

BGSU Schedule of Records Retention

Office: College of Education: Technology and Resource Center

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: 05/22/2001

Records Manager: Signed

Date: 05/29/2001

Schedule Number	Record Series Title	Retention Period
104-1	Accounting Records: Includes invoices, inter-departmental billing, invoices, purchase orders, requisitions	4 years
104-2	Budget Planning File (original maintained by BGSU Budget Office)	active + 1 year
104-3	Departmental Administration Files: correspondence, reports, and materials documenting the activities and concerns of the Department	3 years; destroy all materials not documenting a significant action or interaction; transfer remainder to Archives
104-4	Personnel Records (students)	Active + 1 year; Student Employment maintains record
104-5	Student Files: application to use materials in lab; includes name, address, phone number, PO number	1 year; destroy in a manner that protects confidentiality
104-6	Student Timesheets (copies)	1 year; destroy in a manner that protects confidentiality.