Records Inventory
2009

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	**Student**	**Community Service**	**Americorps/VISTA**	University Center Room 124	Midwest Campus Compact Citizen-Scholar (M3C) Grant	file folders with various entry documents, plus time sheets that continue to be added as students complete their service; 9 folders filed alphabetically by student name	10/1/08 to present	paper	EDUC2000	Active + 6 years
3	**Student**	**Community Service**	**Americorps & VISTA**	University Center Suite 124	Volunteer Events	4 file drawers of volunteer lists for specific events	2005 - present	paper - computer	ADM9900	1 year
4										