

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	Academic	Professional Studies	Dental Hygiene	Health Science, Room 178, Three Ring Binder, Book Shelf	Autoclave Records	Filed in black three ring binder, results of weekly biological indicator test for Autoclaves, required by Ohio Administrative Code: 4715-20-02, filed by academic term, records are still created, quantity is 1/4 linear ft	8-2005 to Present	Paper	ADM3020	10 years
3	Academic	Professional Studies	Dental Hygiene	Health Science Room 178 - file	Dental Hygiene Accreditation Records	In bound reports, cd discs and paper files, Accreditation reports and correspondence. Historical and current accreditation status, filed by academic year, records continue to be created, 2 linear ft / 23.0 MB	1980 to Present	Paper and Computer	ADM3020	10 years
4	Academic	Professional Studies	Dental Hygiene	Health Science Room 153, DH filing cabinet	Dental Hygiene Applications	Paper files in filing cabinet, completed application folders for Dental Hygiene Applicants, alphabetized by graduation year, records are still created, there are 2.5 linear ft	2004- Present	Paper	EDU1010	Active + 1
5	Academic	Professional Studies	Dental Hygiene	Health Science Room 153, DH filing cabinet	Dental Hygiene Graduates	Paper files in filing cabinet, academic, medical exam, graduation audits of dental hygiene graduates, alphabetized by graduation year, records are still created, there are 2.5 linear	1999-2006	Paper	EDU1000	Indefinite
6	Academic	Professional Studies	Dental Hygiene	Health Science Room 151, secretary filing cabinet	Enrolled Dental Hygiene Students	Paper files in filing cabinet. Records of students currently enrolled in dental hygiene program: medical exams, copies of transcripts, graduation audits, alphabetized by dental hygiene class - freshman, sophomore, etc., records are still created, there is 1 linear ft.	2006-2007	Paper	EDU1000	Indefinite
7	Academic	Professional Studies	Dental Hygiene	Health Sciences, Room 178, small filing cabinet	National/State Board Exam Results	Paper files in filing cabinet, Maintain record for accreditation reporting, filed by academic year, records are still created, there is 1/4 linear ft. of records.	1974 to Present	Paper	EDU1000	Indefinite
8	Academic	Professional Studies	Dental Hygiene	Health Science, 1st Floor storage room 116	Occupational Radiation Exposure Reports	Monthly reports in folders sorted by year. Used to monitor student / faculty exposure to radiation from dental x-rays, filed by year, there is 1 box (2 feet). Records are still created	1980 to Present	Paper	ADM3020	10 years

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9	Academic	Professional Studies	Dental Hygiene	Health Science, Room 178, on bookshelf and electronic copie.	Course Syllabi	Paper copies in 3-ring binder on bookshelf and/or stored electronically in file titled "course outlines - semester", course outlines - quarter, Required record of faculty prepared course outlines. Filed by academic year, records are still created. There ais 1/2 linear foot, 798 KB and 3.5 MB	2005-06- to Present	Paper & electronic	EDU3000	Indefinite
10	Academic	Professional Studies	Dental Hygiene	Health Sciences, Room 178, small filing cabinet	Faculty and Student yearly training for Bloodborne Pathogen	Paper copies in file cabinet, this is a required record arranged by academic year. Records are still created, there is 1/4 linear foot.	2005/06 to Present	Paper	ADM3020	10 years
11	Academic	Professional Studies	Dental Hygiene	Health Science, Room 178, small filing cabinet	Faculty and Student yearly training for HIPAA	Paper copies in file cabinet are a required record. They are arranged by academic year and records are still created. There is 1/4 linear foot.	2005/06 to Present	Paper	ADM3020	10 years