

BGSU Schedule of Records Retention

Office: Equity and Diversity

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: Barbara Waddell Date: 03/18/2015
Records Manager: Michael Intranuovo Date: 03/19/2015

Schedule Number	Record Series Title	Main Format(s)	Retention Period
72-01	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.	Paper/Electronic	4 years, then recycle

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72-02	Advertising/Promotional Materials: Materials made in house to promote the department/college/university.	Paper	Upon creation, contact University Archives to appraise for historic value. Retain all other copies until no longer of administrative value, then recycle.
72-03	Affirmative Action Position Applicant Files: Including position request and authorization forms, job descriptions, appointment activity record, selection/search committee reports, correspondence, etc.	Paper/Electronic	Active + 6 years, then destroy confidentially*/ permanently delete Note: For paper copies, keep two most recent years in office; transfer later years to University Records Center.
72-04	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.	Paper/Electronic	2 years, then transfer one copy to University Archives. All other copies may be recycled/deleted.
72-05	Correspondence 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 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).	Paper/Email	A. Retain until no longer of administrative value, then recycle or delete from email client B. 1 year, then recycle or delete from email client

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	<p>C. Executive: Deals with significant aspects of the administration of the offices. Includes information on policy, program, fiscal or personnel matters.</p> <p>Note: Contact the University Records Manager for help with email management.</p>		<p>C. Retain 3 years (if email retain in email client), then contact University Archives for historic appraisal</p>
72-06	<p>Federal/State Agency Spot Audit Files: Including reports, guidelines, correspondence, and other documentation pertinent to review of University's affirmative action compliance with federal and state regulations.</p>	Paper	<p>Until no longer of administrative value, then contact University Archives to appraise for historic value</p>
72-07	<p>Harassment/Discrimination/Disability Complaint Files: Records of staff/student grievances based on equal opportunity/affirmative action regulations. Can also include disability complaints, which could contain job analyses, physician capacity exams, correspondence, and related documents.</p>	Paper/Electronic	<p>Active + 6 years, then destroy confidentially*/ permanently delete</p> <p>Note: For paper copies, keep two most recent years in office; transfer later years to University Records Center.</p>
72-08	<p>Meeting Minutes: Minutes and files of college and departmental committees</p>	Paper/Electronic	<p>2 years, then contact University Archives to appraise for historic value</p>
72-09	<p>Personnel Files: 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.</p>	Paper	<p>Active + 1 year, destroy confidentially*</p> <p>Note: Human Resources maintains the official copy permanently.</p>

Schedule Number	Record Series Title	Main Format(s)	Retention Period
72-10	Policies: Official University policies that originate from the office of Equity and Diversity (i.e. policies on harassment, equal employment opportunity, etc.)	PDF	Upon creation of new policy or new version of an existing policy, contact University Archives to appraise for historic value
72-11	Records Destruction Reports (Certificate of Records Disposal): Lists schedule number, record series, inclusive dates, and date of disposal. These reports must be filled out every time a confidential record series is disposed*.	Paper	10 years, then recycle Note: Forward one copy to University Archives (CAC, Fifth Floor – Jerome Library)
72-12	Subject Files: A. Executive: Files of correspondence, reports, memoranda, etc., documenting activities of upper level administrative offices B. General: Files of correspondence, reports, memoranda, etc., documenting activities of general administrative offices [Note: Excludes President, Vice President, Director, Dean, Chair or other upper level administrative office.]	Paper	A. 3 years, contact University Archives to appraise for historical value B. 1 year, then recycle
72-13	Transient Documents: 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.	Paper/Electronic	Until no longer of value or superseded, then recycle or delete

*For record series that are destroyed confidentially, 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 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.