

BGSU Schedule of Records Retention

Office: Popular Culture 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: 06/07/2001

Records Manager: Signed

Date: 06/11/2001

Schedule Number	Records Series Title	Retention Period
99-1	Accounting Records: Includes requisitions, purchase orders	4 years
99-2	Accreditation Files	10 years; transfer to Archives
99-3	Admission Files, Rejected: Includes letters of reference, application, and biographical data, for rejected applicants and those who did not complete dossier	1 year
99-4	Annual Report of the Department	3 years, transfer to Archives
99-5	Appointment Books	1 year
99-6	Book Orders	4 years
99-7	Budget Planning File (original maintained by BGSU Budget Office)	Active + 1 year
99-8	Chair's Chronological Correspondence File	5 years

Schedule Number	Records Series Title	Retention Period
99-9	Chair's General Subject File: Correspondence and reports with other BGSU units and external agencies	3 years; review reports/circulars from other units/external agencies for destruction, transfer rest to Archives
99-10	Class Roster: Contains names of students enrolled for each course; issued by Registration and Records	1 year
99-11	Course Syllabi	Active + 6 years
99-12	Curriculum Development Files	Retain in office until no longer needed; transfer to Archives
99-13	Degree Statistics: enrollment reports, grade point studies of department	Retain in office until no longer needed; transfer to Archives
99-14	Departmental Administration Files: correspondence, reports, and materials documenting the activities and concerns of the Department	3 years; destroy all materials not documenting a significant action or interaction; transfer remainder to Archives
99-15	Departmental Committee Files: agendas, minutes, correspondence, reports	3 years; transfer to Archives
99-16	Departmental Student Files: includes admission data, grade record, curriculum changes (Registration and Records has official record)	Active + 1 year
99-17	Faculty Files	5 years after termination destroy; Provost has permanent record
99-18	Faculty Search Committee Records: correspondence, position descriptions, applications, resumes, and decision documentation	3 years
99-19	General Files: correspondence, reports, and publications of other	1 year

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	departments of BGSU and external agencies	
99-20	General Files, Upper Administrative: files of upper-level administrators	Destroy all materials not documenting a dean's, director's, or chair's significant action or interaction; transfer remainder to Archives
99-21	Grade Reports: faculty grade reports (Registration and Records retains original record permanently)	Active + 6 years
99-22	Minutes: of committees, task forces, etc.	3 years; transfer to Archives
99-23	News Clippings: concerning the activities of a BGSU Department	3 years; transfer to Archives
99-24	Personnel Records (non-faculty)	Destroy upon termination; Human Resources maintains original record
99-25	Promotion and Tenure Files: faculty dossier consisting of copies of documentation of teaching, research, and community service	5 years after date of decision
99-26	Purchase Orders	3 years
99-27	Quarterly Activity Reports: quarterly record of faculty teaching, research, and community service (reports also at Human Resources)	2 years
99-28	Requisitions	4 years
99-29	Research Proposals, Approved (SPAR sends to Archives)	5 years after project ends
99-30	Research Proposals, Rejected	1 year
99-31	Search Committee Records: job posting, list of candidates, final report	3 years
99-32	Schedule, Master: quarterly listing of courses actually	6 years

Schedule Number	Records Series Title	Retention Period
	given; original maintained permanently by Registration and Records	
99-33	Student Statistics: enrollment reports, grade point studies of department	10 years; review for continuing value
99-34	Tests: examinations by students leading to a grade and to	1 year
99-35	Travel Reimbursement for University-related Travel	4 years