

BGSU Schedule of Records Retention

Office: Ethnic Studies

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 Date: 06/04/2013
 Records Manager: Signed Date: 06/04/2013

Schedule Number	Record Series Title	Retention Period
126-01	Accreditation Files	4 years, transfer to Archives
126-02	Book Orders	4 years, then destroy
126-03	Budget/Financial Files	4 years, then destroy
126-04	Chair's General Subject File: Correspondence and reports with other BGSU units and external agencies.	3 years; review reports/circulars from other units/external agencies for destruction; transfer remainder to Archives
126-05	Conference Files: For conferences sponsored by the department	3 years; destroy menus, invoices, receipts; transfer remainder to Archives
126-06	Correspondence, Executive (Chair/Dept. Head): Deals with significant aspects of the administration of the office. Includes information on policy, programs, fiscal, or personnel matters.	3 years, then contact University Archives to appraise for historical value

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126-07	Correspondence, General: Includes internal letters and memos, letters from various individuals, companies, organizations, etc. requesting information pertaining to agency, legal interpretations, and other miscellaneous inquiries. This correspondence is informative, and does not attempt to influence policy	1 year, then destroy
126-08	Correspondence, Routine: Referral letters, requests for routine information or publications provided to the public by an agency that are answered by standard form letters.	Until no longer of administrative value
126-09	Course Change Requests: Application to Provost to change, add, or drop a course	Active + 6 years, then destroy
126-10	Course Syllabi	Active + 6 years; transfer to Archives
126-11	Curriculum Development and Course Files	Until no longer of administrative value; transfer to Archives
126-12	Departmental Administration Files: Correspondence, reports, and materials documenting the activities and concerns of the department	3 years; destroy all materials not documenting a significant action or interaction; transfer remainder to Archives
126-13	Departmental Committee Files: agenda, minutes, correspondence, reports	3 years; transfer to Archives
126-14	Degree Statistics	Until no longer of administrative value; transfer to Archives
126-15	Disciplinary Records - Faculty/Staff	Active + 6 years, then destroy Note: Provost/Human Resources maintains official record.
126-16	Disciplinary Records - Students: Files maintained on students who have been accused of disciplinary violations	Active + 6 years, then destroy confidentially*
126-17	Grade Changes/Appeals	2 years from date of last activity, then destroy

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126-18	Graduate Associate Appointment	Active + 6 years, then destroy
126-19	Pass/Fail Request	Active+ 1 year, then destroy
126-20	Personnel Records (Faculty/Staff)	Active + 6 years, then destroy; weed files every 5 years of extraneous documents Note: Provost/Human Resources maintains official record.
126-21	Promotion and Tenure Files: Department's copy of faculty dossier consisting of documentation of teaching, research, and community service.	5 years from date of decision, then return to faculty member or destroy
126-22	Research Proposals, Approved	5 years from end of project; have Archives appraise for historical value Note: SPAR maintains official record.
126-23	Search Committee Records: Job postings, lists of candidates, final reports, and all notes from all interviewers.	3 years, then destroy confidentially*
126-24	Student Academic Files: Includes change of major forms; pass/fail requests, degree requirement waivers or substitution authorizations.	Active + 1 year, then destroy confidentially* Note: Registration & Records maintains official record.
126-25	Student Employment Files	Active + 1 year, then destroy confidentially* Note: Student Employment maintains the official record
126-26	Teaching Evaluations: Student evaluations of teachers' performances.	5 years, then destroy OR 1 year if summaries are made (in which case summary data is retained 5 years, then destroyed)

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126-27	Academic Honesty: Records of faculty complaints regarding student performance and academic integrity, action taken, correspondence, etc.	Active + 3 years
126-28	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.	Until no longer of value or superseded, then destroy

*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).