

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	Arts/Sciences	English Humanities	Massie 433, Hallway filing Drawer #6	Current Syllabi	Black Binder in cabinet/drawer #6 (red circle tab) filed alphabetically by course - held 1 year then moved to Massie 408	July 2008-July 2009	Paper	EDU3000	Indefinite
3	Academic	Arts/Sciences	English Humanities	Massie 433, hallway filing Drawer #6	Current Year Budget Papers	Blue binder for reports - filed in hallway Drawer #6 - 16 inches	July 2008-June 2009	Paper	FIN2000	Active + 1
4	Academic	Arts/Sciences	English Humanities	Massie 433, Hallway filing Drawer #1	Prior Year Syllabi	Past year syllabi filed by quarter and Professor - 3" binder	July 2008-June 2009	Paper	EDU3000	Indefinite
5	Academic	Arts/Sciences	English Humanities	Massie 433, Hallway small rolling filing cabinet by sec desk	Faculty Files	Hanging folders in alphabetical order - 12 inches.	1996-2008	Paper	PER2000	3 years
6	Academic	Arts/Sciences	English Humanities	Rm 433, Hallway filing drawer #2	Adjunct Files	Hanging files in drawer #2, filed alphabetically current in front and unsolicited in back	Various	Paper	PER2000	3 years
7	Academic	Arts/Sciences	English Humanities	Massie 433, Hallway filing Drawer #4	Hodgen Trip Information	Hanging Files containing information tracking Hodgen Trips. - 16 inches	Various	Paper	ADM9900	1 year
8	Academic	Arts/Sciences	English Humanities	Massie 433, Hallway filing drawer #3	Meeting Minutes	Filed in drawer #3 of file cabinet - Committee and staff meeting minutes and agenda. filed by date 16 inches	Various	Paper	ADM9900	1 year
9	Academic	Arts/Sciences	English Humanities	Massie 433, Hallway filing drawer #6	phone logs	Filed in black binder by group and numeric by date - 3 inches	July 2007 - Next Fiscal Year	Paper	FIN2000	Active + 1
10	Academic	Arts/Sciences	English Humanities	Massie 433, Rm 408, bookshelf 3 top shelf	Original Syllabi	Binder of syllabi filed by course and year filed on bookshelf #3 on top shelf. (8) 3 inch binders	None listed	Paper	EDU3000	Indefinite
11	Academic	Arts/Sciences	English Humanities	Massie 433, Rm 408, Bookshelf 1 Shelf 2	Past Years Syllabi	Bookshelf #1 - Shelf #2 Binders 1999-2005. Filed in black binders. Filed by course number and title, if students need old syllabus.	1999-2005	Paper	EDU3000	Indefinite
12	Academic	Arts/Sciences	English Humanities	Massie 433, Massie 435	Student Portfolios	Hanging file for each student in English Major - Drawer #2 of conference room 4 ft	Various	Paper	EDU1000	Indefinite