

# BGSU Schedule of Records Retention Office: Firelands - Instructional Services

In accordance with ORC Section 149.33 and Bowling Green State University Board of Trustees, a schedule for Records Retention and Disposition for the following records is hereby established. This schedule supersedes any and all previous schedules for these records. The records covered by this schedule, upon expiration of the listed retention periods, shall be destroyed unless otherwise specified. No record shall be destroyed, however, that pertains to any pending claim, action, litigation, or request.

**Approvals:** Department Official: Signed Date: 05/19/2016  
Records Manager: Signed Date: 05/25/2016

## Notes:

1. A Certificate of Records Disposal (CRD) should be prepared prior to the disposal of any records listed on this schedule and retained by the office/department for 10 years after the date of disposal. A copy of the CRD should also be sent to the University Records Manager. Confidential paper records must be disposed of through shredding with the University's approved shredding vendor.
2. 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 all records regardless of format.
3. The University Archives will only collect those record series listed on the attached schedule as transferrable to the Archives that at its discretion have continuing historical value. Other historic items listed on the attached schedule or on the university's General Retention Schedule may also be collected, at the discretion of the Archives.
4. Storage of inactive/non-permanent records is available at the University Records Center.
5. Other common records that may not be listed on this schedule may be on the university's General Retention Schedule; offices may use retentions listed on the General Retention Schedule for records not listed on their departmental schedule.

<b>Schedule Number</b>	<b>Record Series Title</b>	<b>Main Format(s)</b>	<b>Minimum Retention Period</b>	<b>Schedule Source</b>
<b>123-01</b>	<b>Course Syllabi</b>	<b>Paper and/or Electronic</b>	Active + 6 years	GS-004
<b>123-02</b>	<b>Correspondence, Executive:</b> Deals with significant aspects of the administration of the offices. Includes information on offices, policy, program, fiscal or personnel matters.	<b>Paper and/or Electronic</b>	3 years; the transfer to University Archives for appraisal	GS-028A
<b>123-03</b>	<b>Correspondence, General:</b> 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 (and does not attempt to influence policy).	<b>Paper and/or Electronic</b>	1 year	IUC-ADM-00-02; GS-028B
<b>123-04</b>	<b>Correspondence, Routine:</b> Referral letters, request for routine information or publications, setting appointments, etc. Most inquiries answers by standard form letters.	<b>Paper and/or Electronic</b>	Until no longer of administrative value	GS-029
<b>123-05</b>	<b>Departmental Agendas/Minutes:</b> Meeting agendas/minutes for committees and task forces	<b>Paper and/or Electronic</b>	3 years, then transfer to University Archives	IUC-ADM-00-05

Schedule Number	Record Series Title	Main Format(s)	Minimum Retention Period	Schedule Source
123-06	<b>Promotion and Tenure Files:</b> Recommendations, evaluations, ballots, materials submitted for promotion or tenure. Approval or denial recommendations and pertinent correspondence maintained in permanent personnel files maintained by Provost	<b>Paper and/or Electronic</b>	5 years	IUC-HR-40-31
123-07	<b>Periodical Photocopying Request Forms</b>	<b>Paper</b>	3 years	National Commission on Technological Uses of Copyrighted Works