SCHEDULE FOR RECORDS RETENTION AND DISPOSITION

OFFICE: GRADUATE COLLEGE

In accordance with ORC Section 149.33 and Bowling Green State University Board of Trustees, a schedule of 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  Alexander M. Goberman  Date 3-18-19
Records Manager  K. Radford  Date 3-19-19

Notes:
1. A Certificate of Records Disposal (CRD) should be prepared prior to the disposal of any records 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 Records 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. Forms, the General Records Retention Schedule, and other records management information can be found at the Records Management website (available at www.bgsu.edu/library/cac/rm).
<table>
<thead>
<tr>
<th>Schedule Number</th>
<th>Record Series Title</th>
<th>Minimum Retention Period</th>
<th>End of Retention Period Activity</th>
<th>Schedule Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-01</td>
<td>Degree Proposals – proposal narratives for new graduate degree programs</td>
<td>Until program decision is finalized</td>
<td>Send to University Archives</td>
<td>EDU 3000</td>
</tr>
<tr>
<td>12-02</td>
<td>Graduate Catalog – current graduate catalog course offerings and program information</td>
<td>Permanent</td>
<td>University Archives to webcrawl contents annually</td>
<td>EDU 3000</td>
</tr>
<tr>
<td>12-03</td>
<td>Graduate Faculty Status Materials – Applications and vitae of graduate faculty. Used during the promotion and tenure process. Created in response to requests for regular/provisional appointments to Graduate Faculty status or requests for adjunct status</td>
<td>Active + 6 years</td>
<td>Destroy</td>
<td>PER 3000</td>
</tr>
<tr>
<td>12-04</td>
<td>Graduate Student Academic Honesty – Graduate student case files regarding academic honesty. Documentation may cover cases related to suspension, dismissal, expulsion and all other outcomes</td>
<td>IND – for cases that result in suspension, dismissal, expulsion; Active + 8 years for all other outcomes</td>
<td>Office to retain suspension, dismissal and expulsion records permanently; destroy all other outcomes</td>
<td>EDU 1000</td>
</tr>
<tr>
<td>12-05</td>
<td>Graduate Student Appeals – Graduate student case files regarding appeals, including grade appeals, non-grade academic appeals, and assistantship-related appeals</td>
<td>IND – for cases that result in dismissal; Active + 8 years for all other outcomes</td>
<td>Office to retain dismissal records permanently; destroy all other outcomes</td>
<td>EDU 1000</td>
</tr>
</tbody>
</table>
The General Records Retention Schedule includes, but is not limited to, the following categories of records:

**Academic Petitions**
**Accounting/Financial Records – General; Accounts Payable;**
  Accounts Receivable; Deposits and Banking records; Invoices, etc.
**Advertising and Marketing materials (office of origin and third party)**
**Annual or Occasional Reports (Academic)**
**Applicants – Matriculating**
**Applicants – Nonmatriculating**
**Awards and Scholarships**
**BGSU Foundation Files**
**Blank Forms**
**Budget Files**
**Building and Grounds – Routine Maintenance and Inspections**
**Committee, Cabinet, Working Groups and Task Force files**
**Complaint Files**
**Contracts and Agreements**
**Correspondence – Routine and Transient**
**Correspondence / General Subject Files (including Upper Administration)**
**Curriculum Development Documentation**
**Event Files and Event/Special Project Files**
**Financial Aid Files – Scholarships and Grants**
**Graduation Lists**
**Grants and Sponsored Research files (funded and unfunded)**
**Handbooks**
**Lists/Indexes/Summaries**
**Mailing Lists/Contact Databases**
**P-Card Records**
**Personnel Records – Local Copies**
**Planning/Forecasting (including program reviews)**
**Policies, Procedures and Rules**
**Publications (office of origin and third party)**
**Scholarships Administered by Colleges & Departments**
**Scholarships and Grants (for students)**
**Search and Hiring Records**
**Social Media**
**Statistics and Research Data**
**Student Academic Records – College or Department Office Files**
**Student Recruitment**
**Student Worker/Assistant Personnel Files**
**Surveys**
**Training and Development Records**
**Transcripts**
**Transient Materials (including drafts)**
**Work Study Files**