

BGSU Schedule of Records Retention Office: Women’s Studies

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: 12/02/2009

Records Manager: Signed

Date: 12/07/2009

Please note that this schedule applies to records in both paper and/or electronic format.

Schedule Number	Record Series Title	Retention Period
127-1	Accreditation Files	10 years; transfer to Archives
127-2	Budget/Financial Files	4 years, then destroy
127-3	Chair’s General Subject File Correspondence and reports with other BGSU units and external agencies	3 years; review reports/circulars from other units/external agencies for destruction, transfer rest to Archives
127-4	Conference Files For conferences sponsored by Department	3 years; destroy menus, invoices, receipts; transfer remainder to Archives
127-5	Correspondence, Executive (Chair/Dept. Head) Deals with significant aspects of the administration of the offices. Includes information on policy, program, fiscal or personnel matters.	2 years, then appraise for historical value
127-6	Correspondence, General	1 year

Schedule Number	Record Series Title	Retention Period
	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).	
127-7	Correspondence, Routine Referral letters, requests for routine information or publications provided to the public by an agency that are answered by standard form letters.	Until no longer of administrative value
127-8	Course Change Requests Application to Provost to change, add, or drop a course	Active + 6 years
127-9	Course Syllabi	Active + 6 years; transfer to Archives
127-10	Curriculum Development and Course Files	Retain in office until no longer needed; transfer to Archives
127-11	Departmental Administration Files Correspondence, reports and materials documenting the activities and concerns of the Department	3 years; destroy all materials not documenting a significant action or interaction; transfer remainder to Archives
127-12	Departmental Committee Files Agendas, minutes, correspondence, reports	3 years; transfer to Archives
127-13	Degree Statistics	Retain in office until no longer needed; transfer to Archives
127-14	Disciplinary Records-Faculty/Staff (Official record kept by Provost or Human Resources)	Active + 6 years, then destroy
127-15	Disciplinary Records—Students Files maintained on students who have been accused of disciplinary violations.	Active + 6 years, then destroy
127-16	Grade Changes/Appeals	Retain 2 years after date of last activity, then destroy
127-17	Graduate Associate Appointment	Active + 6 years, then destroy
127-18	Pass/Fail Request	Active + 1 year

Schedule Number	Record Series Title	Retention Period
127-19	Personnel Records (Faculty/Staff)	Active + 6 years; Human Resources/Provost maintains original record. Weed files every 5 years for extraneous documents.
127-20	Search Committee Records Job posting, list of candidates, final report	3 years, then destroy
127-21	Student Academic Files Includes change of major forms; pass/fail requests, degree requirement waiver or substitution authorization	Active + 1 year
127-22	Teaching Evaluations Student evaluations of teacher's performance	5 years; 1 year if summaries are made; maintain summary data 5 years