Records Inventory
2009

Shawnee State University

	A	B	C	D	E	F	G	H	I	J	K
1	**Division**	**Area**	**Department**	**Location**	**Record Series Title**	**Record Series Description**	**Span Dates**	**Format**	**Group**	**Retention**	
2	**Executive**	**Communications**	**Administrator**	Adm Bldg. 006	News Releases & Media Releases	multiple correspondence files stored electronically on the PR$ server.	July 2005 to present	electronic	PUB3000	Indefinite	
3	**Executive**	**Communications**	**Administrator**	ADM Bldg. 006	SSU Branding	SSU Brand Portfolio, Communication Plan and Research Results; several bound documents	2008 to 2009	paper	PUB3000	Indefinite	
4	**Executive**	**Communications**	**Printing Services**	Administration - Room 020	Digital Photos	Various photographs filed on hard drive and categorized by type, filed alphabetically	4/2001 to present	electronic	PUB2000	Indefinite	
5	**Executive**	**Communications**	**Printing Services**	Administration - Room 020	Job Files	Job files for various campus publications	1987 - present	paper and electronic	PUB2000	Indefinite	
6	**Executive**	**Communications**	**Printing Services**	Administration - Room 020	Logos/Slogans	Logos and slogans frequently used with printed publications. Filed alphabetically by title.	10/29/96 to present	Electronic	PUB2000	Indefinite	
7	**Executive**	**Communications**	**Printing Services**	Administration - Room 034	P-Card Records	Monthly P-Card records filed by monthly billing cycle, .5 linear ft.	May 2005 - Present	paper	ACC1000	4 years	
8	**Executive**	**Communications**	**Secretary**	Adm Bldg. 006	Digital Photos	Photos stored electronically on the PR$ server for reference and future use.	July 2006 to present	electronic	PUB3000	Indefinite	
9	**Executive**	**Communications**	**Secretary**	Adm Bldg. 006	Office Correspondence	multiple correspondence files stored electronically on the PR$ server.	July 2005 to present	electronic	PUB4000	3 years	
10	**Executive**	**Communications**	**Secretary**	Adm Bldg. 006	P-Card Records	P-card transaction retention - one binder on gray bookshelves.	July 2006 to present	paper	ACC1000	4 years	
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