

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	Arts/Sciences	CAS Dean's Office	Massie 104	Adjunct Faculty and FS Overload and Summer Contract Copies	Adjunct resumes, correspondence, contract copies filed in 3" binders - filed alphabetically - 1 Lin Ft using 3" ends for measurement (3 ft)	02/01/2004 thru present	Paper	PER2000	Indefinite
3	Academic	Arts/Sciences	CAS Dean's Office	Massie 104	Adjunct Faculty Records	Filed in file cabinet - maintaining adjunct resumes, correspondence, contract copies - filed alphabetically - 3 ft	2004 to Present	Paper	PER2000	3 years
4	Academic	Arts/Sciences	CAS Dean's Office	Massie 100 & 104	Faculty Search Material	Paper files with search documents only-filed by search number - 2 Lin Ft	1998 to Present	Paper	PER2000	Indefinite
5	Academic	Arts/Sciences	CAS Dean's Office	Massie 104 file cabinet	Full-Service Faculty Files w/copies of contracts, correspondence, and student evaluation summaries	In 8.5 X 11 manila file folders - filed alphabetically - Informational purposes and official evaluation data for faculty promotion folders - 1.5 Ft	1995 to Present	Paper	MIS1010	Indefinite
6	Academic	Arts/Sciences	CAS Dean's Office	Massie 104	Historical File-Inactive-informational items	Reference filed alphabetically by topic in file cabinet -for historical purposes- 2.5 Lin Ft	1997 to 2006	Paper	ADM9910	Indefinite
7	Academic	Arts/Sciences	CAS Dean's Office	Massie 104	General File with Correspondence, informational items	Filed in Lateral File Cabinets -2 -Manila Folders ~Letter size - used for reference - filed alphabetically by topic - 7 Lin ft	2007-Present	Paper	ADM9910	3 years
8	Academic	Arts/Sciences	CAS Dean's Office	Massie 104	Lab Fees - expenditures and income records	Filed on Bookshelves & bookshelves in Conference Room - in binders - used to track and report amount spent by each department - filed by department - 1 Lin Ft using 3" ends for measurement	2005-Present	Paper	FIN2000	3 years
9	Academic	Arts/Sciences	CAS Dean's Office	Massie 104	Personnel File	Necessary Records and Information about staff filed in file cabinet - files with pertinent information (SS#, Phone #, Etc) for Dean, Secretary, Student Employees - 2.5 Lin Ft	1992-Present	Paper	PER2000	Indefinite
10	Academic	Arts/Sciences	CAS Dean's Office	Massie 106 under table	Student Evaluations - Original	Official original copies of faculty evaluations - Filed in 10 boxes by year and department - 7 Lin Ft	2002-2	Paper	MIS1010	7 years
11	Academic	Arts/Sciences	CAS Dean's Office	Massie 104-Bookshelf for 06-07-Conference Room for 92-07	Department Chair Meeting Minutes	Binders-Official record of CAS Chair Meetings- by Date - 3.42 feet	1992-Present	Paper	ADM9910	Indefinite

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12	Academic	Arts/Sciences	CAS Dean's Office	Massie 104-Bookshelf for 07 and 08 Conference Room for Yeat 96-06	Course Syllabi for CAS	Binders - for transferring students' reference, Department, then alpha, then numerical, 9.66 feet	1996-present	Paper	EDU3000	Indefinite
13	Academic	Arts/Sciences	CAS Dean's Office	Massie Hall, Room 100 Computer	CAS full-service faculty workload report	Excel - To calculate overload hours taught, a record of all courses taught by each faculty member alpha by department	2004-Present	Computer Record	PER3000	Active + 6
14	Academic	Arts/Sciences	CAS Dean's Office	Massie Hall, Room 100 Computer	Chair Vacation Days	Excel - Track vacation days used by chairs each year, by department	2008-09-Present	Computer Record	FIN2000	Active + 1
15	Academic	Arts/Sciences	CAS Dean's Office	Massie Hall, Room 100 Computer	Adjunct Hours	Excel, Track hours taught and prepare comparison report for adjunct expenses , alpha by department.	2004-Present	Computer Record	PER3000	Active + 6
16	Academic	Arts/Sciences	CAS Dean's Office	Massie Hall, Room 100 Computer	Chair Evaluations	Excel, Required by SSU/SEA Contract, arranged by department	2004-Present	Computer Record	MIS1010	Indefinite
17	Academic	Arts/Sciences	CAS Dean's Office	Massie Hall, Room 100 Computer	Dean's Travel Fund	Excel, Track to whom and amount of Dean's travel funds allocations, arranged by date	2007-Present	Computer Record	FIN2000	Active + 1
18	Academic	Arts/Sciences	CAS Dean's Office	Massie Hall, Room 100 Computer	Lab Fee Expenditures and Balances	Excel, Track expenditures and balances of lab fees, by department and by date	2006-Present	Computer Record	FIN2000	3 years
19	Academic	Arts/Sciences	CAS Dean's Office	Massie Hall, Room 100 Computer	General Information for Each Term (adjunct mail box numbers, correspondence to adjuncts, course related emails, etc)	Word, Excel, for future reference to various details of the term. Documents alpha within file	2007-Present	Computer Record	ADM9900	3 years
20	Academic	Arts/Sciences	CAS Dean's Office	Massic Hall, Room 100, Wooden File cabinet	Pcard Records	File Folder - Details of Pcard charges, by month, 2.5 inches	2005 to Present	Paper in file folder	ACC1000	5 years