

# BGSU Schedule of Records Retention

## Office: Senior Vice President for Academic Affairs & Provost

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: 06/26/2013

Records Manager: Signed

Date: 05/30/2013

Schedule Number	Record Series Title	Format	Retention Period
63-1	<b>Academic Honesty:</b> correspondence and documents	Electronic / Paper / Audio / Visual	<b>Undergrads and Grads:</b> Active + 6 years then destroy
63-2	<b>Accreditation Files:</b> NCA documenting accreditation for the University	Electronic / Paper / Audio/ Visual	15 years, send to Archives
63-3	<b>Advertising / Promotional Materials:</b> Materials produced in house	Electronic / Paper / Audio / Visual	5 years, send to Archives
63-4	<b>Appointment Calendars</b>	Electronic & Paper	1 year, then destroy
63-5	<b>Budgetary Files:</b> Budgetary summary information and correspondence pertaining to college budgets	Electronic & Paper	4 years after budget is complete, then destroy

<b>Schedule Number</b>	<b>Record Series Title</b>	<b>Format</b>	<b>Retention Period</b>
<b>63-6</b>	<b>Contracts – General and Service:</b> Includes contracts for services, purchases and sales, transportation, leases, property and construction, exchange of property, etc. Includes government contracts and grants.	Electronic / Paper / Audio / Visual	Active + 5 years
<b>63-7</b>	<b>Copies:</b> Copies, extra copies, photocopies, etc. of documents for which the official record is held by another office	Electronic / Paper / Audio / Visual	Until no longer of administrative value
<b>63-8</b>	<b>Correspondence – Attorney/Client Privileged Communication:</b> Correspondence generated by the Office of General Counsel and other legal entities	Electronic / Paper / Audio / Visual	Hold same retention as subject matter
<b>63-9</b>	<b>Correspondence – Executive:</b> Deals with significant aspects of the administration of the office. Includes information on policy, program, fiscal, or personnel matters	Electronic / Paper / Audio / Visual	2 years, transfer to Archives
<b>63-10</b>	<b>Correspondence – General:</b> Includes internal letters and memos; correspondence from various individuals, companies, and organizations requesting information pertaining to agency and other miscellaneous inquiries; correspondence to/from local / state / federal agencies. This correspondence is informative.	Electronic / Paper / Audio / Visual	1 year
<b>63-11</b>	<b>Correspondence – Routine:</b> Referral letters, requests for routine information or publications usually answered by standard form letters	Electronic / Paper / Audio / Visual	1 year
<b>63-12</b>	<b>Correspondence – Transient:</b> Includes telephone messages, post-it notes, and other limited documents that serve to convey information of temporary importance in lieu of oral communication	Electronic / Paper / Audio / Visual	Until no longer of administrative value
<b>63-13</b>	<b>Curriculum Modification Files and Related Documents:</b> Record of proposal documentation and signature sheets authorizing the implementation of new programs or expansion of existing programs at BGSU. Record of special fees associated with existing courses.	Electronic / Paper / Audio / Visual	3 years then send to Archives

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<b>63-14</b>	<b>Drafts:</b> Preliminary outlines of a plan or document.	Electronic / Paper / Audio / Visual	Retain until superseded, or issuance of final
<b>63-15</b>	<b>Endowment or Similar Foundation Reports:</b> Annual or periodic report of funds received and expended by endowment accounts.	Electronic / Paper / Audio / Visual	Active + 6 years, then destroy
<b>63-16</b>	<b>General VPAA Office Files / Subject Files:</b> Files of reports and other materials documenting University and other related activities.	Electronic / Paper / Audio / Visual	3 years, then send to Archives
<b>63-17</b>	<b>I-9, Alien Certification and other Related Documents:</b> Local, state, and federal documents required for employment.	Electronic / Paper / Audio / Visual	Active + 3 years, then shred*
<b>63-18</b>	<b>IPEDS / Faculty Profiles:</b> Working papers and completed faculty salary and fringe benefit reports completed annually for the Vice President for Finance and Administration.	Electronic / Paper / Audio / Visual	5 years, then send Final Reports to Archives
<b>63-19</b>	<b>Meeting Minutes:</b> Record of minutes for the Office of the Provost and Vice President for Academic Affairs. Committee responsibilities include but are not limited to the Undergraduate Council, Dean's Council, and Faculty Development Committee.	Electronic / Paper / Audio / Visual	3 years, then send to Archives
<b>63-20</b>	<b>Operating Budget Documents:</b> Invoices, purchase orders, receipts, travel, reimbursement, special staff funding.	Electronic / Paper / Audio / Visual	4 years then destroy
<b>63-21</b>	<b>Personnel Budget Documents:</b> Annual salary processes including salary sheets, merit, stipend integration, faculty sick leave payout, classified staff salary projection and personnel action forms.	Electronic / Paper / Audio / Visual	Active + 6 years then destroy
<b>63-22</b>	<b>Personnel Files – Administrative and Classified:</b> Files contain copies of contracts including addenda, promotions, hiring documentation, resume, evaluations, and other pertinent materials.	Electronic / Paper / Audio / Visual	Active + 2 years then destroy

Schedule Number	Record Series Title	Format	Retention Period
63-23	<p><b>Personnel Files – Faculty:</b> Files contain original faculty contracts including summer, addenda, promotion and tenure documentation, reappointment reviews, original transcripts, hiring documentation, vitae, evaluations, merit work sheets, discipline / grievance files, and other pertinent materials. FIL proposals, reports and other related materials. Leave Record – Faculty: vacation and sick leave earned and used. Approval or denial recommendations and pertinent correspondence related to Promotion and Tenure and Reappointment Review are maintained here.</p> <p>DMA forms.</p>	Electronic / Paper / Audio / Visual	<p>Active + 3 years then send to Archives</p> <p>Active + 3 years then destroy</p>
63-24	<b>Personnel Files – Other:</b> Non-student letter of appointment, Graduate Assistants, Consultants	Electronic / Paper / Audio / Visual	Active + 1 year, then destroy
63-25	<b>Program Review Files</b>	Electronic / Paper / Audio / Visual	10 years, send to Archives
63-26	<b>Promotion and Tenure Policies and Procedures, and Related Material:</b> Copy of departmental guidelines, reports, policies, procedures, notices of guidelines, administrative correspondence, lists of eligible faculty.	Electronic / Paper / Audio / Visual	Active + 1 year, then send to Archives
63-27	<b>Reappointment Review Policies and Procedures and Related Material:</b> Copy of guidelines, reports, policies, procedures, notices of guidelines, administrative correspondence, lists of eligible faculty.	Electronic / Paper / Audio / Visual	Active + 1 year, then send to Archives
63-28	<b>Search Committee Files:</b> 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	Electronic / Paper / Audio / Visual	3 years, then destroy confidentially*

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	chronologies, authorization to hire forms, correspondence with applicants and all handwritten notes from all interviewers.		
63-29	<b>W-4 Forms:</b> Forms completed by employee showing federal tax withholding exemptions.	Electronic / Paper / Audio / Visual	Forwarded to appropriate office
63-30	<b>Promotion &amp; Tenure Files and Reappointment Review Files (Approvals &amp; Denials):</b> Files submitted by faculty for promotion, tenure, and reappointment which may include the following: recommendations, evaluations, and related materials. Tenure and promotion recommendations (approval or denial) and pertinent correspondence maintained in permanent personnel file.	Electronic / Paper / Audio / Visual	5 years OR Until no longer of administrative value, then destroy
63-31	<b>Grievance Files:</b> The FPCC considers grievances brought by faculty members concerning disputes over salary, retention, rank, tenure, promotion and professional practices – including grievances brought against individual faculty members or administrators as a result of alleged violations of applicable policies, procedures, rules, regulations or laws – relating to the operation of BGSU.	Electronic / Paper / Audio / Visual	Active + 6
63-32	<b>Special Fees / Course Fees:</b> Records of special fees associated with courses and international programs. Requests for new fees and eliminations and changes to existing fees.	Electronic / Paper / Audio / Visual	3 years, send to Archives
63-33	<b>Transient Documents:</b> Electronic or written 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

\*For record series that are destroyed confidentially, 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. Confidential records must be disposed of through Certified Document Destruction, Inc., and must be scheduled through the University Records Manager (372-9614).