

BGSU Schedule of Records Retention

Office: Theatre and Film, Department of

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: Unsigned

Date:

Records Manager: Unsigned

Date:

PLEASE NOTE THAT THIS SCHEDULE APPLIES TO RECORDS IN BOTH PAPER AND/OR ELECTRONIC FORMAT

Schedule Number	Record Series Title	Retention Period
105-1	Accounting Records May include invoices, purchase orders, requisitions, inter-departmental billing, receipts (copies), and monthly accounting statements. Includes box office financial records	4 years, then destroy
105-2	Accreditation Files National Association of Schools of Theatre (NAST) Evaluations and Reports	10 years, then transfer to Archives
105-3	Annual Reports May include Higher Education Arts Data Service (HEADS) Reports. Summary Box Office Reports, and Annual Budget Reports	10 years, then transfer to Archives
105-4	Admission Files (Graduate), Rejected and Incomplete Includes letters of reference, application, and biographical data. For rejected graduate student applicants and those who did not complete dossier.	5 years, then destroy
105-5	Book Orders	4 years, then destroy

Schedule Number	Record Series Title	Retention Period
105-6	Budget Planning File Original maintained by BGSU Budget Office	Active + 1 year, then destroy.
105-7	Chair and Department Administration Files Correspondence, reports and materials documenting the activities and concerns of the Department.	10 years, appraise for historical value; transfer to Archives
105-8	Class Roster Contains names of students enrolled for each course; issued by Registration and Records	1 year, then destroy
105-9	Conference and Special Event Files For workshops, conferences and events hosted by the Department of Theatre and Film	3 years; destroy menus, invoices, receipts; transfer remainder to Archives
105-10	Correspondence, Executive Deals with significant aspects of the administration of the offices. Includes information on policy, program, fiscal, or personnel matters.	keep until no longer of administrative value, then transfer to Archives
105-11	Correspondence, General Includes internal letters and memos; also correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative, (it does not attempt to influence policy).	1 year, then destroy
105-12	Correspondence, Routine Referral letters, requests for routine information or publications provided to the public by an agency that are answered by standard form letters.	Keep until no longer of administrative value, then destroy; keep data 10 yrs.
105-13	Course and Teaching Evaluations Submitted by students and individual participants in courses and programs	Keep data only; summary evaluations, keep 10 years
105-14	Course Syllabi	10 years, then destroy
105-15	Curriculum Change Requests Forms proposing changes to curriculum and submitted to Provost	10 years; Archives receives original record from Provost
105-16	Departmental Committee Files Agendas, minutes, correspondence, reports. Also includes student theatre organization files, such as Theta Alpha Phi	10 years; transfer to Archives
105-17	Foundation Account Records (copies)	6 years, then destroy

Schedule Number	Record Series Title	Retention Period
105-18	General Files Correspondence, reports, and publications of other departments of BGSU and external agencies	1 year, then destroy
105-19	Grade Reports faculty grade reports (Registration and Records retains original record permanently)	Active + 6 years, then destroy
105-20	Key Forms and Reports Key request and key return forms (copies) for mechanical and Marlok keys. Includes key reports.	Active + 3 years, then destroy
105-21	Personnel Files (Non-Emeritus Faculty)	Destroy 5 years after termination; Provost maintains permanent record
105-22	Personnel Records (Staff) Includes classified staff, administrative staff, and Non-Student Letter of Appointment staff	Keep 1 year after termination, then destroy; Human Resources maintains original record
105-23	Personnel Records (Student) Includes undergraduate student employee files and graduate Assistant appointment files. Includes copies of I-9 forms.	Active + 3 years, then Destroy
105-24	Procurement Card Receipt	If scanned, keep 18 months; if not scanned keep 4 years, then destroy. Destroy electronic files after 4 years
105-25	Program Requirement Modification Documents Student records including change of major forms, degree requirement waiver or substitution authorization	Active + 1 year, then destroy
105-26	Promotion and Tenure Files Faculty dossier consisting of copies of documentation of teaching, research, and community service	5 years after date of decision, then destroy or return to faculty member
105-27	Promotional and Publicity Materials Posters, handbills, programs, brochures, newsletters, photographs, news clippings	10 years, then transfer to Archives
105-28	Research Proposals, Approved	5 years after project ends, review for historical value, then transfer to Archives or destroy
105-29	Research Proposals, Rejected	1 year, then destroy

Schedule Number	Record Series Title	Retention Period
105-30	Schedule, Master Listing of courses actually given each semester	6 years, then destroy. Registration and Records maintains permanent record.
105-31	Scholarship and Award Files Applications for departmental awards	10 years after date of decision, then destroy.
105-32	Search Committee Records (Faculty & Staff) Correspondence, position descriptions, job postings, applications, resumes, list of candidates, final reports and decision documentation	3 years, then destroy
105-33	Student Academic Files May include admission data, grade record, transcripts	10 years, then destroy; Registration and Records maintains official record
105-34	Student Statistics Includes enrollment reports, grade point studies of department, and information queries data	10 years; review for continuing value, then destroy
105-35	Tests Examinations taken by students leading to a grade and to posting on the official student record of Registrar	destroy after week 8 of the following semester
105-36	Time Cards and Sheets	5 years, then destroy
105-37	Travel Reimbursement for University-related travel	4 years, then destroy
105-38	Undergraduate Student Files (Not Admitted)	active + 1 year, then destroy