

# BGSU Schedule of Records Retention

## Office: Fire School

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: 04/30/2014

Records Manager: Signed

Date: 05/06/2014

Schedule Number	Record Series Title	Retention Period
141-01	<b>Accounting Files:</b> Including, but not limited to: deposit slips, receipts, invoices	4 years, then recycle
141-02	<b>Advertising/Promotional Materials:</b> Materials made in house to promote the department/college/university. Including catalogs/bulletins.	5 years, contact University Archives to appraise for historical value
141-03	<b>Applications:</b> For firefighter and fire safety reinstatement of certification. Application acts as a cover letter for exam.	1 year, then shred*
141-04	<b>Attendance Rosters</b>	Active + 3 years, then recycle
141-05	<b>Class Rosters:</b> Lists of students enrolled for individual classes.	Active + 3 years, then recycle
141-06	<b>Conference Materials:</b> All materials relating to conferences run by the Fire School	3 years, contact University Archives to appraise for historical value

Schedule Number	Record Series Title	Retention Period
141-07	<b>Contracts (General):</b> Including contracts for use of houses.	Active + 5 years, then recycle
141-08	<p><b>Correspondence</b></p> <p><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</p> <p><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).</p> <p><b>C. Executive:</b> Deals with significant aspects of the administration of the offices. Includes information on policy, program, fiscal or personnel matters.</p> <p>Note: Correspondence can be in physical or electronic format.</p>	<p>A. Retain until no longer of administrative value</p> <p>B. 1 year</p> <p>C. 3 years, have Archives appraise for historical value</p>
141-09	<b>Employee Contracts:</b> For faculty and staff.	Active + 6 years, then shred*
141-10	<b>Employee Handbook Agreement:</b> Employee signed agreement from the Fire School handbook.	Active + 1 year, then recycle
141-11	<b>Fire School Binders:</b> Comprehensive materials for a specific school year, including lists of classes, budgets, etc.	<p>Until no longer of administrative value, then recycle</p> <p>Note: Materials in binders are duplicates.</p>
141-12	<b>Participant Release &amp; Waiver:</b> Signed participant agreement acknowledging nature and risk of the courses offered by the Fire School, and releasing liability of any injury/death/etc. from BGSU.	Active + 5 years, then recycle
141-13	<b>Personnel Files:</b> Unofficial copies, for departmental use only, of employment records for classified and administrative staff, both part-time and full-time. Files may contain applications, position descriptions, letters of commendation/reprimand, performance	<p>Active + 1 year, then shred*</p> <p>Note: Human Resources maintains the official copy permanently.</p>

Schedule Number	Record Series Title	Retention Period
	evaluations, leave forms, PERS forms, resignations, termination notices, and other related items.	
141-14	<b>Registration Forms:</b> Materials used to register students for specific programs/classes/courses in the Fire School	Active + 3 years, then shred*
141-15	<p><b>Student Files</b></p> <p><b>A. Chartered Classes:</b> Includes class rosters, student certificates of completion, initial application, etc.</p> <p><b>B. Non-State Certified Courses (non-credit)</b></p> <p><b>C. Credit Courses:</b> Includes fee waiver</p>	<p>A. 6 years, then shred*</p> <p>B. Active + 3 years, then shred*</p> <p>C. Active + 1 year, then shred* (Official file being held in Registration &amp; Records)</p>
141-16	<p><b>Student Financial Aid Records</b></p> <p><b>A. Non U.S. Department of Education Funding:</b> Files on recipients, including: FAF's, and FAF need analysis reports, parental tax files, award letters, Statement of Educational Progress, grants-in-aid documentation, guaranteed student loan applications, health profession loan files, nursing loan files, scholarships, National Merit Scholarships, graduate assistantships, sponsored student accounts</p> <p><b>B. U.S. Department of Education Funding:</b> Files on recipients, including: FAF's, and FAF need analysis reports, parental tax files, draft registration compliance record, award letters, Statement of Educational Progress, Basic Education Opportunity Grant (Pell) Files, grants-in-aid documentation, guaranteed student loan applications, health profession loan files, nursing loan files, scholarships, graduate assistantships, sponsored student accounts.</p>	<p>A. Active + 6 years, then shred*</p> <p>B. Active + 3 years, then shred*</p>
141-17	<b>Teaching Evaluations:</b> Student evaluations of teacher's performance.	5 years, then recycle

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141-18	Teaching/Training Session Materials	Until no longer of administrative value, then recycle  Note: These materials belong to the instructors. Instructors could be contacted prior to disposal so that they may retrieve their materials.
141-19	<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.	Until no longer of value or superseded, then recycle

\*For record series that require destruction protecting confidentiality, 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 paper records must be disposed of through Certified Document Destruction, Inc., and must be scheduled through the University Records Manager (372-9614).

Note: University records include 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**

The scope of the University Archives only allows it to collect the following records: 141-02, 141-06.

The University Records Center is available to store paper records of non-permanent value until their retention period has been met. Contact the Records Manager for more details ([mintran@bgsu.edu](mailto:mintran@bgsu.edu)).