

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

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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