

**Shawnee State University**

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Professional Studies	Athletic Training	RHO 102	ATEP Clinical Site Affiliation Agreement	Athletic Training Education Program contract between SSU and the Affiliated site to allow athletic training students to continue with their clinical education.	2005-present	paper	ADM3020	10 years
3	Academic	Professional Studies	Athletic Training	RHO 102	ATEP Admission Application	Student information for accreditation reports and reasons for acceptance/denial for ATEP program.	2004-present	paper	ADM3020	10 years
4	Academic	Professional Studies	Athletic Training	RHO 102	CAATE Accreditation Annual Reports	Annual report submitted yearly to CAATE (Athletic Training accrediting body).	2006-present	paper	ADM3020	10 years
5	Academic	Professional Studies	Athletic Training	RHO 102	Exercise Science Internship Contract	Maintain contact between SSU and internship placement of Exercise Science students.	2006-present	paper	LEG2000	Active + 5

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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

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Professional Studies	CPS Dean's Office	Health Science Rooms 128, 129 & 130	Annual Reports	bound notebooks in Dean's Office, some computer documents in secretary's office	1989 to present	Paper / Computer	EDU3000	Indefinite
3	Academic	Professional Studies	CPS Dean's Office	Health Science Rooms 128, 129 & 130	CHS Chairs Meetings	Minutes of CHS Chairs Meetings	1998 to present	Paper and Computer	ADM9910	3 years
4	Academic	Professional Studies	CPS Dean's Office	Health Science Rooms 128, 129 & 130	Student Evaluation of Instructors	paper folders in filing cabinet, filed alphabetically by faculty name	1994 to present	Paper	MIS1010	Indefinite
5	Academic	Professional Studies	CPS Dean's Office	Health Science Rooms 128 & 133	P-Card records	p-card statements, receipts, invoices, etc. ; organized by date, 2 lateral file cabinet drawers - 8 lin ft.	2005 to present	Paper	ACC1000	4 years

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Professional Studies	Dental Hygiene	Health Science, Room 178, Three Ring Binder, Book Shelf	Autoclave Records	Filed in black three ring binder, results of weekly biological indicator test for Autoclaves, required by Ohio Administrative Code: 4715-20-02, filed by academic term, records are still created, quantity is 1/4 linear ft	8-2005 to Present	Paper	ADM3020	10 years
3	Academic	Professional Studies	Dental Hygiene	Health Science Room 178 - file	Dental Hygiene Accreditation Records	In bound reports, cd discs and paper files, Accreditation reports and correspondence. Historical and current accreditation status, filed by academic year, records continue to be created, 2 linear ft / 23.0 MB	1980 to Present	Paper and Computer	ADM3020	10 years
4	Academic	Professional Studies	Dental Hygiene	Health Science Room 153, DH filing cabinet	Dental Hygiene Applications	Paper files in filing cabinet, completed application folders for Dental Hygiene Applicants, alphabetized by graduation year, records are still created, there are 2.5 linear ft	2004- Present	Paper	EDU1010	Active + 1
5	Academic	Professional Studies	Dental Hygiene	Health Science Room 153, DH filing cabinet	Dental Hygiene Graduates	Paper files in filing cabinet, academic, medical exam, graduation audits of dental hygiene graduates, alphabetized by graduation year, records are still created, there are 2.5 linear	1999-2006	Paper	EDU1000	Indefinite
6	Academic	Professional Studies	Dental Hygiene	Health Science Room 151, secretary filing cabinet	Enrolled Dental Hygiene Students	Paper files in filing cabinet. Records of students currently enrolled in dental hygiene program: medical exams, copies of transcripts, graduation audits, alphabetized by dental hygiene class - freshman, sophomore, etc., records are still created, there is 1 linear ft.	2006-2007	Paper	EDU1000	Indefinite
7	Academic	Professional Studies	Dental Hygiene	Health Sciences, Room 178, small filing cabinet	National/State Board Exam Results	Paper files in filing cabinet, Maintain record for accreditation reporting, filed by academic year, records are still created, there is 1/4 linear ft. of records.	1974 to Present	Paper	EDU1000	Indefinite
8	Academic	Professional Studies	Dental Hygiene	Health Science, 1st Floor storage room 116	Occupational Radiation Exposure Reports	Monthly reports in folders sorted by year. Used to monitor student / faculty exposure to radiation from dental x-rays, filed by year, there is 1 box (2 feet). Records are still created	1980 to Present	Paper	ADM3020	10 years

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9	Academic	Professional Studies	Dental Hygiene	Health Science, Room 178, on bookshelf and electronic copie.	Course Syllabi	Paper copies in 3-ring binder on bookshelf and/or stored electronically in file titled "course outlines - semester", course outlines - quarter, Required record of faculty prepared course outlines. Filed by academic year, records are still created. There ais 1/2 linear foot, 798 KB and 3.5 MB	2005-06- to Present	Paper & electronic	EDU3000	Indefinite
10	Academic	Professional Studies	Dental Hygiene	Health Sciences, Room 178, small filing cabinet	Faculty and Student yearly training for Bloodborne Pathogen	Paper copies in file cabinet, this is a required record arranged by academic year. Records are still created, there is 1/4 linear foot.	2005/06 to Present	Paper	ADM3020	10 years
11	Academic	Professional Studies	Dental Hygiene	Health Science, Room 178, small filing cabinet	Faculty and Student yearly training for HIPAA	Paper copies in file cabinet are a required record. They are arranged by academic year and records are still created. There is 1/4 linear foot.	2005/06 to Present	Paper	ADM3020	10 years

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Professional Studies	EMT (Emergency Medical Technology)	Health Science / EMT Rm 140;151;133;153; Arts 101-storage cabinet main floor	Records for Student files: National Safety Council; American Red Cross and American Heart Association	Standard file folders, hanging file folders, course progression / composition, files by course, month, year, filed alphabetically by student name, 16 linear feet. Records are still created.	09/2000 to Present	Paper	ADM3020	10 years

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228 - Bookshelf B	Advisory Committees	5, 1" black 3 ring binders, Records of industrial advisory committee information including meetings and membership information, filed chronological, records are still kept.	1997 to Present	Paper	ADM9900	1 year
3	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228, File Cabinet B, Drawer 4	Book Orders	Letter sized file folders, used to document textbooks ordered by faculty for classes, filed by academic term, reverse chronological order. Records are still created.	01/02/2000 to Present	Paper	EDU3000	Indefinite
4	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228, Bookshelf B	Catalog Changes	1 - 1" blue binder used to record catalog changes in new semester catalog, filed by program. Records are still created	09/2006 to 04/2007	Paper	EDU3000	Indefinite
5	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228 - Bookshelf B	Curriculum Committee (EPCC)	4", 3 ring black binder, used to document changes to curriculum and new degree program development, filed by subject, then chronological. Records are still created.	01/01/2000 to Present	Paper	EDU3000	Indefinite
6	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228 - File Cabinet A, Drawer 3	Department Business	Letter size file folder, used to document travel expenses for faculty attendance at workshops, conferences; meeting notes, filed by subject then date.	01/01/2000 to Present	Paper	ACC1000	4 years
7	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228, Bookshelf B	Desk Copies	One 3" 3 ring binder, used to document orders of instructors and exam copies of textbooks for classes and possible adoption for classes. Filed by date, reverse chronological order. Records are still created.	07/01/2005 thru 06/30/2007	Paper	EDU3000	Indefinite
8	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228 Bookshelf A	DIDLET	Track expenses, reports and correspondence associated with DIDLET grant. Black 3" binder, organized by date	2005 to present	paper	MIS2000	Active + 1 year
9	Academic	Professional Studies	Industrial Engineering Technology	ATC 228 - Cabinet A-Drawer 3 - Section Dept of Business	Engineering Technology Curriculum Committee	Manila file folders - to house minutes of industrial engineering technologies Curriculum Committee meetings - filed chronological, 2 "	09/1996 to 10/25/01	Paper	ADM9900	1 year
10	Academic	Professional Studies	Industrial Engineering Technology	ATC 228 - Cabinet A-Drawer 3 - Section Dept of Business	Industrial and Engineering Technologies Dept Meetings	Manila file folders - to house records of department meetings, filed chronological, 4 "	09/95 to 10/25/01	Paper	ADM9900	1 year

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11	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228, Bookshelf A	Master Course Listings	3", 3 ring black binders used to document history of enrollments in IET courses, filed by academic year then date. Records are still created.	01/01/2000 to Present	Paper	EDU3000	Indefinite
12	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228, File Cabinet C, Drawer 1,2&3	Miscellaneous Files	Letter sized file folders, used to house records such as correspondence, completed forms, reports etc., Filed alphabetically, records are still created	07/01/2000 to Present	Paper	ADM9900	1 year
13	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228 Bookshelf A	MOCAP	Track expenses, reports and correspondence associated with development of motion capture facility. Organized by date. Black 3" binder.	2008 to present	paper	MIS2000	Active + 1 year
14	Academic	Professional Studies	Industrial Engineering Technology	ATC 228	NAIT Accreditation	Blue 3" notebook - houses accreditation handbook for NAIT Accreditation sought by CADD program- filed chronological	1998 to 10/25/01	Paper	ADM3020	10 years
15	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228 - File Cabinet B, Drawer 2	P Card Transactions	Letter size file folder used to document monthly expenditures using Pcard, filed by year then month. Records are still created.	05/2005 to Present	Paper	ACC1000	4 years
16	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228 - File Cabinet D, Drawer 2	Program Review	Letter sized file folders, 5 year program review information, filed by program, then alphabetically. Records are still created.	1997 to present	Paper	EDU3000	Indefinite
17	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228 - Bookshelf B	Program Review Notebooks	11, 1" 3 ring binders, used to cross reference records of department program self studies, filed by program then chronological. Records are still created.	1997 to 1998		EDU3000	Indefinite
18	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228, Bookshelf B	Quarters to Semesters	4" Blue 3 ring binder, used to document curriculum changes during transition to semesters, filed by proram then date. Records are still created.	01/01/2006 to Present	Paper	EDU3000	Indefinite
19	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228, File Cabinet D, Drawer 1	Scheduling	Letter sized file folders, used to document academic schedule development for IET. History of courses scheduled, number of sections needed, courses cancelled, etc. Filed by academic term, reverse chronological. Records are still created.	01/01/2000 to Present	Paper	EDU3000	Indefinite
20	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228, File Cabinet D, Drawer 3,4 & 5	Software / Hardware / Equipment	Letter sized file folders used to store software licenses; equipment warranties and information for office and academic equipment, filed alphabetically. Records are still created.	Ongoing (Annual renew)	Paper	ADM3010	4 years

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21	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228, and Room 229, dark gray 4 drawer lateral file cabinet	Student Evaluation of Instruction	Letter sized file folder used to document student evaluation of faculty instruction. Filed by academic year, then by date, then faculty name in alphabetical order. Records are still created.	01/01/2000 thru 06/30/2007	Paper	MIS1010	Indefinite
22	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228 - File Cabinet A, Drawers 4 & 5; File Cabinet B, Drawer 1	Student Files	Letter sized file folders, used to document academic progress on all IET majors. To document individual advising plans for transition to semesters, filed by last name, first name, alphabetical order. Files are still created.	09/01/2006 to 08/31/2013	Paper	EDU1000	Indefinite
23	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228 - Bookshelf A	Syllabi	3", 3 ring black binders used to document course content for IET courses, filed by academic year, course and alphabetical. Records are still created.	01/01/2000 to Present	Paper	EDU3000	Indefinite

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Professional Studies	Medical Lab Science	Health Science Rm 151	Active admissions for Medical Lab Technology (AD)	Application materials, interview material, degree audit, health records, transcripts, absentee record/forms, filed alphabetical by last name	2008-09	Paper	EDU1000	Indefinite
3	Academic	Professional Studies	Medical Lab Science	Health Sci - Rm 151	Active Applicants for MLT & MT Programs	Application material, Interview Material, Transcripts, Health Records, Degree Audits, filed alphabetical	2008-09	Paper	EDU1000	Indefinite
4	Academic	Professional Studies	Medical Lab Science	Health Science RM 217	CLIA - data for cholesterol testing	Proficiency survey results - quality control - quality assurance - temperature charts - filed from most recent to oldest	1992 to 10/01/01	Paper	ADM3020	10 years
5	Academic	Professional Studies	Medical Lab Science	Health Science - Room 153	Inactive files for MLT and MT programs	Application Material, Interview Material, Transcripts, Health Records, Degree Audits, filed alphabetical	2001-07	Paper	EDU1010	Active + 1
6	Academic	Professional Studies	Medical Lab Science	Health Science Rm 217	MSDS	MSDS for potentially hazardous substances used in the lab, filed alphabetical	1992 to 10/01/01	Paper	ENV2000	Indefinite
7	Academic	Professional Studies	Medical Lab Science	Health Science Rm 217	Program Performance records 2 year & 4 year	Record of performance of graduates from 2-4 year programs on national certification exams filed by year	01/01/00 to 01/30/08	Paper + On-line	EDU1010	Active + 1

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Professional Studies	Nursing	Health Science Room 141, 154, 153	Correspondence	General, filed chronologically, Records are still created, filed chronological. 7.5 ft.	1997 to 2009	Paper	ADM9900	1 year
3	Academic	Professional Studies	Nursing	Health Science Room 133, 141, 153	Course Related Materials	Syllabus, exam/quizzes, class roster, final grades, course evaluation summary, filed numerical by course number, by quarter, by year. 17 feet, Records are still created.	Fall 1996 to Spring 2009	Paper	EDU3000	Indefinite
4	Academic	Professional Studies	Nursing	Health Science Room 154	Faculty	Academic Credential, including years of clinical practice and years of teaching experience; Proof of current active licensure as registered nurse in Ohio and/or Kentucky, Assignments, Faculty evaluation summary, filed alphabetical (current past), 2 feet. Records are still created.	Employment plus 5 years	Paper	PER2000	3 years
5	Academic	Professional Studies	Nursing	Health Science Room 133, 154, 141	Minutes	Faculty meeting minutes, minutes of curriculum, by-laws, facilities, handbook, uniform, evaluation, and admission, progression and completion committees, committees annual reports, advisory committees minutes, filed in notebooks, chronological order by meeting type. Records are still created. 5 linear ft.	1986 to July 2009	Paper	ADM9900	1 year
6	Academic	Professional Studies	Nursing	Health Science Room 141, 153	OBN Information	Annual reports, NCLEX-RN Results, Correspondence, filed topic by year (reports, NCLEX Results). Records are still created. 3 linear ft filed.	1986 to July 2009	Paper	ADM3020	10 years
7	Academic	Professional Studies	Nursing	Health Science Room 153, 133	Records - Currently Enrolled Students	Admission, transfer or readmission records; degree audits, transcripts, Copies of Health - Immunization records, Proof of health insurance, Current CPR ( <i>LPN or RN = valid license</i> ), clinical evaluation, advisory notes, degree checklist, filed alphabetically by student by ADN or BSN. Records are still created. 33 linear ft.	1997 to Spring 2009	Paper	EDU1000	Indefinite
8	Academic	Professional Studies	Nursing	Health Science Room 206, Current Evaluation Committee Chair	Systematic Evaluation Plan Documentation	First year survey, exit survey, employment survey, employer survey, long-term graduate survey, critical thinking tests, assess test, filed in notebook, chronological by meeting date. Records are still created. .5 linear ft.	1999 to July 2009	Paper	EDU3000	Indefinite
9	Academic	Professional Studies	Nursing	Health Science Rooms 154, 128, 133	P-Card	Documentation fo rp-card purchases for nursing. In order by date, @ 2 ft.	8/224/04 to present	paper	ACC1000	4 years

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Professional Studies	Occupational Therapy	Health Science Rm's 113,144, and Kricker Rm 129	Course Materials	Course Syllabi, handouts and resources, lecture outlines, assignments, and exams. Arranged in order by number, in notebook binders and file cabinets	1986 to 09/2009	Paper / Computer Disk	EDU3000	Indefinite
3	Academic	Professional Studies	Occupational Therapy	Health Science Rm 113, 144	Program Evaluation	Data collected and part of the ongoing evaluation and as per accreditation requirements, filed alphabetical by title	2000 to 09/2009	Paper / Computer	ADM3020	10 years
4	Academic	Professional Studies	Occupational Therapy	Health Science Rm's 153, 101 (Storage Rm)	Student Files	Files of current, previous, and potential OT and OTA students, filed alphabetical by student last name	1983 - 06/2009	Paper/ files	EDU1000	Indefinite
5	Academic	Professional Studies	Occupational Therapy - MOT	Health Science Room 153	MOT Current	Current MOT Students	2007/2009	Paper	EDU1000	Indefinite
6	Academic	Professional Studies	Occupational Therapy - MOT	Health Science Room 153	MOT Past Year	One year Past - Students	2006/2009	Paper	EDU1000	Indefinite
7	Academic	Professional Studies	Occupational Therapy - MOT	Health Science Room 153	MOT Applications	New Applications for future	2006-2009	Paper	EDU1010	Active + 1

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Professional Studies	Physical Therapy	Health Science Room 141	Program Evaluation	Data collected and part of the ongoing evaluation and as per accreditation requirements, filed alphabetical by title, for reference in reporting to CAPTE and State agencies. Records are still being created, there are approximately 25 files.	1999-Present	Paper / Computer Disc	ADM3020	10 years
3	Academic	Professional Studies	Physical Therapy	Health Science Storage Room near 202 & in 141	Student Files	Academic and clinical files, graduates' files kept for CAPTE reviews and assessment, legal purposes, filed alphabetically in boxes. Records are still created, house approximately 200.	2003-Present	Paper	EDU1000	Indefinite
4	Academic	Professional Studies	Physical Therapy	Health Science Room 150, locked in vertical file	Clinical Contract Files	In hanging files, official legal & executed originals of clinical affiliation agreements - must be kept, filed in alpha order. Records are still created, there are 83 files	2001-Present	Paper	LEG2000	Active + 5
5	Academic	Professional Studies	Physical Therapy	Health Science Room 141 in locked vertical file	Clinical Information Files	CSIF (forms about clinic, staff, directions, brochures, student evaluation forms about clinic), filed in alphabetical order. Records are still created, there are 72 paper files and approximately 20 computer files.	2001-Present	Paper / Electronic	ADM9900	1 year
6	Academic	Professional Studies	Physical Therapy	Health Science Room 150 in locked vertical file and in Storage Room near 202	Student Applications - rejected	Hanging labeled files within vertical files, filed alphabetically. Records are still created, there are 41 files within locked files.	2005-Present	Paper	EDU1010	Active + 1
7	Academic	Professional Studies	Physical Therapy	Health Science Storage Room near 202 in locked vertical file	Student Health Records - Clinical	Health exam forms, TB test results CBC & UA test results, CPR/Faid cards, health insurance cards. Purpose is to verify or confirm each student's medical test & certifications per clinical contract steps. Records are still created, there are 35 files within vertical file.	2006-2008	Paper	EDU1000	Indefinite
8	Academic	Professional Studies	Physical Therapy	Health Science Room 141 in locked desk	PTA program CD Backup 2003-2006	CD's 3, flash drive (1), retain student policies and procedures. Records are still created.	2003-2006	CD or Flash Drive / Electronic	ADM3000	Active + 10
9	Academic	Professional Studies	Physical Therapy	Health Science Room 141	Personnel - Faculty file	File, maintains current licensure training evaluation of faculty per each staff member. Records are still created. There are 4 paper files- locked file - CD/Flash Drive file	2001-Present	Paper/ Electronic	PER2000	3 years

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
10	Academic	Professional Studies	Physical Therapy	Health Science Room 141 in locked desk	Chair and PTA Department meeting notes	In vertical files: hanging files; for CAPTE and continued follow-up reporting. Filed numerical, Records are still created.	2001-Present	Paper / Electronic	ADM9900	1 year
11	Academic	Professional Studies	Physical Therapy	Health Science Room 141	Student advising and communication	In hanging files, containing all application, advising and academic handbook forms. Filed alphabetically, there are 31 files.	2006-Present	Paper	EDU1000	Indefinite
12	Academic	Professional Studies	Physical Therapy	Health Science 141 on (secure) computer drive	Course syllabi	CPU file on hard drive of program leader, used for instructor evaluations per University/SEA Contract stipulation CAPTE. Records are still created.	2004-Present	Electronic	EDU3000	Indefinite
13	Academic	Professional Studies	Physical Therapy Assistant	Health Science 141 - Office	PTAT Documents - Clinicals	Notebooks - Correspondence, track and maintain all clinical contacts, reservations, placements, filed numerical by year. Records are still created.	2002-Present	Paper	ADM9900	1 year
14	Academic	Professional Studies	Physical Therapy Assistant	Health Science Bldg, Rms 240 & 141, in files or on computer / driver / disc	Miscellaneous	Instructor's Excel Spreadsheets and/or grade books. Used to collect data about students' grades and performance in rendering a grade or to defend an appeal. Bound in grade book or stored on disc files. Records are still created. A quantity of 1-book, several spreadsheet files.	2001-Present	Paper / Computer	EDU1000	Indefinite
15	Academic	Professional Studies	Physical Therapy Assistant	Health Science Bldg. Room 150 and Storage Room near 202, in locked upright files	Special Action Alerts	Manila file; to record any special remediations plans, discussions, letters of reinstatement, forms associated with status or performance. Records are still created. There is one file (one student), arranged vertical - alpha order	2002-Present	Paper	EDU1000	Indefinite
16	Academic	Professional Studies	Physical Therapy Assistant	Health Science Bldg, Room 150 and Storage Room near 202, within locked desk or vertical file	Academic Files and Releases	In manila files, contains degree, grade audits, advisor checklists, performance reviews, didactic tests, confidential information releases, filed vertically, alphabetically. Records are still created. There is one file (one student)	2001-Present	Paper	EDU1000	Indefinite
17	Academic	Professional Studies	Physical Therapy Assistant	Health Science Bldg, Room 240, in locked desk files	Application	In manila files, used to maintain students' initial application materials for future reference, as needed, filed vertically in alpha-order. Records are still created. There is one file (one student)	2002-Persent	Paper	EDU1000	Indefinite

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18	Academic	Professional Studies	Physical Therapy Assistant	Health Science Bldg, Rooms 141, 240 and Storage Room near 202, within locked desk or upright files.	Correspondence - student files	In manila file for each student, purpose is to collect emails, telephone messages and ordinary notes, filed vertically, alphabetically arranged. Records are still created. There are approximately 17-18 per advisor	2001-Present	Paper	ADM9900	1 year
19	Academic	Professional Studies	Physical Therapy Assistant	Health Science Bldg, Room 240 in locked vertical files	Medical	Vertical file in series of hanging files, used to maintain all health related documentation, for use in clinicals, e.g. physical exams, TB tests, insurance. Filed Vertical, in alpha order. Records are still created. There is approx. 17 lin. Ft.	2001-Present	Paper	EDU1000	Indefinite

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Professional Studies	Radiologic Technology	Health Science Room 122	Clinical Correspondence	Memos, clinical instructor meeting minutes. Used to monitor program and clinicals. Filed chronologically.	2000-Present	Paper	ADM9900	1 year
3	Academic	Professional Studies	Radiologic Technology	Health Science Room 126	Course Related Materials	Student handouts, related material to program. Enhance students knowledge, filed chronologically.	2006-Present	Paper &/or Digital	EDU3000	3 years
4	Academic	Professional Studies	Radiologic Technology	Health Science Room 208 & 126	Outcome Assessment Plan & Results	File used to monitor Outcome Assessment Plan and Results program. Filed chronologically.	2000-Present	Paper or Digital	ADM3020	10 years
5	Academic	Professional Studies	Radiologic Technology	Health Science 208	Radiation Dosimetry Reports	Radiation Dosimetry file used to record radiation levels. Filed chronologically	1990-Present	Paper	ADm3020	Indefinite
6	Academic	Professional Studies	Radiologic Technology	Health Science Room 208 - 231	Student Academic Records	Application, transcripts, health records, proof of health insurance, CPR. Purpose is to track students Academic Records; filed chronologically	Present	Paper	EDU1000	Indefinite
7	Academic	Professional Studies	Radiologic Technology	Health Science Room 122 & 231	Student Clinical Records	Clinical hours, exam evaluations, quarterly evaluation check off sheets. Filed chronologically.	2004-Present	Paper	EDU1000	5 years

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	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	Respiratory Therapy	Health Science Bldg faculty offices	Course Materials	In paper files the course syllabi, handouts, exams and other materials related to courses. Arranged by course number	2004-present	paper, electronic	EDU3000	5 years
3	Academic	Professional Studies	Respiratory Therapy	Health Science 110	Program Evaluation	Data Collected for course evaluation and accreditation	2004-present	Paper & Computer	ADm3020	5 years
4	Academic	Professional Studies	Respiratory Therapy	Health Science 110	Student Files	Admissions, advising, counseling forms	2004-present	Paper	EDU1000	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	Professional Studies	Sports Studies	RHO 101	Faculty Files	Files on current and past full-time and adjunct faculty in Sports Studies. Files contain resumes (adjuncts), student evaluations, and any communication about the instructor received from students.	9/96-present	paper	PER2000	3 years
3	Academic	Professional Studies	Sports Studies	RHO 101	Sport Management Practicum Contracts	Signed contracts and related materials for students completing practicum experiences; time logs, practicum journals, updated resumes, etc.	2006-2008	paper	LEG2000	Active + 5 years
4	Academic	Professional Studies	Sports Studies	RHO 101	Syllabi	Syllabi for Sports Studies courses (SSAT, SSES, SSPE, SSSM). Some in binder in file cabinet, others electronically.	2002-present	paper and computer	EDU3000	Indefinite