

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

Shawnee State University

	A	B	C	D	E	F	G	H	I	J
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

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	English Humanities	Massie 433, Hallway filing Drawer #6	Current Syllabi	Black Binder in cabinet/drawer #6 (red circle tab) filed alphabetically by course - held 1 year then moved to Massie 408	July 2008-July 2009	Paper	EDU3000	Indefinite
3	Academic	Arts/Sciences	English Humanities	Massie 433, hallway filing Drawer #6	Current Year Budget Papers	Blue binder for reports - filed in hallway Drawer #6 - 16 inches	July 2008-June 2009	Paper	FIN2000	Active + 1
4	Academic	Arts/Sciences	English Humanities	Massie 433, Hallway filing Drawer #1	Prior Year Syllabi	Past year syllabi filed by quarter and Professor - 3" binder	July 2008-June 2009	Paper	EDU3000	Indefinite
5	Academic	Arts/Sciences	English Humanities	Massie 433, Hallway small rolling filing cabinet by sec desk	Faculty Files	Hanging folders in alphabetical order - 12 inches.	1996-2008	Paper	PER2000	3 years
6	Academic	Arts/Sciences	English Humanities	Rm 433, Hallway filing drawer #2	Adjunct Files	Hanging files in drawer #2, filed alphabetically current in front and unsolicited in back	Various	Paper	PER2000	3 years
7	Academic	Arts/Sciences	English Humanities	Massie 433, Hallway filing Drawer #4	Hodgen Trip Information	Hanging Files containing information tracking Hodgen Trips. - 16 inches	Various	Paper	ADM9900	1 year
8	Academic	Arts/Sciences	English Humanities	Massie 433, Hallway filing drawer #3	Meeting Minutes	Filed in drawer #3 of file cabinet - Committee and staff meeting minutes and agenda. filed by date 16 inches	Various	Paper	ADM9900	1 year
9	Academic	Arts/Sciences	English Humanities	Massie 433, Hallway filing drawer #6	phone logs	Filed in black binder by group and numeric by date - 3 inches	July 2007 - Next Fiscal Year	Paper	FIN2000	Active + 1
10	Academic	Arts/Sciences	English Humanities	Massie 433, Rm 408, bookshelf 3 top shelf	Original Syllabi	Binder of syllabi filed by course and year filed on bookshelf #3 on top shelf. (8) 3 inch binders	None listed	Paper	EDU3000	Indefinite
11	Academic	Arts/Sciences	English Humanities	Massie 433, Rm 408, Bookshelf 1 Shelf 2	Past Years Syllabi	Bookshelf #1 - Shelf #2 Binders 1999-2005. Filed in black binders. Filed by course number and title, if students need old syllabus.	1999-2005	Paper	EDU3000	Indefinite
12	Academic	Arts/Sciences	English Humanities	Massie 433, Massie 435	Student Portfolios	Hanging file for each student in English Major - Drawer #2 of conference room 4 ft	Various	Paper	EDU1000	Indefinite

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	Fine, Digital & Performing Arts	VCFA 325	Evaluations	Filed in file cabinet #2, drawer 4 in file folders - students rating for instructors - filed alphabetically - 1 drawer designated	01/01 to 09/28/01	Paper	MIS1010	Indefinite
3	Academic	Arts/Sciences	Fine, Digital & Performing Arts	VCFA 325	Faculty & Adjunct	File folders filed in cabinet #1, drawer #1 - to keep current records - filed alphabetically in 1 file drawer	07/01/01 to 09/28/01	Paper	PER2000	3 years
4	Academic	Arts/Sciences	Fine, Digital & Performing Arts	VCFA 325	Higher Education Information	H.E.I. Labeled on black notebook - state purposes, class information - filed by class number	07/01/01 to 09/28/01	Paper	EDU3000	Indefinite
5	Academic	Arts/Sciences	Fine, Digital & Performing Arts	VCFA 325	Syllabus	File in cabinet #2, drawer #3 file folders - for students that request copies of old syllabi - filed fulltime alphabetically - adjunct alphabetically - filed in 1/2 of file drawer	28-Sep-01	Paper	EDU3000	Indefinite
6	Academic	Arts/Sciences	Fine, Digital & Performing Arts	VCFA 309	Game, Simulation applications	File cabinet 1, drawer #2 file folders-for students accepted/denied into the program	2/1/2004 to 2009	Paper	EDU1010	Active + 1
7	Academic	Arts/Sciences	Fine, Digital & Performing Arts	VCFA 309	Syllabi	Bookcase 1, shelf 2 black notebook for students that request copies of old syllabi - filed alpha by semester/quarter	2004-2008	Paper	EDU3000	Indefinite

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	Mathematical Science	Overhead Cabinet #1	Current Syllabi	One 3" black binder in overhead cabinet #1 - held 1 year then moved to Massie 435	July 200-June 2009	Paper/CD	EDU3000	Indefinite
3	Academic	Arts/Sciences	Mathematical Science	Massie 435, Bookcase	Past years Syllabi	3" black binders in Massie 435 Bookcase	Various	Paper	EDU3000	Indefinite
4	Academic	Arts/Sciences	Mathematical Science	Cabinet #1 Drawer #3	Faculty Files	Hanging folders in alphabetical order.	1990-Present	Paper	PER2000	3 years
5	Academic	Arts/Sciences	Mathematical Science	Cabinet #1 Drawer #3	Adjunct Files	Hanging folders in alphabetical order	Various	Paper	PER2000	3 years
6	Academic	Arts/Sciences	Mathematical Science	Cabinet #1, Drawer #3	Student Evaluations	Student evaluations of professors: filed alphabetically within the department, filed in cabinet #1, drawer #3, teal folders	Various	Paper/CD	PER3010	5 years
7	Academic	Arts/Sciences	Mathematical Science	Cabinet #1 Drawer #4	Student Information	Advisee list (list of majors/degree audits) - filed alphabetically in yellow hanging files. Senior seminar presentation papers - filed alphabetically in pink hanging folders	Various	Paper/CD	EDU1000	Indefinite
8	Academic	Arts/Sciences	Mathematical Science	Cabinet #1 Drawer #2	Annual Reports	Filed in chronological order	1992-Present	Paper	ADM1020	Active + 1
9	Academic	Arts/Sciences	Mathematical Science	Cabinet #1 Drawer #2	Memberships/Outside Organizations	Red hanging files organized alphabetically	Various	Paper	ADM9900	1 year
10	Academic	Arts/Sciences	Mathematical Science	Cabinet #1 Drawer #2	Equipment	Red hanging files organized alphabetically. Includes information on department equipment such as copier, fax, laptops, etc.	Various	Paper	ADM3010	4 years
11	Academic	Arts/Sciences	Mathematical Science	Overhead Cabinet #1	Calculator Rental	3" Black binder containing all information regarding calculator rentals	Various	Paper	ADM3000	Active + 10
12	Academic	Arts/Sciences	Mathematical Science	Massie 435, Bookcase	Math 105,130,140 and Calculus Workbooks	4-2" black binders divided by course	Various	Paper	EDU3000	Indefinite
13	Academic	Arts/Sciences	Mathematical Science	Overhead Cabinet #1	Developmental Math Series	5" black binder containing study guides/finals for developmental math sequence	Various	Paper/CD	EDU3000	Indefinite
14	Academic	Arts/Sciences	Mathematical Science	Overhead Cabinet #1	Minutes	2" Maroon binder containing department meeting minutes Filed chronologically	2005-Current	Paper/CD	ADM9900	1 year
15	Academic	Arts/Sciences	Mathematical Science	Overhead Cabinet #1	Math Competitions	2-1" Red binders listed MATH 24 and SUMS. Contains registration templates, round rotation, confirmation. Etc.	Various	Paper/CD	ADM9900	1 year

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	Natural Science	Massie 315	Advisor Lists	Black notebook titled "Advising" in red cabinet, filed descending by quarter	Current	Paper	ADM9900	1 year
3	Academic	Arts/Sciences	Natural Science	Massie 315/316	Alumni Information / Database	Hard Drive; file folders - Rm 315 computer; Alumni folder - Rm 316 third drawer of yellow file cabinet arranged alphabetically by name	Current Only	Paper & Hard Drive	EDU3000	Indefinite
4	Academic	Arts/Sciences	Natural Science	Massie 316	Candidate files	In file folders in third drawer of green file cabinet	1997-Present	Paper	PER2000	3 years
5	Academic	Arts/Sciences	Natural Science	Massie 315/316	Course / Degree Change Proposals	In file folders; computer hard drive - Rm 315 computer; curriculum change proposals file - Rm 316 fourth drawer of green file cabinet	1990 - Present	Paper & Hard Drive	EDU3000	Indefinite
6	Academic	Arts/Sciences	Natural Science	Massie 315	Degree flyers and check sheets	Desk drawer; file folders - Blue cabinet: disk (<i>flyers and brochures. Etc</i>) Computer hard drive: Degree Programs file - filed alpha by degree	Current only	Paper, disk, hard drive	EDU3000	Indefinite
7	Academic	Arts/Sciences	Natural Science	Massie 316	DNS annual reports	In file folders in fourth drawer of green file cabinet filed in descending order by year	1986 -Present	Paper	ADM1020	Active + 1
8	Academic	Arts/Sciences	Natural Science	Massie 316	DNS financial statements	Blue financial statement binders on fourth shelf of bookshelf filed in descending order by year	1995-Present	Paper	FIN2000	Active + 1
9	Academic	Arts/Sciences	Natural Science	Massie 315	DNS Minutes	DNS Minutes in file folder, bottom left desk drawer; computer: DNS Dept. minutes file, descending order by date	1997-Present	Paper	ADM9900	1 year
10	Academic	Arts/Sciences	Natural Science	Massie 316	Employment Applications	In file folder in third drawer of green file cabinet	1996-Present	Paper	PER2000	3 years
11	Academic	Arts/Sciences	Natural Science	Massie 316	Exit interviews	In file folders in fourth drawer of green file cabinet filed descending by date	1998-Present	Paper	PER3000	Active + 6
12	Academic	Arts/Sciences	Natural Science	Massie 315	Faculty evaluation summaries	In file folders filed alphabetically by instructor in top drawer of filing cabinet and on computer hard drive in Evaluations folder,	1998 - Present	Paper & Hard Drive	MIS1010	Indefinite
13	Academic	Arts/Sciences	Natural Science	Massie 315	Faculty workload spreadsheets	Computer: DNS Reports folder, computer hard drive	1995-Present	Hard drive	PER3000	Active + 6
14	Academic	Arts/Sciences	Natural Science	Massie 316	Faculty/staff/adjunct folders	Rm 315 Tan cabinet top drawer	1988-Present	Paper	PER3000	Active + 6
15	Academic	Arts/Sciences	Natural Science	Massie 316	Graduation approvals	In file folders in fourth drawer of green file cabinet filed in ascending order by date	1998-Present	Paper	Edu1010	Active + 1
16	Academic	Arts/Sciences	Natural Science	Massie 307/337	MSDS (<i>Material Safety Data Sheets</i>)	MSDS - in 6 binders, filed alpha - in Rm 307, on top office cabinet, Rm 337 on south wall shelf		Paper	ENV2000	Indefinite

Shawnee State University

	A	B	C	D	E	F	G	H	I	J
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17	Academic	Arts/Sciences	Natural Science	Massie 316	Safety Quizzes	In file folders in second drawer of the yellow file cabinet filed ascending by quarter	1996-Present	Paper	ADM4000	3 years
18	Academic	Arts/Sciences	Natural Science	Massie 315/316	Scheduling files	In file folders - Rm 315 top left desk drawer (current) - Rm 316 third drawer of yellow file cabinet (old) - filed ascending by quarter	1999 - Present	Paper	ADM1020	Active + 1
19	Academic	Arts/Sciences	Natural Science	Massie 315/316	Syllabi	In file folders, Rm 315 bottom left desk drawer - Rm 316 in bottom drawer of green cabinet - filed alphabetically by course title	1986 - Present	Paper	EDU3000	Indefinite
20	Academic	Arts/Sciences	Natural Science	Massie 315	Textbook Spreadsheet	In file folder (<i>book orders</i>) top left desk drawer, computer: Texts folder filed alpha by discipline	Current	Paper, disk, hard drive	EDU3000	Indefinite
21	Academic	Arts/Sciences	Natural Science	Massie 315/316	Various Assessment Documents	In file folders - Rm 316 second drawer of the green and yellow cabinets - Rm 315 computer; assessment file - Various; some filed alphabetically by degree, some by student name and some by course	1995 - Present	Paper & Hard Drive	ADM3020	10 years
22	Academic	Arts/Sciences	Natural Science	Massie 315/316 Filing Cabinet and Storage Boxes	Purchasing Card Documents	Receipts of purchases, Approval Forms, Statement of Accounts, filed by month and year, 3 lin ft.	2005-Present	Paper	ACC1000	4 years

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	Social Science	Adm Bldg. Room 112	Adjunct Instructor Files	Manila file folders, within green hanging files, 8 1/2" X 11", all files are filed alphabetically by last name. Adjunct faculty resumes, contracts, correspondence, quarterly data, teaching history with student evaluation reports. Filed on west wall, 1st putty file cabinet from office door of dept. file room - Drawer #2. - Files = 76; flash drive and CD (1 backup)	9/28/01 to 6/12/09	Paper and computer hard drive & CD	PER2000	3 years
3	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Adjunct Textbook Binder	2" Black notebook binder containing filing for all course materials adjunct faculty check out and return to department for academic year. Filed chronologically	9/02/06 to 6/12/09	Paper	EDU3000	Indefinite
4	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Annual Report	Manila file folders, within green hanging files, 8 1/2" x 11", all files are filed chronological. 1 file folder; flash drive - backup), filed on east wall #5 putty file cabinet from office door of dept. file room	1993-6/12/09	paper and flash drive	ADM1020	Active + 1
5	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Assessment	Materials filed in manila file folders inside green hanging file folder arranged by type of material/test. 18" wide x 52" tall x 25" depth. Copies of on-line testing for evaluation of programs with norms of other institutions	on going	paper	ADM3020	10 years
6	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Copier Codes	List of everyone by academic department authorized to copy on SS department copier. One file folder in file cabinet . behind secretary desk. Cabinet is 36" long x 19" depth. Data used for chargebacks to departments through business office.	on going	paper and flash drive	ADM9900	1 year
7	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Correspondence	All correspondence for department. Written communication into/out of department. Filed by date in manila folder insde of green hanging file. Cabinet #5 in department file room.	on going	paper and CD	ADM9900	1 year
8	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Emergency Communications File	All correspondence for department pertaining to emergency procedures. Filed by date. Cabinet #5, drawer 3	9/2005-present	paper	ADM3030	Active + 10

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
9	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Exams	Exams composed for all faculty filed by course alphabetically, numerical by academic year on computer and flash drive(1) for backup. To administer exams by faculty, filed alphabetically by course on east wall, 2nd putty file cabinet from office door of department file room, 1 file folder for each faculty member (varies each semester)	07/01 to present	paper and flash drive	EDU3000	Indefinite
10	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Fax Transmissions	File folder 8 1/2 X 11 inch folders in green hanging file folders used as Fax communiqués in and out of department. Filed chronologically in 1 file folder, on east wall, 1st putty file cabinet from office door of dept. file room, drawer 2.	on going	Paper	ADM9920	Until no longer of value
11	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Full-Service Faculty	File folders, 8 1/2 X 11 inch folders in green hanging file folders. Files for each current full service faculty member with resume, required by Shawnee State University. Student evaluation reports, and correspondence to faculty member.	on going	Paper/flash drive	PER2000	3 years
12	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Graduating Student Senior Survey Report Summary	Files for data gathered regarding majors and senior surveys. Filed in manila file folders inside green hanging file. Cabinet #5, drawer 2. Used for Program evaluation.	on going	paper	ADM9900	1 year
13	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Meeting Minutes	File folders, 8 1/2" X 11 inch folders in green hanging file folders. Minutes for department meetings, chairs meetings, committee meetings for departmental reference purposes. Filed alphabetically; chronologically by academic year on east wall, 1st putty file cabinet from office door of department file room, drawer #2	6/25/05 to 8/2/07	Paper/flash drive	ADM9900	1 year
14	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	New Degree Programs	Data for programs that are considered to be new. East wall Cabinet #5, drawer 3	on going	paper	EDU3000	Indefinite
15	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 11	P-card	One green legal hanging folder containing one manila file for each month. Series of files are in file cabinet behind secretarial desk, in bottom drawer. Filed by date	7/25/07 to present	paper	ACC1000	4 years

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
16	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Program Checklists	One File folder for each major department offers, contains check-off sheets for students to track major requirements and for advising - filed alphabetically by major on east wall 2nd putty file cabinet from office door of dept. file room	on going	Paper/flash drive	EDU3000	Indefinite
17	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Social Science Majors	Manila file folders, within green hanging files, 8 1/2" X 11", all files are filed by major; example BA, Minors, Certificate. Report required for annual College of Arts & Sciences. Assessment for departmental review and each academic year.	1996 to 6/16/09	Paper, Computer Hard drive.	EDU1010	Active + 1

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	Teacher Education	Mas 207/DTE Server	AACTE/NCATE Joint Data Collection	Institutional Data filed chronological	2005-present	Paper/Elect	ADM3020	10 years
3	Academic	Arts/Sciences	Teacher Education	Mas 224/DTE Server	Admission Applications/Handbooks	Applications; handbooks	09/01/98 to present	Paper/Elect	ADM3000	Active + 10
4	Academic	Arts/Sciences	Teacher Education	Mas 225	Americorps / Applecorps	Annual Reports, number lists, timesheets & evaluations - backup info - originals kept in Athens Ohio, filed alphabetically, .5 lin ft	2002-2007	Paper	LEG2000	Active + 5
5	Academic	Arts/Sciences	Teacher Education	Mas 227 lg file cab/DTE server	Associations Committees & Boards / Institutional memberships.	Institutional memberships & affiliation information, membership lists, newsletters from the various communities & boards to which members of the department belong and on what boards members serve, NCATE Experience, filed alphabetically, .5 lin ft	2004-present	Paper/Elect	ADM3020	10 years
6	Academic	Arts/Sciences	Teacher Education	Mas 227 wooden file	Budgets- Current year and 1 year prior	Budgets and monthly (notes) statements, filed chronologically by object code	07/01/08 to present	Paper	FIN2000	Active + 1
7	Academic	Arts/Sciences	Teacher Education	Mas 226/ DTE Server	Certification	Professional Services files of students who have been certified, filed alphabetically	09/01/92 to 09/28/01	Paper/Elect	EDU1000	Indefinite
8	Academic	Arts/Sciences	Teacher Education	Mas 207/DTE Server	Conceptual Framework	Documentation - Conceptual Framework and ancillary materials	2000-present	Paper/Elect	ADM3020	Indefinite
9	Academic	Arts/Sciences	Teacher Education	Mas 227 lg file cab/DTE server	Correspondence Log	Outgoing official correspondence, filed chronologically, .5 ln ft	2005-Present	Paper /Elect	ADM9900	1 year
10	Academic	Arts/Sciences	Teacher Education	Massie 226/DTE Server	Course Syllabi	Documentation - Copies of Course Syllabi filed alphabetical by course	09/01/86 to present	Paper/Elect	ADM3020	10 years
11	Academic	Arts/Sciences	Teacher Education	Mas 227 lg file cab	Deaf Studies	Meeting notes, accreditation standards, degree audit, notes to initiate deaf studies program @ SSU. Preliminary information to initiate D.S. Program, filed alphabetically, .5 lin ft	2000-2007	Paper	ADM9900	1 year
12	Academic	Arts/Sciences	Teacher Education	Mas 226	Directory - Participating Schools	Directory of Schools participating in SSU coursework field experiences. Includes school name, address, listing of key officials, contact information, participating teachers. Reference. Filed alphabetically, 1 lin ft.	2007-present	Paper / Elect	ADM9900	1 year
13	Academic	Arts/Sciences	Teacher Education	Mas 207	DTE History/ Restructuring File	Departmental history filed chronological	09/01/86 to 09/28/01	Paper	EDU3000	Indefinite

Shawnee State University

	A	B	C	D	E	F	G	H	I	J
14	Academic	Arts/Sciences	Teacher Education	Mas 227 Sec file cabs /DTE Server	DTE Meeting Minutes	NCATE Evidence - departmental meeting minutes filed chronologically	July 01, 2008 - present	Paper/Elect	ADM9900	1 year
15	Academic	Arts/Sciences	Teacher Education	Mas 227 Sec file cabs /DTE Server	DTE Meeting Minutes	NCATE Evidence - departmental meeting minutes filed chronologically	22-Jun-05	Paper/Elect	ADM9900	1 year
16	Academic	Arts/Sciences	Teacher Education	Mas 227	Equipment - Office Manuals	Manuals & Instructions on use and maintenance, for the purpose of equipment upkeep, file alphabetically .2 lin ft.	2004 - Present	Paper	ADM3010	4 years
17	Academic	Arts/Sciences	Teacher Education	Mas 234	Equipment Circulation	Listing of specific equipment assigned to DTE students for their use during course. Contains students signature to guarantee return of equipment. Filed by semester/course. To maintain control of equipment and to ensure its return. Filed by semester/course. .1 lin ft.	May 2004 - Present	Paper	ADM9900	1 year
18	Academic	Arts/Sciences	Teacher Education	Mas 224	Field/Clinical Experience Meetings	Field/Clinical agendas, meeting notes filed chronological	10/01/93 to present	Paper	ADM9900	1 year
19	Academic	Arts/Sciences	Teacher Education	Mas 227/DTE server	Honored Grads	List of students selected as honored grads for each program, for reference, filed chronologically by program, .1 lin ft.	1998 - 2007	Paper/Elect	EDU3000	Indefinite
20	Academic	Arts/Sciences	Teacher Education	Mas 226/ DTE server	Licensure	Professional Services list of students who have been licensed, filed chronologically/alphabetically	6/29/2005-present	Paper/Elect	EDU1000	Indefinite
21	Academic	Arts/Sciences	Teacher Education	Mas 228, 227 back lobby/ DTE server	Licensure Checksheets	Checksheets filed by major / concentration	6/29/2005-present	Paper/Elect	EDU1000	Indefinite
22	Academic	Arts/Sciences	Teacher Education	Massie 227 sec file cabs/DTE server	Meeting Minutes / Advisory Council	NCATE Evidence - Departmental/Advisory council/Retreats filed chronological	09/01/86 to present	Paper/Elect	ADM9900	1 year
23	Academic	Arts/Sciences	Teacher Education	Mas 224	Minority Recruitment/Placement	Documentation - Minority Recruitment Plan/Professional Services minority recruitment plan	03/01/99 to 2003	Paper	ADM1020	Active + 1
24	Academic	Arts/Sciences	Teacher Education	Mas 207 /DTE server	NCATE Evidence Assessment Plan	Documentation - Assessment Plan for DTE filed chronological / retreat notes	09/01/92 to present	Paper/Elect	ADM3020	10 years
25	Academic	Arts/Sciences	Teacher Education	Mas 207	ODE 1992 On-Site Review	ODE 1992 On-Site Review Self study results, review materials filed chronological	9/1/92-6/1/92	Paper	ADM3020	10 years
26	Academic	Arts/Sciences	Teacher Education	Massie 226/ DTE Server	Participating/Cooperating Teachers records	Field/Clinical demographics on teachers; payment records filed alphabetically	09/01/90 to present	Paper/Elect	EDU1010	Active + 1
27	Academic	Arts/Sciences	Teacher Education	Mas 207	PETE Project	Documentation - NCATE Evidence review materials/PETE project materials filed chronological/alphabetical	09/01/98 to 09/28/01	Paper	ADM3020	10 years

Shawnee State University

	A	B	C	D	E	F	G	H	I	J
28	Academic	Arts/Sciences	Teacher Education	Mas 224 /Dte Server	Placement Requests	Field Placement Requests and Assignments	07/01/07-present	Paper/Elect	EDU1010	Active + 1
29	Academic	Arts/Sciences	Teacher Education	Mas 224 /Dte Server	Placement Requests	Field Placement Requests and Assignments	09/97 to present	Paper/Elect	EDU1010	Active + 1
30	Academic	Arts/Sciences	Teacher Education	Mas 226	Praxis Results	Praxis Test Results, required by ODE & SSU for documentation for graduation & licensure, filed chronologically, 3 ft.	1992 - Present	Paper	EDU1000	Indefinite
31	Academic	Arts/Sciences	Teacher Education	Mas 227 lg file cabs	School Agreements	Agreements between SSU & Cooperating schools for SSU to place student in the buildings for field experience. NCATE Requirement - Filed alphabetically 1lin ft.	1992-present	Paper	EDU3000	Indefinite
32	Academic	Arts/Sciences	Teacher Education	Mas 226	Student Files - Inactive	Evidence files of students no longer active or enrolled in DTE, filed alphabetically	09/01/92 to present	Paper	EDU1010	Active + 1
33	Academic	Arts/Sciences	Teacher Education	Mas 227/lg file cab	Student files - Prospective	T.E - declared students not yet enrolled in EDUC 1115 or admitted to program (prospective), Keep student information on file until admittance to the program, 3 lin ft	2005-present	Paper	EDU1010	Active + 1
34	Academic	Arts/Sciences	Teacher Education	Mas 228 file cabs	Student files Active	Field/Clinical certification/licensure evidence records filed alphabetically	2003- present	Paper/Elect	EDU1010	Active + 1
35	Academic	Arts/Sciences	Teacher Education	Mas 224 / DTE Server	Survey - Cooperating Teachers	Field/Clinical survey and results filed chronological	06/01/93 to present	Paper	EDU3000	Indefinite
36	Academic	Arts/Sciences	Teacher Education	Mas 224 /DTE Server	Survey - Graduation follow up	Field/Clinical surveys and results filed chronological	06/01/93 to present	Paper/Elect	EDU3000	Indefinite
37	Academic	Arts/Sciences	Teacher Education	Mas 224/DTE Server	Survey - Incoming Freshman	Field/Clinical data analysis & prepared results of the survey filed chronological	09/01/92 to present	Paper	EDU3000	Indefinite
38	Academic	Arts/Sciences	Teacher Education	Mas 207	Third Party Evidence	Documentations- letters, memos, third party testimony collection NCATE	09/01/98 to 09/28/01	Paper	ADM3020	10 years

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	Children's Learning Center (CLC)	CLC - Reception Counter (file drawer)	Accident Incidents	1 file - used to track all accident incidents of children, filed chronologically	09/1999 - 06/28/2009	Paper	LEG3010	Indefinite
3	Academic	Arts/Sciences	Children's Learning Center (CLC)	CLC Director's Office, File Drawer	Accreditation	60 - 75 files used to keep track of items used for accreditation, filed in numeric order		Paper	ADM3020	10 years
4	Academic	Arts/Sciences	Children's Learning Center (CLC)	CLC Director's Office, File Drawer	Adjunct Course Syllabi	1 file - filed alphabetically - adjunct course syllabi	09/1999 - 09/28/2009	Paper	EDU3000	Indefinite
5	Academic	Arts/Sciences	Children's Learning Center (CLC)	CLC Director's Office, File Drawer	Advisory Council	1 file folder - minutes of meetings - filed in chronological order	09/1999 - 09/28/2001	Paper	LEG3010	Indefinite
6	Academic	Arts/Sciences	Children's Learning Center (CLC)	CLC - Reception Counter (file drawer)	Attendance Sheets	24 + Months worth - used to track daily attendance of each student. Filed chronologically by month	09/1999 - 06/28/2009	Paper	LEG3010	Indefinite
7	Academic	Arts/Sciences	Children's Learning Center (CLC)	CLC - Reception Counter (file drawer)	Behavior Incidents	1 file - used to track children's behavior incidents - filed in chronological order	09/1999 - 06/28/2009	Paper	LEG3010	Indefinite
8	Academic	Arts/Sciences	Children's Learning Center (CLC)	CLC Director's Office, File Drawer	Budget	1 file - keep budget - filed in chronological order	year to year	Paper	FIN2000	Active + 1
9	Academic	Arts/Sciences	Children's Learning Center (CLC)	CLC - Work Room	Children No Longer Enrolled	70+ files - used to track old enrollees. Some return, some need records, filed in alphabetical order	09/1999 - 06/28/2009	Paper	LEG3010	Indefinite
10	Academic	Arts/Sciences	Children's Learning Center (CLC)	CLC - Reception Counter (file drawer)	Children Presently Enrolled	47 files - used to keep track of children presently attending. Filed in alphabetic order	09/1999 - 06/28/2009	Paper	LEG3010	Indefinite
11	Academic	Arts/Sciences	Children's Learning Center (CLC)	CLC - Reception Counter (file drawer)	Class Rosters	1 file - used to keep track of which children were in which room - filed chronologically by quarter	09/1999 - 06/28/2009	Paper	LEG3010	Indefinite

Shawnee State University

	A	B	C	D	E	F	G	H	I	J
12	Academic	Arts/Sciences	Children's Learning Center (CLC)	CLC - Reception Counter (file drawer)	Field Trips	20+ files - used to keep track of field trips - filed chronologically by field trip	09/1999 - 06/28/2009	Paper	LEG3010	Indefinite
13	Academic	Arts/Sciences	Children's Learning Center (CLC)	CLC - Reception Counter (file drawer)	Food Service	1 file - keep track of correspondence and lunch figures and facts	09/1999 - 06/28/2009	Paper	FIN2000	Active + 1
14	Academic	Arts/Sciences	Children's Learning Center (CLC)	CLC Director's Office, File Drawer	Grants	1 file - used to keep track of grants used, grants applied for, grants not received, filed in alphabetic order	09/1999 - 09/28/2001	Paper	LEG2000	Active + 5
15	Academic	Arts/Sciences	Children's Learning Center (CLC)	CLC Director's Office, File Drawer	Licensing	1 file folder - used to keep track of licensing visits - filed chronological by date	6-9 months	Paper	LEG2000	Active + 5
16	Academic	Arts/Sciences	Children's Learning Center (CLC)	CLC - Reception Counter (file drawer)	Licensing Visits	5+ files used to keep track of visits	09/1999 - 06/28/2009	Paper	LEG2000	Active + 5
17	Academic	Arts/Sciences	Children's Learning Center (CLC)	CLC - Reception Counter (file drawer)	Newsletters	1 file - keep record of all newsletters produced by CLC	09/1999 - 06/28/2009	Paper	LEG3010	Indefinite
18	Academic	Arts/Sciences	Children's Learning Center (CLC)	CLC - Reception Counter (file drawer)	Signed Quarterly Contracts	10+ files - used to keep track of who signed up for what days during the quarter. Filed chronologically by quarter	09/1999 - 06/28/2009	Paper	LEG3010	Indefinite
19	Academic	Arts/Sciences	Children's Learning Center (CLC)	CLC - Reception Counter (file drawer)	Sign-In Sheets	24+ months worth - used to keep track of times child enter and exit. Filed in chronological order by month	09/1999 - 06/28/2009	Paper	LEG3010	Indefinite
20	Academic	Arts/Sciences	Children's Learning Center (CLC)	CLC Director's Office, File Drawer	Staff Evaluation	1 file for each employee - used to keep record of employee evaluations, filed alphabetically	yearly	Paper	PER3010	5 years
21	Academic	Arts/Sciences	Children's Learning Center (CLC)	CLC - Reception Counter (file drawer)	Tuition Payments	15 disks, 1 file - Information is on disk and in file - used to track parent payments	09/1999 - 06/28/2009	Computer disk & Paper	LEG3010	Indefinite