

# BGSU Schedule of Records Retention

## Office: Nontraditional and Military Student Services

In accordance with ORC Section 149.33 and Bowling Green State University Board of Trustees, a schedule of Retention and Disposition for the following records is hereby established. This schedule shall be used in conjunction with the BGSU General Records Retention Schedule. This schedule and the General Schedule supersede 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: Dr. Barbara Henry - Director  
Records Manager: Cynthia K. Radford

Date: 05/03/2019  
Date: 05/01/2019

**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 transferable 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](http://www.bgsu.edu/library/cac/rm))

Schedule Number	Record Series Title	Minimum Retention Period	End of Retention Period Activity	Schedule Source
176-01	<b>DD-214s and Certificates of Eligibility:</b> convenience copies submitted to office; maintained on local computer	Until no longer of administrative use to office	Destroy/Delete	ADM9910
	<b>Student Records:</b> SAGE students	Active + 1 year	Destroy	EDU1010
	<b>Student Records:</b> Veterans Administration records and correspondence	Active + 3 years	Destroy	EDU1020

The General Records Retention Schedule includes, but is not limited to, the following categories of records:

- Accounting/Financial Records – General; Accounts Payable; Accounts Receivable; Deposits and Banking Records; Invoices, etc.
- Advertising and Marketing materials
- Annual and Periodic Reports
- Awards and Scholarships
- Budget Files
- Correspondence - Executive, General and Routine/Transient
- Correspondence and Memoranda/ General Subject Files
- Meeting Minutes
- Personnel Records
- Publications
- Student Employment Records
- Student Services – Appointment Records
- Student Services – Case Files
- Student Worker/Assistant Personnel File
- Student Worker Timekeeping Forms and Reports
- Transient Materials