

BGSU Schedule of Records Retention

Office: Student Legal Services

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: 04/23/2003

Records Manager: Signed

Date: 04/24/2003

Schedule Number	Record Series Title	Retention Period
73-1	Student Case Files Official record of student legal proceedings including charges, nature of complaint, summons, court notices, final action taken, correspondence, research and notations of legal counsel. Filed alphabetically.	6 years; destroy in a manner protecting confidentiality
73-2	Meeting Minutes	5 years; transfer to Archives
73-3	Annual Report	5 years; transfer to Archives
73-4	Publications Brochures describing legal services for students	until superceded; send one copy to Archives
73-5	Budget Planning Documents	active + 1 year
73-6	Correspondence – Executive Dealing with significant aspects of office administration, including policy, program, fiscal or personnel matters	2 years; appraise for historical value
73-7	Correspondence – General Internal and external letters and memos to/from individuals, companies and	1 year

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	organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries.	
73-8	Correspondence – Routine Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters.	6 months
73-9	Transient Documents Includes telephone messages, post-it notes, and other limited documents which serve to convey information of temporary importance in lieu of oral communication.	until no longer of administrative value
73-10	Personnel Files	until termination of employment; destroy in a manner protecting confidentiality
73-11	Bank Deposits, Statements, Canceled Checks, Check Registers	4 years
73-12	Accounts Payable	4 years