

# BGSU Schedule of Records Retention

## Office: Residence Life

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: 07/15/2014

Records Manager: Signed

Date: 07/17/2014

Schedule Number	Record Series Title	Main Format(s)	Retention Period
82-01*	<b>Access System Door Records:</b> Documents swipe card activity for residence hall entries.	Electronic	3 years, then delete*
82-02	<b>Accident/Injury Reports:</b> Copies of reports regarding student/employee accidents and injuries.	Paper/Electronic	3 years, then shred/delete  <i>Note: Risk Management holds official record.</i>
82-03	<b>Accounting/Financial 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	Electronic/Paper	4 years, then delete/recycle  <i>Note: Records including account or credit card numbers</i>

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	change reports, checks, petty cash records, registers, requisitions, royalty payments, student accounting records, travel expenses, workers comp.		<i>should be shred.</i>
82-04*	<b>Annual Building Damage Records: (formerly “Annual Maintenance Report”):</b> Information compiled from room inventories used to assess/bill damage done to residence halls.	Electronic	4 years, then delete*
82-05	<b>Annual Report/Self-Studies/Statistical Reports/Accreditation Reports:</b> Annual or periodic self-studies documenting the general activities of the office or a review by an external entity regarding accreditation.	Paper/Electronic	4 years, then contact University Archives for historic appraisal
82-06	<b>Budget Planning Records:</b> Budget requests, including program plans for upcoming year.	Electronic/Paper	Active + 1 year, then delete/recycle
82-07*	<b>Contracts:</b> General contracts and those between the office and other entities using BGSU as a site for conferences, camps, etc. Does not include Housing Contracts.	Paper/Electronic  <i>Note: For Housing Contracts, see 82-13A.</i>	Active + 5 years, then shred/delete*
82-08	<b>Correspondence</b> <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  <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).	Email/Paper  <i>Note: Contact the University Records Manager for help with email management.</i>	<b>A.</b> Retain until no longer of administrative value, then recycle or delete from email client  <b>B.</b> 1 year, then recycle or delete from email client

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	<b>C. Executive:</b> Deals with significant aspects of the administration of the offices. Includes information on policy, program, fiscal or personnel matters.	<i>Note: If emails are kept longer than 3 years, they should be exported from email client</i>	<b>C.</b> Retain 3 years (if email retain in email client), then recycle/delete
82-09*	<b>Crisis Line:</b> Documents major student issues and information on RA actions/responses.	Electronic/Paper	5 years, then shred/delete* (if no pending litigation)
82-10*	<b>Duty Reports:</b> Documenting Resident Advisors' actions/duties/etc.	Electronic/Paper	Active + 6 years, then shred/delete* (if no pending litigation)
82-11*	<b>Emergency Contact Cards:</b> Cards generated from data in CSS that contains student emergency information, such as contacts, phone numbers, medical information, etc.	Paper/Electronic	7 years, then delete/shred* (if no pending litigation)
82-12*	<b>Guest Cards:</b> Record of non-residents staying overnight in a residence hall room.	Paper/Electronic	2 years, then recycle/delete* (if no pending litigation)
82-13*	<b>Housing Information</b> <b>A. Contracts:</b> actual agreement between students and residence governing room and board and fee payment agreements.  <b>B. Release Files:</b> include application, correspondence, and decision regarding request to break contract for room and board.  <b>C. Room Assignment/Change Requests</b>	Electronic	4 years, then delete*
82-14	<b>Package Logs:</b> Log kept at residence halls listing all packages delivered and recipients.	Paper	Recycle at end of academic year (if no pending litigation)
82-15	<b>Personnel Files:</b> Unofficial copies, for departmental use only, of employment	Paper	Active + 1 year, then shred

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	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.	<i>For Student Employee Personnel files, see 82-20.</i>	<i>Note: Human Resources maintains the official copy permanently.</i>
<b>82-16</b>	<b>Policies/Manuals/Publications/Promotional Materials:</b> Regarding office activities, functions, procedures, etc. May also include brochures, pamphlets, fliers, photographs, scrapbooks, etc.	Electronic/Paper	Upon creation, contact University Archives for historic appraisal. Recycle/delete when no longer of administrative value.
<b>82-17*</b>	<b>Room Inventory Forms:</b> Room inventories filled out by students to identify potential damages/state of rooms.	Electronic/Paper	2 years, then delete/recycle*
<b>82-18*</b>	<b>Safe Room Records:</b> Record of students with access to key and PED for off-line rooms used during safety crisis.	Paper	3 years, then recycle* (if no pending litigation)
<b>82-19</b>	<b>Student Discipline Files:</b> Files on students who have been accused of disciplinary violations.	Electronic/Paper  <i>Note: Student Employment Services maintains official record for Active + 6 years.</i>	Until no longer of administrative value, then delete/shred
<b>82-20</b>	<b>Student Employment Files</b> <b>A. Selected:</b> Files on candidates selected as Resident Hall advisers or for another position in the office.  <b>B. Not Selected:</b> Files on candidates not selected for employment.	Electronic/Paper	<b>A.</b> Active + 6 years, then delete/shred  <b>B.</b> 3 years, then delete/shred

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82-21	<b>Transient Documents:</b> 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.	Electronic/Paper	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 office 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 includes 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 of the University Archives only allows it to collect the following records: 82-05; 82-15. 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](mailto:mintran@bgsu.edu)).*
2. Records acceptable for storage in University Records Center include any except: 82-05; 82-15; 82-18; 82-20.