

BGSU Schedule of Records Retention

Office: Political Science Department

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: 06/27/2014

Records Manager: Signed

Date: 07/02/2014

Schedule Number	Record Series Title	Main Format(s)	Retention Period
79-01	Accounting/Financial Records: Including accounts payable, book orders, 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/delete <i>Note: Documents with bank account or credit card numbers must be shred.</i>

Schedule Number	Record Series Title	Main Format(s)	Retention Period
79-02	Accreditation Files: University, college or department files documenting accreditation review by accrediting agencies.	Paper	4 years, then contact University Archives for historic appraisal
79-03	Advertising/Promotional Materials: Materials made in house to promote the department/college/university; i.e. brochures, newsletters, pamphlets, etc.	Paper	Upon creation, contact University Archives to appraise for historic value Retain all other copies until no longer of administrative value, then recycle
79-04	Annual Report: Annual self-study of the department that encompasses at least some or all of the following: department activities, outreach events, personnel changes, logistical information, future goals, etc. May also include other special reports created by department.	Paper	3 years, then contact University Archives for historic appraisal
79-05	Correspondence A. Routine/Transient: Referral letters, requests for routine information or publications provided to the public by an agency that are answered by standard form letters B. General: 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).	Electronic/Paper <i>Note: Contact the University Records Manager for help with email management.</i>	A. Retain until no longer of administrative value, then recycle or delete from email client B. 1 year, then recycle or delete from email client

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	C. Executive: Deals with significant aspects of the administration of the offices. Includes information on policy, program, fiscal or personnel matters.		C. Retain 3 years (if email retain in email client), then delete or export from email client to PDF
79-06	Course Syllabi	Paper/Electronic	Active + 6 years, then recycle
79-07*	Faculty Activity Reports: Records listing teaching and advisory assignments, research, administrative duties, public service, etc.	Paper	Active + 6 years, then recycle*
79-08*	Faculty Teaching Evaluations: Student evaluations of a teacher's performance. Includes faculty evaluation aggregate reports.	Paper	5 years, then recycle*
79-09	Meeting Minutes: Minutes and files of departmental committees	Paper	3 years, then contact University Archives to appraise for historic value
79-10*	Personnel Files: Unofficial copies, for departmental use only, of employment records for classified/administrative staff and faculty, both part-time and full-time. Files may contain applications, contracts, position descriptions, letters of commendation/reprimand, performance evaluations, leave forms, PERS forms, resignations, termination notices, and other related items.	Paper	Active + 1 year, then shred* <i>Note: Provost Office maintains the official copy permanently.</i>
79-11	Policies & Procedures: List of department guidelines, policies, procedures, etc. on various topics, including Promotion & Tenure.	Paper	Retain until superseded or updated, then contact University Archives for historic appraisal

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79-12	Promotion & Tenure Files: Recommendations, evaluations, materials submitted for faculty promotion/tenure.	Paper/Electronic	Active + 1 year, then shred
79-13	Scholarship Files: Information on students receiving financial aid through a scholarship.	Paper	Active + 1 year, then shred <i>Note: Student Financial Aid maintains official copies.</i>
79-14*	Search Committee/Recruitment Files: Records of individuals who applied or interviewed for positions for which a committee was formed. Files contain position authorization forms, job descriptions, search committee minutes, applicants' credentials including non-hires, search chronologies, authorization to hire forms, correspondence with applications and all handwritten notes from all interviewers.	Paper	3 years, then shred*
79-15*	Student Files: Files maintained in office on students enrolled in the department. May include transcripts, letters of recommendation, documents regarding progress toward degree, transfer credit evaluations, etc.	Paper	Active + 1 year, then shred* <i>Note: Registrar maintains official academic files permanently.</i>
79-16	Transient Documents: Records that have a very short-lived administrative, legal, or fiscal value. May include, but are not limited to: curriculum modifications , post-it notes, routing slips, telephone messages, e-mail or voicemail, copies, notes or drafts used	Paper/Electronic	Until no longer of value or superseded, then recycle or delete

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	in the production of public records, and surveillance videos.		

*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.

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. Confidential paper records must be disposed of through Certified Document Destruction, Inc., and must be scheduled through the University Records Manager (372-9614).

Comments

1. *The scope of the University Archives only allows it to collect the following records: 79-02, 79-03, 79-04, 79-09, 79-11. These records must be appraised on a case-by-case basis before being accessioned into the archives. Contact the University Records Manager prior to sending materials (ext. 9614 or mintran@bgsu.edu).*