

# BGSU Schedule of Records Retention

## Office: Academic Enhancement

In accordance with Sec. 149.34, of the Revised Code, a schedule of retention and destruction for the following records is hereby established. No records shall be retained, transferred, destroyed, or otherwise disposed of in violation of this schedule.

The records covered by this schedule, upon expiration of the retention period, shall be deemed of no continuing value to the State of Ohio. Unless otherwise specified in this schedule, all records listed herein shall be destroyed within sixty (60) days after the period of retention set forth. No records shall be destroyed so long as in the opinion of the department, office, or institution, it pertains to any pending case, claim, or action.

This schedule shall become effective on the date approved by the State Records Administrator, of the Department of Administrative Services.

**Approvals:**

Authorized Department Official: Signed	Date: 1/16/1987
Records Management Administrator: Signed	Date: 2/18/1987
State Auditor: Signed	Date: 5/4/1987
State Archivist: Signed	Date: 2/23/1987
State Records Administrator: Signed	Date: 2/18/1987

Schedule Number	Description of Records (Include Record Series Title, Purpose of Record, Forms, and Information Contained)	Retention Period
44-1	<b>Student Special Services Inactive Student Files</b> Student files can contain copies of grade reports, placement scores, registration forms, progress reports, and financial eligibility reviews, used for preparation of follow-up studies.	Retain 5 years after project is completed, then destroy (Original student files in Registration and Records Office)
44-2	<b>Student Special Services Eligibility Sheet</b> Record of those individuals who qualify for student special services.	Retain 3 years, then destroy
44-3	<b>Student Special Services Ineligibility Sheet</b> Record of those individuals who do not qualify for student special services.	Retain 3 years, then destroy