

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	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Audit Reports	Final reports by state and independent auditors, filed by year	1972 - 6/30/08	Paper	FIN 7010	4 years	
3	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Bank reconciliation	Bank statements, information used to reconcile bank statements filed by month and year	1994 - 5/31/09	Paper	FIN 1000	4 years	
4	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Board of Regents Reports	Board of Regents reports, including fee surveys, budgets and estimated budgets, specialized reports, financial reports	1975 - 3/01/09	Paper	EDU 3000	Indefinite	
5	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Bond information	Records related to University bonds issued, bond book, and statements and records of payment issued	2008	Paper	FIN 5000	Active + 6	
6	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Bookstore sales tax	Records of sales tax charged and reports submitted	1998-2008	Paper	LEG 5010	10 years	
7	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Bursar Reconciliation	Bursar Reconciliation	2/05-5/09	Paper	FIN 1000	4 years	
8	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Chart of Accounts	System of chart of accounts and list of account numbers and object codes used, by account	1975-5/31/09	Paper	ACC 3000	4 years	
9	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Compensated absence	Compensated absence	6/30/2008	Paper	PER 3000	Active + 6	
10	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	EOY Reports	Printouts showing EOY records, marked permanent Final EOY balances and reports, filed by year	1975 - 6/30/08	Paper	FIN 7000	4 years	
11	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Grants	Files on all grants awarded, and all files related to awarded grants, filed by grant and account number	1995 - 3/31/09	Paper	LEG 2000	Active + 5	
12	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Inventory	Print shop year end, Central stores year end	6/30/2008	Paper	ACC 2000	Active + 6	
13	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Inventory, equipment	All inventory records, including entries and posts, transactions for backup, inventory tag listing, inventory transfer sheets, etc.	1975- 6/30/08	Paper	ACC 2000	Active + 6	
14	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Investments	Bank statements, investment accounts, spreadsheets and backup for investment accounts, filed by account and year	1994 - 5/31/09	Paper	FIN 3000	Active + 6	

