

BGSU Schedule of Records Retention

Office: Budget Office—University Libraries

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: 09-13-2012

Records Manager: Signed

Date: 09-13-2012

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

Schedule Number	Record Series Title	Retention Period
139-1	Budget, Final	4 years, transfer to Archives
139-2	Budget Preparation Documents	1 year, then destroy
139-3	Correspondence, Executive Deals with significant aspects of the administration of the office, policy, program, fiscal, personnel matters, procedures, or workflows.	2 years, then transfer to University Archives
139-4	Correspondence, General Includes internal letters and memos; correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations, reference inquiries, and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence policy). Includes materials requests.	Retain 1 year, then destroy in a manner protecting confidentiality
139-5	Correspondence, Routine Referral letters, requests for routine information or publications, setting appointments, etc. Most inquiries answered by standard form letters.	Destroy after no longer of administrative value

Schedule Number	Record Series Title	Retention Period
139-6	Correspondence, Vendor Correspondence with major vendors	3 years, then destroy.
139-7	Departmental Administration Files Correspondence, reports, and materials documenting the activities and concerns of the department. Includes files concerning departmental policies and procedures.	3 years, then destroy all materials not documenting a significant action or interaction; transfer remaining to University Archives
139-8	Departmental Committee Files-UL Agendas, minutes, correspondence, reports for University Libraries committees.	3 years, then destroy; send to University Archives only if Budget Office staff member serves as Committee Chair
139-9	Drafts Preliminary outlines of a plan or document.	Retain until superseded, or issuance of final report or policy.
139-10	Foundation Records Includes monthly income and expense reports and Foundation Purchase Request forms.	4 years, then destroy.
139-11	FMS Accounts Payables	Retain 4 years, then destroy.
139-12	FMS Accounts Receivables Includes Interlibrary Loan, InfoLink, fines, invoices for department charges and patron services financial documentation.	Retain 4 years, then destroy.
139-13	Fund Activity Reports-FMS	4 years, then destroy.
139-14	Fund Activity Reports-Integrated Library System	4 years, then destroy.
139-15	Marketing & Communications Funding Request Forms	4 years, then destroy.
139-16	Monthly Reports/Statistics	Retain until annual report is compiled, then destroy.
139-17	Operating Budget Records Includes monthly income and expense reports.	4 years, then destroy
139-18	Revenue Records Includes monthly income and expense reports.	4 years, then destroy.
139-19	Personnel Records (copies)-Staff Contracts, contract addendums, supplemental payment Forms. Applies to administrative, classified, faculty, and non-student letters of appointment.	Purge every 3 years and destroy all 3 years after last activity. Human Resources and Provost maintain official records.
139-20	Procedure Manuals Includes both staff and student procedure manuals.	Retain until superseded.

Schedule Number	Record Series Title	Retention Period
139-21	Reconciliation/Cash Receipts/Deposits Includes all cash receipts received through UL, copies of ComNet deposit receipts, and transmittals.	Retain 4 years, then destroy.
139-22	Staff and Faculty Search Committee Records May include job posting, list of candidates, final report	Destroy after search is complete. Office of Equity & Diversity maintains official record.
139-23	Student Employee Search Records May include job posting, resumes, application forms.	One year after position is filled, then destroy.
139-24	Supply Requests Documentation	One year, then destroy
139-25	Transient Records Have very short-lived administrative, legal or fiscal use. May include telephone messages, inner-office memos, etc.	Destroy once no longer of use; dispose of as soon as allowable
139-26	Travel Expense Authorizations Includes Professional Development/Leave Request forms and Travel & Expense Reports.	4 years, then destroy.