

2007-2008 Annual Report
Shawnee State University
Records Commission

The SSU Records Commission has been quite busy this past year. The Chair of the Records Commission requested, in June 2007, that every University office provide an updated inventory of records currently on file. A late summer deadline was met by 80%+ of all SSU offices. The Commission met early in the Spring Semester, 2008 to review progress and monitor the records inventory submissions.

Marcia Tackett, temporary staff in the Office of Institutional Research and Assessment, made office by office contact to obtain updated reviews of the Records Inventory sections that had not been submitted. Ms. Tackett has often assisted staff in these offices to update their records and submit them ASAP. Currently only two SSU offices have failed to submit their final 2007-2008 Records Inventory. Consultation with these areas continues.

Any new (since the last review) record series were added to the inventory, while a thorough review of each record series was conducted...including the reassessment of legal record type, record title, place in the records "matrix" and the retention period. Also, the Records Retention Manual has been updated and distributed to each Commission Member along with an updated copy of the Records Inventory. The final Commission meeting of the year was June 9, 2008.

Commission members have been asked to review each updated record in their assigned areas to ensure changes suggested are appropriate. Once verified with each area, the changes will be finalized. Any documents or records series scheduled for destruction must be listed on a "Request to Destroy Records" form and be submitted to the Records Commission Chair prior to being destroyed. Destruction may only take place upon receipt of approval of the Records Commission Chair.

The long-time Commission Chair, Dr. Stephen Midkiff, is retiring in mid-June and a new Commission Chair must be assigned. It is most unlikely that the 2007-2008 Records Inventory update process will be complete before his departure. The next Chair will need to bring the completed 2007-2008 Inventory to the Commission for approval. The last step is to submit the Commission approved Records Inventory to the President. Work on the 2008-2009 revisions to the Records Inventory should begin in early fall, 2008.

Respectively submitted,

Dr. Stephen J. Midkiff

Chair, SSU Records Commission (through June, 2008)