

BGSU Schedule of Records Retention

Office: School of Family and Consumer Sciences

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: 08/15/2000
Records Manager: Signed Date: 08/01/2000

Schedule Number	Record Series Title	Retention Period
28-01	Accounting Records: Includes requisitions, purchase orders	4 years
28-02	Admission Files, Rejected: Includes letters of reference, application, and biographical data, for rejected applicants and those who did not complete dossier	1 year
28-03	Annual Report of the originating department	3 years, transfer to Archives
28-04	Appointment Books	1 year
28-05	Book Orders	4 years
28-06	Budget Planning File (original maintained by BGSU Budget Office)	active + 1 year
28-07	Chair's Chronological Correspondence File	5 years

Schedule Number	Record Series Title	Retention Period
28-08	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 rest to Archives
28-09	Child Development Center Student Records: Records of children attending CDC. Files include contract, immunization and allergy records, birth certificate, permission slips, parent-teacher conference information, emergency transportation information, and incident reports.	Retain until 15 years after the student turns 18. Destroy in a manner that maintains confidentiality.
28-10	Child Development Center License: State license to operate a child care center.	Active + 3 years, then Destroy.
28-11	Class Roster: Contains names of students enrolled for each course; issued by Registration and Records	1 year
28-12	Conference Files	3 years; destroy menus, invoices, receipts; transfer remainder to Archives
28-13	Course Change Requests: application to Provost to change, add, or drop a course	Active + 6 years
28-14	Course Evaluations: submitted by students and individual participants in courses and programs	Until superseded by summary evaluation.
28-15	Course Proposals (Archives receives records from Provost)	1 year
28-16	Course Syllabi	Active + 6
28-17	Curriculum Change Requests: forms proposing changes to curriculum and submitted to Provost (Archives receives records from Provost)	1 year
28-18	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
28-19	Departmental Committee Files: agendas, minutes, correspondence, reports	3 years; transfer to Archives

Schedule Number	Record Series Title	Retention Period
28-19	Disciplinary Records (original kept by Provost or Human Resources)	Destroy on request after 2 years from date of disciplinary action, provided no related reprimands, suspensions, or demotions. May be destroyed in less time if ordered by Arbitrator, SERB, SPBR, or court of competent jurisdiction.
28-20	Faculty Files	5 years after termination destroy; Provost has permanent record
28-21	Faculty Search Committee Records: correspondence, position descriptions applications, resumes, and decision documentation	3 years
28-22	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
28-23	General Files: correspondence, reports, and publications of other departments of BGSU and external agencies	1 year
28-24	General Files, Upper Administrative: files of upper-level administrators	Destroy all materials not documenting a dean's, director's, or chair's significant action or interaction; transfer remainder to Archives
28-25	Grade Reports: faculty grade reports (Registration and Records retains original record permanently)	Active + 6 years
28-26	Graduate Associate Appointment	5 years
28-27	Inter-Departmental Billing	4 years
28-28	Invoices	4 years
28-29	Minutes: of committees, task forces, etc.	3 years; transfer to Archives
28-30	News Clippings: concerning the activities of a BGSU Department	3 years; transfer to Archives

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28-31	Personnel Records (non-faculty)	destroy upon termination; Human Resources maintains original record
28-32	Promotion and Tenure Files: faculty dossier consisting of copies of documentation of teaching, research, and community service	5 years after date of decision
28-33	Purchase Orders	3 years
28-34	Quarterly Activity Reports: quarterly record of faculty teaching, research, and community service (report also at Human Resources)	2 years
28-35	Requisitions	4 years
28-36	Research Proposals, Approved (SPAR sends to Archives)	5 years after project ends
28-37	Research Proposals, Rejected	1 year
28-38	Search Committee Records: job posting, list of candidates, final report	3 years
28-39	Student Files: includes admission data, grade record, curriculum changes (Registration and Records has official record)	1 year
28-39	Schedule, Master: quarterly listing of courses actually given original maintained permanently by Registration and Records	6 years
28-40	Students Statistics: enrollment reports, grade point studies studies of department	10 years; review for continuing value
28-41	Tests: examinations by students leading to a grade and to posting on the official student record of Registrar	1 year
28-42	Time Cards and Sheets	3 years
28-43	Travel Reimbursement for University-related travel	4 years