# RECORDS RETENTION SCHEDULE

## DEPARTMENT
READING CENTER

## DIVISION OR INSTITUTION
BOWLING GREEN STATE UNIVERSITY

## SECTION OR UNIT

### INSTRUCTIONS
Submit original and all copies to State Records Administrator.

### APPROVALS
- **AUTHORIZED DEPARTMENT OFFICIAL:** [Signature], 12/1/91
- **RECORDS MANAGEMENT ADMINISTRATOR:** [Signature], 12/1/91
- **STATE AUDITOR:** [Signature], 12/1/91
- **STATE ARCHIVIST:** [Signature], 12/1/91
- **STATE RECORDS ADMINISTRATOR:** [Signature], 12/1/91

### SCHEDULE NUMBER
78-1

### DESCRIPTION OF RECORDS

#### Reading Center Client Files
Documentation for local primary and secondary school age students for whom reading testing and instruction has been provided. Files are separated into diagnostic and summary of instruction categories with the former containing diagnostic reports and test results and the latter containing information on instructional and tutorial services conducted at the Reading Center. Files arranged alphabetically and color coded by the semester and the year of client contact with the center.

#### RETENTION PERIOD
- Retain diagnostic files 5 years, then destroy.
- Retain summary of instruction files until students' high school graduation, then destroy.

Use Form ADM 3510, Continuation Sheet, for additional entries.