

BGSU Schedule of Records Retention

Office: Management Department

In accordance with Section 149.33 of the ORC, and the Board of Trustees of Bowling Green State University, 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 so long as in the opinion of the office or institution, it pertains to any pending case, claim or action.

Approvals:

Office Official: Signed

Date: 07/06/1999

Records Manager: Signed

Date: 06/22/1999

Schedule Number	Description of Records	Retention Period
84-1	Faculty/Staff Personnel Files: includes documentation on employment within the department. Official files maintained in Academic Affairs/Human Resources	Retain until faculty or staff member retires including SRP or leaves the university, then destroy.
84-2	Recruitment (Search/Screening) Files	Retain unsuccessful applications 1 year, then destroy. Retain search and screening file 6 years after date of hire, then destroy.
84-3	Financial Records: includes invoices, receipts, vouchers, budget reports, CUPS reports	Retain 4 years, then destroy.
84-4	Department meeting minutes: includes minutes and related files for all committees	Retain until no longer needed in office, then transfer to Archives.
84-5	Curriculum Modifications	Retain until no longer needed in office, then destroy. (Maintained by Academic Affairs)

Schedule Number	Description of Records	Retention Period
84-6	Grade appeals: includes files created for all grade appeals	Retain for one year after date of last activity, then destroy.
84-7	Grade records	Retain one year after semester in which grade assigned, then destroy.
84-8	Merit/Salary files: includes files created in deciding and awarding merit and salary increases	Retain a minimum of 3 years after merit/salary process is completed, then destroy.
84-9	Student Evaluations: course and faculty evaluations conducted at end of each semester	Retain summary information/dept. report until faculty member leaves or retires. Individual student evaluations are returned to faculty member upon completion of report.
84-10	Tenure/Promotion Files	Return materials compiled by faculty member to that member upon completion of process. Maintain committee files in office.
84-11	Faculty Service Reports	Retain 1 year after date of report, then destroy.
84-12	Undergraduate Student Files	Retain 5 years after date of last activity, then destroy.
84-13	Graduate Student Files	Retain 5 years after date of last activity, then destroy.
84-14	Graduate Apprenticeship Files	Retain 1 year after completion of apprenticeship, then destroy.
84-15	Student Employment Files	Retain until student is no longer employed, then destroy.
84-16	Theses/Dissertations – Dept. copy (also includes CBA 691 papers)	These are considered complimentary copies and may be disposed at the discretion of the department. It is recommended that they be transferred to the Library to fill in any gaps they may have in their circulating copies.