

**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	EMT (Emergency Medical Technology)	Health Science / EMT Rm 140;151;133;153; Arts 101-storage cabinet main floor	Records for Student files: National Safety Council; American Red Cross and American Heart Association	Standard file folders, hanging file folders, course progression / composition, files by course, month, year, filed alphabetically by student name, 16 linear feet. Records are still created.	09/2000 to Present	Paper	ADM3020	10 years