SCHEDULE FOR RECORDS RETENTION AND DISPOSITION

OFFICE: STUDENT EMPLOYMENT SERVICES

In accordance with ORC Section 149.33 and Bowling Green State University Board of Trustees, a schedule of Records Retention and Disposition for the following records is hereby established. This schedule shall be used in conjunction with the BGSU General Records Retention Schedule. This schedule and the General Schedule supersede any and all previous schedules for these records. The records covered by this schedule, upon expiration of the listed retention periods, shall be destroyed unless otherwise specified. No record shall be destroyed, however, that pertains to any pending claim, action, litigation, or request.

Approvals:

Department Official ________________________________ Date 8/16/18

Records Manager ________________________________ Date 8/16/18

Notes:

1. A Certificate of Records Disposal (CRD) should be prepared prior to the disposal of any records and retained by the office/department for 10 years after the date of disposal. A copy of the CRD should also be sent to the University Records Manager. Confidential paper records must be disposed of through shredding with the University’s approved shredding vendor.

2. 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 all records regardless of format.

3. The University Archives will only collect those record series listed on the attached schedule as transferrable to the Archives that at its discretion have continuing historical value. Other historic items listed on the attached schedule or on the university’s General Records Retention Schedule may also be collected, at the discretion of the Archives.

4. Storage of inactive/non-permanent records is available at the University Records Center.

5. Forms, the General Records Retention Schedule, and other records management information can be found at the Records Management website (available at www.bgsu.edu/library/cac/rm).
<table>
<thead>
<tr>
<th>Schedule Number</th>
<th>Record Series Title</th>
<th>Minimum Retention Period</th>
<th>End of Retention Period Activity</th>
<th>Schedule Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>74-1</td>
<td>Biweekly Compensation Form – used by campus employer to notify SES of budget/salary information relating to specific student employees, as well as dates of employment. Includes addendum forms.</td>
<td>6 years after entering into electronic system</td>
<td>Destroy</td>
<td></td>
</tr>
<tr>
<td>74-2</td>
<td>Change Form (or Hourly Change Form) – Used for processing terminations, merit/longevity raises, reclassifications, account code changes, changes of supervisor</td>
<td>6 years after entering into electronic system</td>
<td>Destroy</td>
<td></td>
</tr>
<tr>
<td>74-3</td>
<td>Graduate Assistant Personnel Records – including assistantship contracts, stipends, etc. No longer created/maintained by office; but have through 2016; will destroy as become eligible</td>
<td>Active + 6 years</td>
<td>Destroy</td>
<td></td>
</tr>
<tr>
<td>74-4</td>
<td>Group Change Form – used for processing terminations, merit/longevity raises, reclassifications, account code changes, change for supervisor for groups of students under the same account code</td>
<td>6 years after entering into electronic system</td>
<td>Destroy</td>
<td></td>
</tr>
<tr>
<td>74-5</td>
<td>Hire/Rehire Form – Used by campus employer to notify SES of a hired/rehired student employee</td>
<td>6 years after entering into electronic system</td>
<td>Destroy</td>
<td></td>
</tr>
</tbody>
</table>
The General Records Retention Schedule includes, but is not limited to, the following categories of records:

Advertising and Marketing materials
Annual and Periodic Reports
Correspondence - Executive, General and Routine/Transient
Correspondence and Memoranda/ General Subject Files
Immigration and Naturalization Documents (including I-9s)
Position Descriptions
Student Worker/Assistant Personnel Files