STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
INFORMATION MANAGEMENT

ACADEMIC ENHANCEMENT
BOWLING GREEN STATE UNIVERSITY

INSTRUCTIONS:
Submit original and all copies to State Records Administrator.

DEPARTMENT SECTION OR UNIT
DEPARTMENT OF ADMINISTRATIVE SERVICES State Records Administrator
INFORMATION MANAGEMENT

RECORDS RETENTION SCHEDULE

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 record 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.

<table>
<thead>
<tr>
<th>SCHEDULE NUMBER</th>
<th>DESCRIPTION OF RECORDS (Include Record Series Title, Purpose of Record, Forms, and Information Contained)</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
</table>
| 44-1            | Student Special Services Inactive Student Files 
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            | Student Special Services Eligibility Sheet 
Record of those individuals who qualify for student special services. | Retain 3 years, then destroy |
| 44-3            | Student Special Services Ineligibility Sheet 
Record of those individuals who do not qualify for student special services. | Retain 3 years, then destroy |

Use Form ADM 3510, Continuation Sheet, for additional entries