

BGSU Schedule of Records Retention

Office: Department of Sociology

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: 07/14/2010

Records Manager: Signed

Date: 07/14/2010

This retention period includes records in all formats whether in hard copy or electronic format

Schedule Number	Record Series Title	Retention Period
100-1	Accounting Records Includes requisitions, purchase orders	4 years, then destroy
100-2	Accreditation Files	10 years; transfer to Archives
100-3	Admission Files, Graduate Students, Rejected Includes letters of reference, application, and biographical data for rejected applicants and those who did not complete dossier	Active + 1 year, then destroy
100-4	Annual Report, Sociology Department	3 years, transfer to Archives
100-5	Book Orders	4 years, then destroy
100-6	Budget Planning File (original maintained by BGSU Budget Office)	Active + 1 year, then destroy

Schedule Number	Record Series Title	Retention Period
100-7	Budget Reports Issued monthly by the Business Office who has original record; provides record of expenses, income, and balances for each account	3 years, then destroy
100-8	Class Roster Contains names of students enrolled for each course; issued by Registration and Records	Active + 1 year, then destroy
100-9	Committee Files, Sociology Department Agendas, minutes, correspondence, reports	3 years; transfer to Archives
100-10	Conference Files For conference and events hosted by the Sociology Dept.	3 years; destroy menus, invoices, receipts; transfer remainder to Archives
100-11	Correspondence, Executive Deals with significant aspects of the administration of the offices. Includes information on policy, program, fiscal, or personnel matters.	2 years, then appraise for historical value; transfer historical documents to Archives, destroy remainder
100-12	Correspondence, General Includes internal letters and memos; also correspondence from various individuals, companies, and organizations requesting information pertaining to department and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence policy).	1 year, then destroy
100-13	Correspondence, Routine Referral letters, requests for routine information or	Keep until no longer of administrative value, then destroy

Schedule Number	Record Series Title	Retention Period
	publications provided to the public by the department that are answered by standard form letters.	
100-14	Course Change Requests Application to Provost to change, add, or drop a course	Active + 6 years, then destroy
100-15	Course Proposals (Archives receives records from Provost)	1 year, then destroy
100-16	Course Syllabi	Active + 6 years, then destroy
100-17	Curriculum Change Requests Forms proposing changes to curriculum and submitted to Provost (Archives receives records from Provost)	1 year, then destroy
100-18	Curriculum Development Files	Retain in office until no longer needed; transfer to Archives
100-19	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
100-20	Graduate Associate Appointment	5 years, then destroy
100-21	Grant Proposals, Approved	5 years; then review for historical value
100-22	Grant Proposals, Rejected	1 year, then destroy
100-23	Personnel Records (Faculty & Staff)	Active + 6 years; Provost/Human Resources maintain original records
100-24	Personnel Records (Student Employees)	Active + 1 year; Student Employment maintains original records
100-25	Program Requirement Modification Change of major forms; degree requirement waiver or substitution authorization	Active + 1 year, then destroy

Schedule Number	Record Series Title	Retention Period
100-26	Promotion and Tenure Files Faculty dossier consisting of copies of documentation of teaching, research, and community service	5 years after date of decision; then destroy or return to faculty member
100-27	Promotional Material & News Clippings related to the promotion and activities of the Sociology Dept.	3 years, then transfer to Archives
100-28	Quarterly Activity Reports Quarterly record of faculty teaching, research, and community service	2 years, then destroy
100-29	Search Committee Records (Faculty & Staff) correspondence, position descriptions applications, resumes, and decision documentation	3 years, then destroy
100-30	Schedule, Master quarterly listing of courses actually given	6 years, then destroy; original maintained permanently by Registration and Records
100-31	Student Academic Files May include admission data, grade record, curriculum changes	Active + 1 year, then destroy; Registration and Records has official record
100-32	Student Statistics enrollment reports, grade point studies of department	10 years; review for continuing value
100-33	Degree Statistics	Retain in office until no longer needed; transfer to Archives
100-34	Teaching Evaluation Student evaluations of teacher's performance	5 years, or, 1 year if summaries are made, then destroy
100-35	Tests examinations by students leading to a grade and to posting on the official student record of Registrar	1 year, then destroy

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100-36	Time Cards and Sheets	5 years, then destroy
100-37	Travel Reimbursement for University-related travel	4 years, then destroy