

BGSU Schedule of Records Retention

Office: Vice President Operations

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 last approved.

Approvals:

Authorized Department Official: Signed	Date: 09/15/1986
Records Management: Signed	Date: 09/30/1986
State Auditor: Signed	Date: 10/30/1986
State Archivist: Signed	Date: 10/16/1986
State Records Administrator: Signed	Date: 09/30/1986

Schedule Number	Description of Records (Include Record Series Title, Purpose of Record, Forms, and Information Contained)	Retention Period
34-1	Budget Files These files can include correspondence, request of allocation documentation, budget reports, and other budget preparation materials for Operations area.	Budget summary statements retained permanently. Other file contents retained 2 years, then destroyed.
34-2	Collective Bargaining Files (Unions) Files contain memoranda, printed materials, and statistical information concerning such collective bargaining agencies as CWA, OAPSE, and others.	Retain 3 years, transfer to BGSU Archives
34-3	Committee Files	Retain 3 years, transfer to BGSU Archives

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	Files contain minutes and correspondence of committees and advisory boards served upon by Operations staff members.	
34-4	Contract Salary Files These files contain worksheets, director's memoranda, performance appraisal reports, and other materials used in preparation of university salary books.	Retain 10 years, transfer to BGSU Archives.
34-5	Non-Operations Subject Files Miscellaneous files containing correspondence, reports, bi-laws, capital expenditure forecasts, budget materials, financial reports, meeting minutes, and policy statements from university offices and departments outside Operations area.	Retain 5 years, transfer to BGSU Archives
34-6	Operations Subject Files Files can contain correspondence, memoranda, performance/budget reports, organizational charts, travel expense reports, and requisition copies for offices within Operations area: Auxiliary Support Services, Public Safety and Security, Management Support Services, Personnel Support Services, and Plant Operations and Maintenance.	Retain 5 years, transfer to BGSU Archives
34-7	Personnel Contracts <u>Copies</u> of contracts for all Operations Staff.	Destroy upon termination of employee (Originals retained by Administrative Staff Personnel Services)
34-8	Personnel Files Files contain confidential employee related correspondence and memoranda.	Retain 6 years after termination of employment, then destroy
34-9	Program/Survey Files These files can contain correspondence, background statements, and policies concerning dental, health care, and early retirement programs.	Retain 3 years, then appraise and either transfer to BGSU Archives or destroy