BGSU
BOWLING GREEN STATE UNIVERSITY

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Student Life
orig. 1997

SCHEDULE OF RECORDS RETENTION

Office: Orientation and First Year Programs

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** Jodi E. Webb **Date** 5.21.09

Records Manager [signature] **Date** 5/14/09

Schedule Number	Record Series Title	Retention Period
122-1	**Orientation and Registration Program Files** Includes all published material and publications, training files, staffing information which is not included in a personnel file, correspondence, committee files and administrative documents	Retain a minimum of three years in office, then transfer to University Archives (one copy of published material and publications)
122-2	**UNIV 100 Course** Includes course guidelines, instructor lists, training materials, syllabi, correspondence and administrative documents	Retain a minimum of three years in office then transfer to University Archives
122-3	**New Student Convocation** Includes program and planning files	Retain a minimum of three years in office, destroy non-administrative, extraneous documents, then transfer University Archives
122-4	**Fall Welcome** Includes program schedules, committee files, correspondence and administrative documents	Retain a minimum of three years in office, then transfer to University Archives
122-5	**First Year Success Series** Includes program schedules, committee files correspondence and administrative documents	Retain a minimum of three years in office, then transfer to University Archives
122-6	**Assessments and Reports**	Retain a minimum of three years in office, then transfer to University Archives
122-7	**Personnel Files (including graduate assistants)**	Retain until person is no longer employed in office. Retain only employment information needed for reference purposes, destroy the rest in a manner that ensures confidentiality

SCHEDULE OF RECORDS RETENTION
CONTINUATION SHEET

Office: Orientation and First Year Programs

Schedule Number	Record Series Title	Retention Period
122-8	**Publications and Marketing Materials** Includes Orientation videos, Connections Newsletter, FYI Magazine, etc.	Retain a minimum of three years in office, then transfer one copy to University Archives
122-9	**Budget Files/Contracts (Performers)**	Retain 4 years in office, then destroy
122-10	**Correspondence-Routine** electronic or paper format	Retain until of no administrative use, then destroy
122-11	**Transient Documents** notes, logs, messages, etc. in electronic or paper format	Retain until of no administrative use, then destroy