

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	Professional Studies	Business Administration	Kricker Hall U106	Course Syllabi	Course syllabi are kept in the storage room middle file cabinet, 2nd & 3rd drawers and electronic copies are on the Business server; 45 inches, 57.3 MB	1995 to present	Paper and Computer	EDU3000	Indefinite
3	Academic	Professional Studies	Business Administration	Kricker Hall Room 101D	Department Files	Correspondence and various vender files, kept in file room, 2nd & 3rd drawers on right, alphabetical by file name, 66 inches, 5.37 MB	1994 to present	Paper and Computer	ADM9900	1 year
4	Academic	Professional Studies	Business Administration	Kricker Hall Room 101D	Department Meeting Minutes	Meeting minutes, kept on the server and in file room, 2nd drawer on right, chronological order, 12 inches and 981 KB	1990 to present	Paper and Computer	ADM9900	1 year
5	Academic	Professional Studies	Business Administration	Kricker Hall Room U106	Student Evaluations of Faculty	Adjunct evaluations stored in top left file cabinet and full-time faculty evaluations stored in the top right file cabinet, both are also kept on Business server, alphabetical, 33 inches and 33.6 MB	1988 to present	Paper and Computer	MSI1010	Indefinite
6	Academic	Professional Studies	Business Administration	Kricker Hall Room 101D	Faculty Files	Applications, vitas/resumes, contracts, memos, etc. for adjunct applicants and adjunct & full-service faculty. File room, black file cabinet, 2nd drawer on left, alphabetical order by name. Full service faculty vitas also kept on Business server, 25 inches & 858 KB	2005 to present	Paper and Computer	PER2000	3 years
7	Academic	Professional Studies	Business Administration	Business Secure Server	Records Retention	Records Retention sheets for inventory, 9 sheets total	2008 to present	Paper and Computer	ADM3020	10 years
8	Academic	Professional Studies	Business Administration	Business Secure Server	Miscellaneous	Department fact sheet & Navigator remote inventory list are on the server		Computer files	ADM9900	1 year
9	Academic	Professional Studies	Business Administration	Kricker Hall Room 101B	P-Card Records	P-Card statements, receipts, invoices, etc. kept in the secretary's bottom left desk file, one foot, by date	8/05 to present	paper	ACC1000	4 years
10	Academic	Professional Studies	Business Administration	Kricker Hall Room 101A and 101D	Departmental Reports	Accreditation reports/materials, annual reports/materials, major field reports, Self-Study. File room, 2nd drawer, right side and top of cabinet, in binders. Accreditation and annual reports also on Business server. Major Field CDs and Self-Study are kept in Chair's desk. 33 inches & 27.6 MB (accreditation) & 4.51 MB (Annual Reports). alphabetical and chronological order.	1988 to present	paper and computer	EDU3000	Indefinite