td>Electronic/Paper</td>
<td>4 years, then recycle/delete</td>
</tr>
<tr>
<td>108-43</td>
<td>Annual Report: Annual self-study of the department that encompasses at least some or all of the following: department activities, outreach events, personnel changes, logistical information, future goals, etc. Usually created by the director/chair/etc.</td>
<td>Electronic/Paper</td>
<td>3 years, then transfer one copy to University Archives. All other copies may be recycled.</td>
</tr>
</tbody>
</table>
| 108-44          | Correspondence<br> **A. Routine/Transient:** Referral letters, requests for routine information or publications provided to the public by an agency that are answered by standard form letters<br> **B. General:** Includes internal letters and memos; also correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative, (it does not attempt to influence policy). | Email/Paper           | A. Retain until no longer of administrative value, then recycle or delete from email client<br> B. 1 year, then recycle or delete from email client<br> C. Retain 3 years (if **Note:** Contact the University Records Manager for help with email management.
### C. Executive
Deals with significant aspects of the administration of the offices. Includes information on policy, program, fiscal or personnel matters.

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<tr>
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<tbody>
<tr>
<td>108-45</td>
<td><strong>Equipment Records</strong>: Including ultracentrifuge rotors, biosafety cabinetry, repair and calibration reports, etc.</td>
<td>Electronic/Paper</td>
<td>Active + 6 years, then recycle/delete</td>
</tr>
<tr>
<td>108-46</td>
<td><strong>Personnel Files</strong>: Unofficial copies, for departmental use only, of employment records for classified and administrative staff, both part-time and full-time. Files may contain applications, position descriptions, letters of commendation/reprimand, performance evaluations, leave forms, PERS forms, resignations, termination notices, and other related items.</td>
<td>Electronic/Paper</td>
<td>Active + 1, then shred/delete*</td>
</tr>
<tr>
<td>108-47</td>
<td><strong>Search Committee/Recruitment Files</strong>: Records of individuals who applied or interviewed for positions for which a committee was formed. Files contain position authorization forms, job descriptions, search committee minutes, applicants’ credentials including non-hires, search chronologies, authorization to hire forms, correspondence with applicants and all handwritten notes from all interviewers.</td>
<td>Electronic/Paper</td>
<td>3 years, then shred/delete*</td>
</tr>
<tr>
<td>108-48</td>
<td><strong>Service Contracts</strong></td>
<td>Electronic/Paper</td>
<td>Active + 6 years, then recycle/delete</td>
</tr>
<tr>
<td>108-49</td>
<td><strong>Transient Documents</strong>: Electronic or written records that have a very short-lived administrative, legal, or fiscal value. May include, but are not limited to: post-it notes, routing slips, telephone messages, e-mail or voicemail, copies, notes or drafts used in the production of public records, and surveillance videos.</td>
<td>Electronic/Paper</td>
<td>Until no longer of administrative value or superseded</td>
</tr>
</tbody>
</table>

*For record series that require destruction protecting confidentiality, a Certificate of Records Disposal (CRD) must be filled out prior to disposal. The specific college/department must retain the CRD on file for 10 years after the date of disposal, and a copy of the CRD must be sent to the University Archives. Confidential paper records must be disposed of through Certified Document Destruction, Inc., and must be scheduled through the University Records Manager (372-9614).

Note: 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 records regardless of format.

### Comments
1. The scope of the University Archives only allows it to collect the following records: 108-41; 108-43. Contact the University Records Manager prior to sending materials (ext. 9614 or mintran@bgsu.edu).