# STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
State Records Administrator
INFORMATION MANAGEMENT

## RECORDS RETENTION SCHEDULE

**DEPARTMENT** | **DIVISION OR INSTITUTION** | **SECTION OR UNIT**
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| V.P. OPERATIONS | BOWLING GREEN STATE UNIVERSITY |  

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 approved by the State Records Administrator, or the Department of Administrative Services.

<table>
<thead>
<tr>
<th>SCHEDULE NUMBER</th>
<th>DESCRIPTION OF RECORDS (Include Record Series Title, Purpose of Record, Forms, and Information Contained)</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
</table>
| 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**
Files contain minutes and correspondence of committees and advisory boards served upon by Operations staff members. | Retain 3 years, transfer to BGSU Archives |
| 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 |

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Use Form ADM 3510, Continuation Sheet, for additional entries
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<tr>
<td>34-6</td>
<td>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.</td>
<td>Retain 5 years, transfer to BGSU Archives</td>
</tr>
<tr>
<td>34-7</td>
<td>Personnel Contracts Copies of contracts for all Operations Staff.</td>
<td>Destroy upon termination of employee</td>
</tr>
<tr>
<td>34-8</td>
<td>Personnel Files Files contain confidential employee related correspondence and memoranda.</td>
<td>Retain 6 years after termination of employment, then destroy</td>
</tr>
<tr>
<td>34-9</td>
<td>Program / Survey Files These files can contain correspondence, background statements, and policies concerning dental, health care, and early retirement programs.</td>
<td>Retain 3 years, then appraise and either transfer to BGSU Archives or destroy</td>
</tr>
</tbody>
</table>