SCHEDULE OF RECORDS RETENTION

Office__TECHNOLOGY_SUPPORT_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** Candace B. Bucher **Date** 7/2/04

Records Manager A B Jones **Date** 7-8-04

Schedule Number	Record Series Title	Retention Period
110-1	**CICS Applications**	Until employment is terminated. Destroy in a manner protecting confidentiality.