

BGSU Schedule of Records Retention

Office: Student Conduct

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: 07/25/2014

Records Manager: Signed

Date: 08/04/2014

| Schedule Number | Record Series Title | Main Format(s) | Retention Period |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------|
| 75-01* | Student Discipline Files: Files maintained on students who have been accused of disciplinary violations. Includes audio recordings. | Electronic | Retain 7 years, then permanently delete.* Files resulting in suspension or expulsion are maintained permanently. |
| 75-02* | Police Blotter Letters | Electronic/Paper | Retain 5 years, then permanently delete/shred* |
| 75-03 | Student Related Correspondence & Emergency Absence Verification Forms | Electronic/Paper | Retain until of no administrative value, then delete/shred |
| 75-04 | Accounting/Financial Records: Including accounts payable, invoices, ledgers, vouchers, accounts receivable, annuity | Paper/Electronic | 4 years, then recycle/delete |

| Schedule Number | Record Series Title | Main Format(s) | Retention Period |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| | 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 change reports, checks, petty cash records, registers, requisitions, royalty payments, student accounting records, travel expenses, workers compensation. | | |
| 75-05 | Annual Report/Program Reviews/Self-Studies: Annual self-study of the department or a program that encompasses at least some or all of the following: activities, outreach events, personnel changes, logistical information, future goals, etc. Also any special reports/publications of the dept. | Electronic | 3 years, then transfer one copy to University Archives. All other copies may be recycled. |
| 75-06 | Correspondence A. Routine/Transient: Referral letters, requests for routine information or publications provided to the public by an agency that are | Email/Paper <i>Note: Contact the University Records Manager for help with email management.</i> | A. Retain until no longer of administrative value, then recycle or delete from email client. |

| Schedule Number | Record Series Title | Main Format(s) | Retention Period |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>answered by standard form letters</p> <p>B. General: 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>C. Executive: Deals with significant aspects of the administration of the offices. Includes information on policy, program, fiscal or personnel matters.</p> | | <p>B. 1 year, then recycle or delete from email client.</p> <p>C. Retain 3 years (if email retain in email client), then delete or export from email client and retain until no longer of value</p> |
| 75-07 | <p>Transient Documents: 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.</p> | Paper/Electronic | 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 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

1. The scope and mission of the University Archives only allows it to collect the following items: 75-05. Please contact the archives prior to sending materials.