

## Shawnee State University

	A	B	C	D	E	F	G	H	I	J
1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Enrollment Management	Admission	Administration	P Card Records	6 black notebooks - 1 for each departmental card holder, filed by date, month/year. Records are still created.	P-Card Issue Date	Paper	ACC1000	4 years
3	Academic	Enrollment Management	Admission	Administration	Student Applications and Supporting Credentials	(high school transcript, standardized test results, letters of recommendation, etc) Data is entered electronically into the CARS system and then imaged into the FEITH system. Records are still created		Electronic	EDU1000	Indefinite
4	Academic	Enrollment Management	Admission	Administration	Felony Applicants emails of approval or denial from VPSA	2 locations: an email file within my account and we image the approval into the FEITH system. Records are still created		Electronic	EDU1000	Indefinite
5	Academic	Enrollment Management	Admission	Administration	Inquiry & Applicant Data Base	CARS Database - every contact made with and document received from an inquired or applied student - filed by CARS assigned ID	Projected Term	Electronic	EDU1010	Active + 1