

BGSU Schedule of Records Retention

Office: Human Resources

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: 09/16/2010
Records Manager: Signed Date: 09/17/2010

Please note that this schedule applies to records in both paper and/or electronic format.

Schedule Number	Record Series Title	Retention Period
014 - 01	Award Banquet Planning Files	Retain 1 year after date of award banquet, then destroy. Transfer one copy of the program to the University Archives.
014 - 02	Benefit Contributions/Benefits Provided Records	Retain 6 years after date of last activity, then destroy in a manner that ensures confidentiality.
014 - 03	Benefit Plan Files	Retain 6 years after Plan contract expired, then destroy.
014 - 04	Benefit Plan Selection/Enrollment	Retain 6 years after date of last activity, then destroy in a manner that ensures confidentiality.
014 - 05	Correspondence - Executive: Pertains to significant aspects of the administration of the office. Includes information on policy, program, fiscal or personnel matters.	Retain 2 years, then appraise for transfer to University Archives. Contact University Archivist. Destroy correspondence not transferred to Archives.

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014 - 06	Correspondence - General: Includes internal letters and memos; correspondence with individuals, companies and organizations requesting information pertaining to the office. This correspondence is informative and does not attempt to make or influence policy.	Retain 1 year, then destroy.
014 - 07	Correspondence - Routine: Referral letters, requests for routine information or publications, setting appointments, etc. Most inquiries answered by standard form letters.	Retain until of no administrative use, then destroy
014 - 08	Department/Subject files: Files pertaining to the administration of the office, development of policies and procedures	Retain until of no administrative use, then transfer to University Archives.
014 - 09	Drug Tests	Retain 3 years after date of test if part of selection process, then destroy. Retain 1 year after date of test, if a random test, then destroy in a manner that ensures confidentiality.
014 - 10	Employee Assistance Program Contracts	Retain 6 years after contract is no longer active, then destroy.
014 - 11	Employee Handbooks	Retain until updated. Print one copy and transfer to University Archives.
014 - 12	Employment Application and Selection files/Recruitment files	Retain resumes/applications of candidates not interviewed for 1 year, then destroy. Retain resumes/applications of candidates interviewed for 3 years, then destroy. Retain documents pertaining to hiring activity for 5 years, then destroy in a manner that ensures confidentiality.
014 - 13	Faculty Service Reports	Retain 1 year, then destroy in a manner that ensures confidentiality.
014 - 14	Family Medical Leave Act Forms (FLMA)	Retain until person is no longer employed by University, then destroy

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		in a manner that ensures confidentiality.
014 - 15	Fee Waivers	Retain 2 academic years, then destroy in a manner that will ensure confidentiality. Retain those for which an exception has been made until of no administrative use, then destroy.
014 -16	Grievance Files	Retain 6 years after date of last activity, then destroy in a manner that ensures confidentiality.
014 - 17	Job Audits/Reclassifications	Retain 5 years after audit has been completed, then destroy.
014 - 18	Labor Relations/Collective Bargaining Files	Retain 5 years after date of last activity/ contract then appraise for transfer to University Archives. Contact University Archivist. Destroy records not transferred to Archives.
014 - 19	Layoff Files	Retain 5 years, then destroy in a manner that ensures confidentiality.
014 - 20	Performance Evaluation files	Retain 5 years, then destroy in a manner that ensures confidentiality.
014 - 21	Personnel Files (Classified and Administrative Staff)	Retain until person is no longer employed, then purge file of records scheduled for disposal. Maintain file permanently. If in paper or digital form, also convert to microfilm for permanent preservation.
014 - 22	Publications and Presentation materials	Retain until of no administrative use, then transfer to University Archives.
014 - 23	Salary Reports	Retain until of no administrative use. Print one copy and transfer to University Archives. Destroy records not transferred to Archives.
014 - 24	Suspension Files	Retain 5 years, then destroy in a manner that ensures confidentiality.

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014 - 25	Tax Deferred Annuity Reports and Files	Retain 5 years after person is no longer employed, then destroy in a manner that ensures confidentiality.
014 - 26	Time Exception/Leave Forms	Retain as long as in paper format for 5 years, then destroy in a manner that ensures confidentiality.
014 - 27	Time Sheets	Retain as long as in paper form for 5 years, then destroy in a manner that ensures confidentiality.
014 - 28	Unemployment Compensation Files	Retain 5 years after date of last activity, then destroy in a manner that ensures confidentiality.
014 - 29	Vacation/Sick Leave/Special Leave Reports	Retain as along as in paper format for 5 years, then destroy in a manner that ensures confidentiality.
014 - 30	Workmen's Compensation Files	Retain 6 years after date of last activity, then destroy in a manner that ensures confidentiality.