

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	Arts/Sciences	Teacher Education	Mas 207/DTE Server	AACTE/NCATE Joint Data Collection	Institutional Data filed chronological	2005-present	Paper/Elect	ADM3020	10 years
3	Academic	Arts/Sciences	Teacher Education	Mas 224/DTE Server	Admission Applications/Handbooks	Applications; handbooks	09/01/98 to present	Paper/Elect	ADM3000	Active + 10
4	Academic	Arts/Sciences	Teacher Education	Mas 225	Americorps / Applecorps	Annual Reports, number lists, timesheets & evaluations - backup info - originals kept in Athens Ohio, filed alphabetically, .5 lin ft	2002-2007	Paper	LEG2000	Active + 5
5	Academic	Arts/Sciences	Teacher Education	Mas 227 lg file cab/DTE server	Associations Committees & Boards / Institutional memberships.	Institutional memberships & affiliation information, membership lists, newsletters from the various communities & boards to which members of the department belong and on what boards members serve, NCATE Experience, filed alphabetically, .5 lin ft	2004-present	Paper/Elect	ADM3020	10 years
6	Academic	Arts/Sciences	Teacher Education	Mas 227 wooden file	Budgets- Current year and 1 year prior	Budgets and monthly (notes) statements, filed chronologically by object code	07/01/08 to present	Paper	FIN2000	Active + 1
7	Academic	Arts/Sciences	Teacher Education	Mas 226/ DTE Server	Certification	Professional Services files of students who have been certified, filed alphabetically	09/01/92 to 09/28/01	Paper/Elect	EDU1000	Indefinite
8	Academic	Arts/Sciences	Teacher Education	Mas 207/DTE Server	Conceptual Framework	Documentation - Conceptual Framework and ancillary materials	2000-present	Paper/Elect	ADM3020	Indefinite
9	Academic	Arts/Sciences	Teacher Education	Mas 227 lg file cab/DTE server	Correspondence Log	Outgoing official correspondence, filed chronologically, .5 ln ft	2005-Present	Paper /Elect	ADM9900	1 year
10	Academic	Arts/Sciences	Teacher Education	Massie 226/DTE Server	Course Syllabi	Documentation - Copies of Course Syllabi filed alphabetical by course	09/01/86 to present	Paper/Elect	ADM3020	10 years
11	Academic	Arts/Sciences	Teacher Education	Mas 227 lg file cab	Deaf Studies	Meeting notes, accreditation standards, degree audit, notes to initiate deaf studies program @ SSU. Preliminary information to initiate D.S. Program, filed alphabetically, .5 lin ft	2000-2007	Paper	ADM9900	1 year
12	Academic	Arts/Sciences	Teacher Education	Mas 226	Directory - Participating Schools	Directory of Schools participating in SSU coursework field experiences. Includes school name, address, listing of key officials, contact information, participating teachers. Reference. Filed alphabetically, 1 lin ft.	2007-present	Paper / Elect	ADM9900	1 year
13	Academic	Arts/Sciences	Teacher Education	Mas 207	DTE History/ Restructuring File	Departmental history filed chronological	09/01/86 to 09/28/01	Paper	EDU3000	Indefinite

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14	Academic	Arts/Sciences	Teacher Education	Mas 227 Sec file cabs /DTE Server	DTE Meeting Minutes	NCATE Evidence - departmental meeting minutes filed chronologically	July 01, 2008 - present	Paper/Elect	ADM9900	1 year
15	Academic	Arts/Sciences	Teacher Education	Mas 227 Sec file cabs /DTE Server	DTE Meeting Minutes	NCATE Evidence - departmental meeting minutes filed chronologically	22-Jun-05	Paper/Elect	ADM9900	1 year
16	Academic	Arts/Sciences	Teacher Education	Mas 227	Equipment - Office Manuals	Manuals & Instructions on use and maintenance, for the purpose of equipment upkeep, file alphabetically .2 lin ft.	2004 - Present	Paper	ADM3010	4 years
17	Academic	Arts/Sciences	Teacher Education	Mas 234	Equipment Circulation	Listing of specific equipment assigned to DTE students for their use during course. Contains students signature to guarantee return of equipment. Filed by semester/course. To maintain control of equipment and to ensure its return. Filed by semester/course. .1 lin ft.	May 2004 - Present	Paper	ADM9900	1 year
18	Academic	Arts/Sciences	Teacher Education	Mas 224	Field/Clinical Experience Meetings	Field/Clinical agendas, meeting notes filed chronological	10/01/93 to present	Paper	ADM9900	1 year
19	Academic	Arts/Sciences	Teacher Education	Mas 227/DTE server	Honored Grads	List of students selected as honored grads for each program, for reference, filed chronologically by program, .1 lin ft.	1998 - 2007	Paper/Elect	EDU3000	Indefinite
20	Academic	Arts/Sciences	Teacher Education	Mas 226/ DTE server	Licensure	Professional Services list of students who have been licensed, filed chronologically/alphabetically	6/29/2005-present	Paper/Elect	EDU1000	Indefinite
21	Academic	Arts/Sciences	Teacher Education	Mas 228, 227 back lobby/ DTE server	Licensure Checksheets	Checksheets filed by major / concentration	6/29/2005-present	Paper/Elect	EDU1000	Indefinite
22	Academic	Arts/Sciences	Teacher Education	Massie 227 sec file cabs/DTE server	Meeting Minutes / Advisory Council	NCATE Evidence - Departmental/Advisory council/Retreats filed chronological	09/01/86 to present	Paper/Elect	ADM9900	1 year
23	Academic	Arts/Sciences	Teacher Education	Mas 224	Minority Recruitment/Placement	Documentation - Minority Recruitment Plan/Professional Services minority recruitment plan	03/01/99 to 2003	Paper	ADM1020	Active + 1
24	Academic	Arts/Sciences	Teacher Education	Mas 207 /DTE server	NCATE Evidence Assessment Plan	Documentation - Assessment Plan for DTE filed chronological / retreat notes	09/01/92 to present	Paper/Elect	ADM3020	10 years
25	Academic	Arts/Sciences	Teacher Education	Mas 207	ODE 1992 On-Site Review	ODE 1992 On-Site Review Self study results, review materials filed chronological	9/1/92-6/1/92	Paper	ADM3020	10 years
26	Academic	Arts/Sciences	Teacher Education	Massie 226/ DTE Server	Participating/Cooperating Teachers records	Field/Clinical demographics on teachers; payment records filed alphabetically	09/01/90 to present	Paper/Elect	EDU1010	Active + 1
27	Academic	Arts/Sciences	Teacher Education	Mas 207	PETE Project	Documentation - NCATE Evidence review materials/PETE project materials filed chronological/alphabetical	09/01/98 to 09/28/01	Paper	ADM3020	10 years

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28	Academic	Arts/Sciences	Teacher Education	Mas 224 /Dte Server	Placement Requests	Field Placement Requests and Assignments	07/01/07-present	Paper/Elect	EDU1010	Active + 1
29	Academic	Arts/Sciences	Teacher Education	Mas 224 /Dte Server	Placement Requests	Field Placement Requests and Assignments	09/97 to present	Paper/Elect	EDU1010	Active + 1
30	Academic	Arts/Sciences	Teacher Education	Mas 226	Praxis Results	Praxis Test Results, required by ODE & SSU for documentation for graduation & licensure, filed chronologically, 3 ft.	1992 - Present	Paper	EDU1000	Indefinite
31	Academic	Arts/Sciences	Teacher Education	Mas 227 lg file cabs	School Agreements	Agreements between SSU & Cooperating schools for SSU to place student in the buildings for field experience. NCATE Requirement - Filed alphabetically 1lin ft.	1992-present	Paper	EDU3000	Indefinite
32	Academic	Arts/Sciences	Teacher Education	Mas 226	Student Files - Inactive	Evidence files of students no longer active or enrolled in DTE, filed alphabetically	09/01/92 to present	Paper	EDU1010	Active + 1
33	Academic	Arts/Sciences	Teacher Education	Mas 227/lg file cab	Student files - Prospective	T.E - declared students not yet enrolled in EDUC 1115 or admitted to program (prospective), Keep student information on file until admittance to the program, 3 lin ft	2005-present	Paper	EDU1010	Active + 1
34	Academic	Arts/Sciences	Teacher Education	Mas 228 file cabs	Student files Active	Field/Clinical certification/licensure evidence records filed alphabetically	2003- present	Paper/Elect	EDU1010	Active + 1
35	Academic	Arts/Sciences	Teacher Education	Mas 224 / DTE Server	Survey - Cooperating Teachers	Field/Clinical survey and results filed chronological	06/01/93 to present	Paper	EDU3000	Indefinite
36	Academic	Arts/Sciences	Teacher Education	Mas 224 /DTE Server	Survey - Graduation follow up	Field/Clinical surveys and results filed chronological	06/01/93 to present	Paper/Elect	EDU3000	Indefinite
37	Academic	Arts/Sciences	Teacher Education	Mas 224/DTE Server	Survey - Incoming Freshman	Field/Clinical data analysis & prepared results of the survey filed chronological	09/01/92 to present	Paper	EDU3000	Indefinite
38	Academic	Arts/Sciences	Teacher Education	Mas 207	Third Party Evidence	Documentations- letters, memos, third party testimony collection NCATE	09/01/98 to 09/28/01	Paper	ADM3020	10 years