

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	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 216	AIDS Education Committee	Minutes of committee meetings. Used to track committee meeting events. Files are in chronological order in 4 drawer file cabinet. Records are still created. There are .3 foot	1991 - 2009	Paper	ADM9900	1 year
3	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 210	Annual Reports	Departmental Annual Reports delineating services, activities, projects, etc. developed and implemented during the academic year. Filed in chronological order in tall storage cabined in Room 210. There is .5 linear foot.	1997-2009	Paper	ADM1020	Active + 1
4	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 216	Budget	Departmental Annual Reports delineating services, activities, projects, etc. developed and implemented during the academic year. Filed in chronological order in 2 drawer file cabinet. Records are still created. There is .7 linear foot.	1997 - 2009	Paper	FIN2000	Active + 1
5	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 216	Campus Security Act Report	Copies of Federal mandated minutes of committee meetings, annual reports, etc. Files are in chronological order in 4 drawer file cabinet in room 216. Records are still created. There is .6 linear foot.	1990-2008	Paper	ADM#020	10 years
6	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 216	Drug-Free Campus Act Report	Copies of Federal mandated bi-ennial reports. Reports are in chronological order on a bookcase in room 216. Reports are still being created. There is 1.1 linear feet.	1990-2008	Paper	ADM#020	10 years
7	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 214	Clinical Records	Confidential counseling records which include: Permission for Treatment, Data tracking sheets, intake, treatment plans, progress notes and evaluation / assessment. Use clinical files to track sessions. Files are in chronological order in 2 drawer locked file cabinet in room 214. Records are still created. There is 3.3 linear feet.	2006 - 2009	Paper	EDU1000	7 years

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8	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 216	Clinical Records	Confidential counseling records which include: Permission for Treatment, Data tracking sheets, intake, treatment plans, progress notes and evaluation / assessments. Use clinical files to track sessions. Filed in chronological order in 2 drawer locked file cabinet in room 216. Records are still created. 1.6 linear feet.	2003 - 2009	Paper	EDU1000	7 years
9	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 216	Drug Education Committee	Minutes of committee meetings (outreach) used to track meeting minutes. Files are in chronological order in 4 drawer file cabinet in room 216. Records are still created. There are .5 linear foot.	1991-2009	Paper	ADM9900	1 year
10	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 216	Veterans Recognition Committee	Minutes of committee meetings, community correspondence, financial records, contracts, photos and video of annual events. Used to track meeting minutes. Files are in chronological order in 4 drawer file cabinet in room 216. Records are still created. There are 2 linear feet.	1993 - 2009	Paper	ADM9900	1 year