### RECORDS RETENTION SCHEDULE

**STATE OF OHIO**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**INFORMATION MANAGEMENT**

**DEPARTMENT**  
**REGISTRATION & RECORDS**  
**DIVISION OR INSTITUTION**  
**BOWLING GREEN STATE UNIVERSITY**

**SECTION OR UNIT**

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**In accordance with Sec. 149.34, of the Revised Code, a schedule of retention and destruction for the following records is hereby established. No records shall be retained, transferred, destroyed, or otherwise disposed of in violation of this schedule.**

The records covered by this schedule, upon expiration of the retention period, shall be deemed of no continuing value to the State of Ohio. Unless otherwise specified in this schedule, all records listed herein shall be destroyed within sixty (60) days after the period of retention set forth. No record shall be destroyed so long as in the opinion of the department, office, or institution, it pertains to any pending case, claim, or action.


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This schedule shall become effective on the date approved by the State Records Administrator, at the Department of Administrative Services.

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<tr>
<th>SCHEDULE NUMBER</th>
<th>DESCRIPTION OF RECORDS (Include Record Series Title, Purpose of Record, Forms, and Information Contained)</th>
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</table>
| 17-1            | Accumulative Book - All Campus GPA  
Printout documenting students' current accumulative grade point average. | Original documents microfilmed; microfilm updated and retained permanently. Microfilm checked for quality and completeness. Paper form maintained 1 year then destroyed. |
| 17-2            | Admission Application - Undergraduate | Retain 1 year and 1 academic term then destroy |
| 17-3            | Admission Application - Graduate | Retain 2 years then destroy |
| 17-4            | Class Grade Rosters  
Grade sheets by class, listing students enrolled and their final grade. These also include credit by exam, late grade and grade overload forms. | Original documents microfilmed; microfilm updated and retained permanently. Microfilm checked for quality and completeness. Paper form maintained permanently. Kept 1 year in office. |
| 17-5            | Concurrent Registration Form  
Form used by students attending both the University of Toledo and B.G.S.U. during the same term. | Retain 10 years then destroy |
| 17-6            | Enrollment Statistical Reports  
Record of enrollment figures - prepared for inclusion in Vice President for Academic Affairs handbook. | |

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Use Form ADM 3510, Continuation Sheet, for additional entries.
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| 17-7            | Evaluation of Transfer Credit Form  
                  Official acceptance of credit from another college or university. | Original documents microfilmed; microfilm updated and retained permanently. Microfilm checked for quality and completeness. Paper form maintained 7 years then destroyed. |
| 17-8            | Fourteen Day Student Course Book  
                  Printout recording the date of course additions or deletions as documented on drop/add form. | Original documents microfilmed; microfilm updated and retained permanently. Microfilm checked for quality and completeness. Paper form maintained 2 years then destroyed. |
| 17-9            | Grade Change Form  
                  Grade sheet resembling those included in class grade rosters - except only a single student and course grade are recorded on each page. | Original documents microfilmed; microfilm updated and retained permanently. Microfilm checked for quality and completeness. Paper form maintained permanently. 1 year then destroyed. |
| 17-10           | Graduation Application                                                                                     | Retain 5 years then destroy |
| 17-11           | Name Change Form  
                  Request for legal name change on permanent academic record.                                             | Original documents microfilmed; microfilm updated and retained permanently. Microfilm checked for quality and completeness. Paper form maintained 6 months then destroyed. |
| 17-12           | Parents Request Form  
                  Release of confidential information to parent.                                                              | Retain 10 years then destroy |
| 17-13           | Readmission Form  
                  Form used to update files of a past B.G.S.U. student.                                                         | Retain 4 years then destroy |
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| 17-14           | Registration Form  
Form used to register for classes.  
This includes the drop/add form which documents the deletions or additions made to the registration form. | Original documents microfilmed; microfilm updated and retained permanently. Microfilm checked for quality and completeness. Paper form maintained 1 year then destroyed. |
| 17-15           | Reinstatement Form  
Clearance form used to initiate past grades. | Original documents microfilmed; microfilm updated and retained permanently. Microfilm checked for quality and completeness. Paper form maintained 6 months then destroyed. |
| 17-16           | Removal of "Incomplete" Grade Form  
Addition of Final Grade Form  
"WF" to Final Grade Form  
Information effecting past grades of a student. | Original documents microfilmed; microfilm updated and retained permanently. Microfilm checked for quality and completeness. Paper form maintained 5 years then destroyed. |
| 17-17           | Residency Verification Letter  
Statement verifying students'eligibility or ineligibility for on campus residency status. | Original documents microfilmed; microfilm updated and retained permanently. Microfilm checked for quality and completeness. Paper form maintained permanently. |
| 17-18           | Student Academic Record  
Files containing such information as students'academic progress, honors, courses taken, and accumulative GPA. | Original documents microfilmed; microfilm updated and retained permanently. Microfilm checked for quality and completeness. Paper form maintained permanently and no longer created. On-line permanently since Fall term 1985. |
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<td>17-19</td>
<td>Term End Report&lt;br&gt;End of academic term summary report of grades.</td>
<td>Retain 1 academic term then destroy</td>
</tr>
<tr>
<td>17-20</td>
<td>Transcript Requests&lt;br&gt;Requests for a copy of student's academic record.</td>
<td>Original documents microfilmed; microfilm updated and retained permanently. Microfilm checked for quality and completeness. Paper form maintained 1 year then destroyed.</td>
</tr>
<tr>
<td>17-21</td>
<td>Transient Student Form&lt;br&gt;Temporary registration for a student from another college or university.</td>
<td>Retain 4 years then destroy</td>
</tr>
<tr>
<td>17-22</td>
<td>Unclassified Student Form&lt;br&gt;Temporary registration for individuals not pursuing a degree.</td>
<td>Retain 4 years then destroy</td>
</tr>
<tr>
<td>17-23</td>
<td>Withdrawals and Not Coming Form&lt;br&gt;Form documenting a student's withdrawal from the university.</td>
<td>Original documents microfilmed; microfilm updated and retained permanently. Microfilm checked for quality and completeness. Paper form maintained 2 years then destroyed.</td>
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<td>17-2</td>
<td>Admission Application - Undergraduate Original documents microfilmed; microfilm updated and retained permanently. Microfilm checked for quality and completeness. Paper form maintained 2 academic terms, then destroyed.</td>
<td></td>
</tr>
<tr>
<td>17-4</td>
<td>Class Grade Rosters Grade sheets by class, listing students enrolled and their final grade. These also include credit by exam, late grade and grade overload forms. Original documents microfilmed; microfilm updated and retained permanently. Microfilm checked for quality and completeness. Paper form maintained 1 year, then destroyed.</td>
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<td>17-18</td>
<td>Student Academic Record Files containing such information as students' academic progress, honors, courses taken and accumulative GPA. Original documents microfilmed; microfilm updated and retained permanently. Microfilm checked for quality and completeness. Paper form destroyed and no longer generated. On-line permanently since Fall term 1985.</td>
<td></td>
</tr>
<tr>
<td>17-24</td>
<td>Drop/Add Reports Record reflecting current registration status of student before and after the dropping or adding of courses. Retain 1 term and two months, then destroy (Copy retained in Bursar's Office)</td>
<td></td>
</tr>
<tr>
<td>17-25</td>
<td>Drop/Add Cards Record of courses dropped or added by students. Original documents microfilmed; microfilm updated and retained permanently. Microfilm checked for quality and completeness. Paper form maintained 1 year, then destroyed.</td>
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| 17-26           | Advisory Reports  
Record of student transcript information for academic term.                           | Retain until updated, then destroy |
| 17-27           | Student Information Books  
Record of name, address and other pertinent personal data.                                 | Retain until updated, then destroy (Information maintained permanently in computer) |
| 17-28           | Registration Statistical Reports  
Reports contain substantial data for student enrollment, credit hours and course registration activities-relevant to fourteen-day process. | Retain 2 years, then destroy (Back-up tapes maintained in Computer Services. Tapes of select reports maintained by the State Board of Regents) |
| 17-29           | Grade Distribution Report  
Record of distribution of grades within university courses.                                   | Original documents microfilmed; microfilm updated and retained permanently. Microfilm checked for quality and completeness. Paper form maintained 1 academic year, then destroyed. |
| 17-30           | Academic Standing Report  
Listing of those students currently having unsatisfactory university standing.              | Original documents microfilmed; microfilm updated and retained permanently. Microfilm checked for quality and completeness. Paper form maintained 1 academic year, then destroyed. |
| 17-31           | Academic Standing Movement Report  
Report of changes within the unsatisfactory standing of university students.                 | Retain 1 academic year, then destroy |
| 17-32           | Accumulative Point Average Reports  
Listing of student accumulative grade point averages by class, by class within each college, by major, and by college. | Retain 1 academic year, then destroy |
| 17-33           | Error Report  
Record of discrepancies appearing in the system.                                              | Retain 1 month, then destroy |
| 17-34           | Transcript File Maintenance  
Record of adjustments made to transcript files.                                                   | Retain 1 month, then destroy |