

# BGSU Schedule of Records Retention

## Office: Off Campus Student Services

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: Julie Ann Snyder Date: 07/25/2014  
 Records Manager: Mike Intranuovo Date: 08/04/2014

Schedule Number	Record Series Title	Main Format(s)	Retention Period
121-01	<b>Accounting Records:</b> Including accounts payable, invoices, ledgers, vouchers, accounts receivable, annuity records, bad debt actions, balance sheets, cash books, cash disbursement journals, cash journals, receipts, register tapes, chart of accounts, cost accounting, expenditure reports, journal entries, journals, payroll change reports, checks, petty cash records, registers, requisitions, royalty payments, student accounting records, travel expenses, workers compensation.	Paper/ Electronic	4 years, then recycle
121-02	<b>Advertising/Promotional Materials:</b> Materials made in house to promote the department/college/university; i.e. brochures, newsletters, pamphlets, publications, etc. Includes the Off Campus Living Guide	Paper/ Electronic	Upon creation, send one copy to University Archives.  Retain all other copies until no longer of administrative value, then recycle/delete
121-03	<b>Annual Report/Program Reviews/Self-Studies:</b> Annual self-study of the department or a program that encompasses at least some or all of the	Paper/ Electronic	3 years, then contact University Archives for historic appraisal

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	following: activities, outreach events, personnel changes, logistical information, future goals, etc. Also any special reports/publications of the dept.		
121-04	<p><b>Correspondence</b></p> <p><b>A. Routine/Transient:</b> Referral letters, requests for routine information or publications provided to the public by an agency that are answered by standard form letters</p> <p><b>B. General:</b> Includes internal letters and memos; also correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative, (it does not attempt to influence policy).</p> <p><b>C. Executive:</b> Deals with significant aspects of the administration of the offices. Includes information on policy, program, fiscal or personnel matters.</p>	<p>Paper/Email</p> <p>Note: Contact the University Records Manager for help with email management</p>	<p><b>A.</b> Retain until no longer of administrative value, then recycle or delete from email client</p> <p><b>B.</b> 1 year, then recycle or delete from email client</p> <p><b>C.</b> Retain 3 years (if email retain in email client), then delete or export from email client and retain until no longer of value</p>
121-05*	<p><b>Personnel Files:</b> Unofficial copies, for departmental use only, of employment records for classified and administrative staff, both part-time and full-time. Files may contain applications, position descriptions, letters of commendation/reprimand, performance evaluations, leave forms, PERS forms, resignations, termination notices, and other related items.</p>	<p>Paper</p>	<p>Active + 1, destroy confidentially*</p> <p>Note: Human Resources maintains the official copy permanently.</p>

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121-06	<b>Subject Files:</b> May include marketing materials, correspondence, and general administrative documentation on the following: <ul style="list-style-type: none"> <li>- Commuter Connection</li> <li>- Off-Campus 101/102</li> <li>- Housing Fair</li> <li>- Commuter/Off-Campus Lounge</li> </ul>	Paper	Retain 3 years in office, then contact University Archives to appraise for historic value
121-07	<b>Transient Documents:</b> Electronic or written records that have a very short-lived administrative, legal, or fiscal value. May include, but are not limited to: post-it notes, routing slips, telephone messages, e-mail or voicemail, copies, notes or drafts used in the production of public records, and surveillance videos.	Paper/Email	Until no longer of value or superseded, then recycle or delete

\*For these record series, a Certificate of Records Disposal (CRD) must be filled out prior to disposal. The specific college/department must retain the CRD on file for 10 years after the date of disposal, and a copy of the CRD must be sent to the University Archives. Confidential paper records must be disposed of through Certified Document Destruction, Inc., and must be scheduled through the University Records Manager (372-9614).

Note: 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 records regardless of format.

#### Comments

1. The scope and mission of the University Archives only allows it to collect the following items: 121-02, 121-03, and 121-06. Please contact the archives prior to sending materials.