

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	Enrollment Management	Admission	Administration	P Card Records	6 black notebooks - 1 for each departmental card holder, filed by date, month/year. Records are still created.	P-Card Issue Date	Paper	ACC1000	4 years
3	Academic	Enrollment Management	Admission	Administration	Student Applications and Supporting Credentials	(high school transcript, standardized test results, letters of recommendation, etc) Data is entered electronically into the CARS system and then imaged into the FEITH system. Records are still created		Electronic	EDU1000	Indefinite
4	Academic	Enrollment Management	Admission	Administration	Felony Applicants emails of approval or denial from VPSA	2 locations: an email file within my account and we image the approval into the FEITH system. Records are still created		Electronic	EDU1000	Indefinite
5	Academic	Enrollment Management	Admission	Administration	Inquiry & Applicant Data Base	CARS Database - every contact made with and document received from an inquired or applied student - filed by CARS assigned ID	Projected Term	Electronic	EDU1010	Active + 1

Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	ACG Spreadsheets	Excel spreadsheet of students that self-certify for the ACG grant. Maintained on Financial Aid Server.	0607 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	ACG/Smart Spreadsheets	Excel Spreadsheets used to track and award eligible students; maintained on Financial Aid Server.	0607 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Athletic Scholarships	Sheets from coaches telling what each student is awarded; divided by sport, filed by sport	0304 - pres	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	College Work study Bookkeeping	Excel spreadsheet of pay by pay account of all students on CWS and by year/pay period, filed alphabetically by last name maintained on the Financial Aid Server.	0304 - pres	electronic	educ2000	1 year
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Current Scholarship Applications	Application and recommendations for non awarded students, filed alphabetically by last name	0506 - pres	paper	ADM9900	active + 1
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Defaulted Student Loans	Listing of students who are now in default of student loans, filed chronological by release date.	2003 - 04	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Delinquent Borrowers by School	Listing of students who have had student loans that are now in preclaim status, filed chronologically by date.	2003 -04	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	EdConnect Log	Maintained on EdConnect database located on the computer system used to process FAFSA, filed by batch type on the Financial Aid Server.	0405 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	EFT Loan Rosters	Disbursement rosters by academic year/semester for all monies dispersed electronically; filed chronological by date, saved on Financial Aid Server.	0304 - pres	paper & electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Fee Waiver Database	Excel spreadsheet used to track and award fee waivers; maintained on Financial Aid Server.	0708 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Fee Waivers	Fee waivers for SSU employees and dependents, filed alphabetically by last name	0304 - pres	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	FISAP	Electronic files of FISAP data maintained on the Financial Aid Server, filed by submission year.	0304 - pres	paper	educ2000	active + 6

Academic	Enrollment Management	Financial Aid Office	University Center Room 218	List of Scholarship Recipients	Spreadsheet of all recipients of scholarships we have awarded/transmitted, filed alphabetically by last name	0304 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Loan Certification Records	Batch files of loan records exported to the loan lender, guarantor, or servicer. Filed chronologically by date on Financial Aid Server.	0304 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	OIG/OIP/OWO/OES/OC OG	System printouts and electronic files generated and sent to OBR in Columbus, filed by roster number/alphabetically by last name	0304 - pres	paper & electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Pcard Transactions	Pcard transactions and approvals for Financial Aid Staff.	0506 - pres	paper	ACC1000	active + 4
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Pell Batch Summary	Batch Summary is maintained electronically on the Financial Aid Server, filed by batch ID, on the Financial Aid Server.	0405 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	SAP Appeal Tracking Spreadsheet	Excel spreadsheet used to track the status of SAP appeals. Sorted on financial aid server. Maintained chronologically by date	0708 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Scholarship Statistics	Statistics used for Director's year end report		electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Scholarships	Title, eligibility requirements, amount to be given, how many given, on all scholarships known to be available to our students, filed alphabetical by scholarship title	0506 - pres	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Stafford Loan Origination Records	Applicant records of all Stafford and Plus loans sent electronically, loan history accessible through Opennet website, filed random on Financial Aid Server.	0304 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Standards of Progress	List of students on Standards of Progress. Filed alphabetically by last name, by term.	0304 - pres	paper	educ2000	active + 6

Records Inventory
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Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Student Financial Aid Files	All financial aid records for each student including ISIRs, verification information, loan requests/applications, scholarships, work study, third party, special condition applications, independent status, standards of progress, and any other information pertaining to financial aid located on the Financial Aid Server.	2003-04	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	TEACH Spreadsheet	Excel Spreadsheets used to track and award eligible students; maintained on Financial aid Server.	0809 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Third Party Billing Contracts	Written contracts between SSU and a Third Party for billing of specified student accounts	0304 - pres	paper & electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Veteran Files (Active)	Veterans receiving GI Bill education benefits, CH 106, 30, 32, 35, filed alphabetically by last name	0304 - pres	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	University Center Room 218	Work Study Applications	Applications of students applying for work study, filed alphabetically by last name	0304 - pres	paper	educ2000	active + 6

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Enrollment Management	Registrar	University Center File Room	Change of Major	Form used by student to declare a new major, filed by termcode then alphabetical by students last name	1979 - 2007	Electronic	EDU1000	Indefinite
3	Academic	Enrollment Management	Registrar	University Center File Room	Registration Forms / Change Order	Forms used by student to register or add/drop for classes, filed by term code then, alphabetical by students last name	1998-2009	Paper	EDU1000	Indefinite
4	Academic	Enrollment Management	Registrar	University Center File Room	Student Files	Individual files containing information pertaining to student's academic histories, filed alpha by students last name	2000-2009	Electronic	EDU1000	Indefinite
5	Academic	Enrollment Management	Registrar	University Center File Room	Student Files	Students academic history, filed alphabetical by students last name	1971- 2009	Electronic	EDU1000	Indefinite
6	Academic	Enrollment Management	Registrar	University Center File Room	Withdrawal forms	Form used by students to officially withdraw from a quarter, filed alphabetical by students last name	003Q - 2009	Electronic	EDU1000	Indefinite
7	Academic	Enrollment Management	Registrar	University Center File Room	Withdrawal forms	Form used by students to officially withdraw from a quarter, filed alphabetical by students last name	1979 - 2009	Electronic	EDU1000	Indefinite
8	Academic	Enrollment Management	Registrar	University Center Room 233	Change of Name/Address/Telephone	Form used by students to change information in computer, filed by termcode completed, then alphabetical by students last name	1979 - 2009	Electronic	EDU1000	Indefinite
9	Academic	Enrollment Management	Registrar	University Center Room 233	Course Credit by arrangement	Form student uses to apply for course credit by arrangement, filed by term code, then alphabetical by student last name	1979 - 2009	Electronic	EDU1000	Indefinite
10	Academic	Enrollment Management	Registrar	University Center Room 233	Credit by Exam	Form used to apply for and issue grade for course credit by exam, filed by term code then alphabetical by students last name	1979 - 2009	Electronic	EDU1000	Indefinite
11	Academic	Enrollment Management	Registrar	University Center Room 233	Non-credit Form	Form students use to apply to take a course Non-credit, filed by term code, then alphabetical by student last name	1979 - 2009	Electronic	EDU1000	Indefinite
12	Academic	Enrollment Management	Registrar	University Center Room 233	Official Grade Sheets	Form used by instructor to assign final grades by course	1979-2009	Electronic	EDU1000	Indefinite
13	Academic	Enrollment Management	Registrar	University Center Room 233	Pass/Non-Credit Form	Form students use to apply for pass/non-credit, filed by term code then alphabetically.	1979 - 2009	Electronic	EDU1000	Indefinite
14	Academic	Enrollment Management	Registrar	University Center Room 234	AP (<i>Advanced Placement</i>)	Scanned into Feith; to maintain student score reports relative to their academic standing.	1995-Present	electronic	EDU1010	Active + 1
15	Academic	Enrollment Management	Registrar	University Center Room 234	Articulation Agreements	Working copies in binder on desktop; signed originals scanned into Feith.	2009 to present	paper and electronic	EDUC3000	Indefinite
16	Academic	Enrollment Management	Registrar	University Center Room 234	CLEP - (<i>College Level Examination Program</i>)	To maintain student score reports relative to their academic standing; scanned into Feith	1991-present	electronic	EDU1010	Active + 1

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17	Academic	Enrollment Management	Registrar	University Center Room 234	Correspondence	Jump drive kept on desk, purpose is templates of form letters, records are still created, there is 1 (one) jump drive	2004 - Present	Computer	EDU1010	Active + 1
18	Academic	Enrollment Management	Registrar	University Center Room 234	GRE - General Test	Various student scores - Scanned to Feith	1994-present	Electronic	EDU1010	Active + 1
19	Academic	Enrollment Management	Registrar	University Center Room 234	Southeastern Business College	to maintain templates and completed/unsigned contracts from aforementioned institutions; jum/thumb drive kept on top of desk	1989-present	electronic	LEG2000	Active + 5
20	Academic	Enrollment Management	Registrar	University Center Room 235	Allegheny Paper Shredder Corporation.	1 Manila file folder filed chronological by date, contains information on shredder and Purchase order for purchasing of shredder.	2001	Paper	ADM3010	4 years
21	Academic	Enrollment Management	Registrar	University Center Room 235	AMCAS (<i>American Medical College Application Service</i>)	1 Manila file folder filed in 2nd drawer of lateral file cabinet - contains updated data on SSU grading system - credit measurement systems and academic calendars, filed chronological by date	04/25/96 to 01/13/99	Paper	ADM3010	4 years
22	Academic	Enrollment Management	Registrar	University Center Room 235	Annual Report	Computer files - filed chronological by year.	1998 - 2006	Computer files	ADM1020	Active + 1
23	Academic	Enrollment Management	Registrar	University Center Room 235	Budget Information	1 file folder in 2nd drawer of lateral file cabinet - budgetary information	2000 - 2007	Paper	FIN2000	Active + 1
24	Academic	Enrollment Management	Registrar	University Center Room 235	Equipment Action Authorization	1 Manila file folder filed chronologically by date; contains blank EAA forms and EAA forms authorizing removal of office equipment from our office.	2006-2008	Paper	ADM3010	4 years
25	Academic	Enrollment Management	Registrar	University Center Room 235	NBCOT Credentialing	1 file folder filed in 2nd drawer of lateral file cabinet - student academic credentialing forms for Occupational Therapy/ Occupational Therapy Assistant, filed by year and alphabetical by last name.	2005-2007	Paper	EDU1000	Indefinite
26	Academic	Enrollment Management	Registrar	University Center Room 235	NSLC (<i>National Student Loan Clearinghouse</i>)	1 file folder in 2nd drawer of lateral file cabinet	1996-99 (paper) and 20070-09 Feith	Paper / Electronic	EDU2000	Active + 6
27	Academic	Enrollment Management	Registrar	University Center Room 235	P-Card	5" Blue Notebook - on window ledge - used for tracking credit card purchases - filed monthly. Records are still created and there is one book	2006 - 2007	Paper	ACC1000	4 years
28	Academic	Enrollment Management	Registrar	University Center Room 235	Scrip Safe	1 Manila file folder filed in 2nd drawer of lateral file cabinet	2006-09	Paper	ADM3010	4 years
29	Academic	Enrollment Management	Registrar	University Center Room 235	Signature Font	School Seal information - filed in 2nd drawer of lateral file cabinet	None	Paper	ADM3010	4 years

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30	Academic	Enrollment Management	Registrar	University Center Room 236	Degree Verification	copy of a verification of a degree made to a company, including the signed release from the student. 207 files	2008-09	paper	EDUC1010	Active + 1 year
31	Academic	Enrollment Management	Registrar	University Center Room 236	Graduates who owe fees	Letters to students who have graduated but still owe fees. Petition card stapled to a degree audit and copy of letter. 11 files	2004-present	paper	EDUC1010	Active + 1 year
32	Academic	Enrollment Management	Registrar	University Center Room 236	Graduation Petition Packet	petition card w/degree audit, copy of letters sent to graduating student, copy of dept recommendation for student to graduate; 4 file drawers	2007 to 2009	paper	EDUC1010	Active + 1 year
33	Academic	Enrollment Management	Registrar	University Center Room 236	Graduation Petitions for those who didn't graduate	Petition card stapled to degree audit, copy of letters sent to students informing them of courses they still need to take to complete the degree. 143 files	2004 to present	paper	EDUC1010	Active + 1 year
34	Academic	Enrollment Management	Registrar	University Center Room 236	Graduation/ commencement processes	letters/flyers/procedures for graduation and commencement.	2003 to present	paper	ADM9900	1 year
35	Academic	Enrollment Management	Registrar	University Center Room 236	Past Graduates	petition packs w/final degree audit and dept recommendation	2004 to present	electronic	EDUC1010	Active + 1 year
36	Academic	Enrollment Management	Registrar	University Center Room 236	P-card	notebook of p-card instructions and transactions.	2005 to present	paper	ACC1000	4 years
37	Academic	Enrollment Management	Registrar	University Center Room 236	Recent Past Graduates	A-Z list of previous year's graduates to verify graduation circumstances; 2 file drawers	August 2008 to May 2009	paper	EDUC1010	Active + 1 year
38	Academic	Enrollment Management	Registrar	University Center Room 237	Access	(Old and Revised) Policy 3.04 page 1 of 9 collection, maintenance, Access to & challenge of Student Educational Records, filed in 1 file folder on 2nd shelf of bookshelf left of the door entrance.	1990 to 2007	Paper	EDU1030	Active + 3
39	Academic	Enrollment Management	Registrar	University Center Room 237	Access (Signatures) Forms	Document signed by students/employees agreeing to abide by the regulations regarding access to student records and files at SSU. Filed alphabetically in 1 file folder located on the desk.	2007-present	Paper	EDU1030	Active + 3
40	Academic	Enrollment Management	Registrar	University Center Room 237	Calendar	Academic Calendar - filed chronological in 5 file folders filed in 1st top desk file drawer	1995-1999	Paper	EDU3000	Indefinite
41	Academic	Enrollment Management	Registrar	University Center Room 237	Classification of Inst Programs (CIP)	1 File folder located to the left of the door - 2nd shelf of the bookshelf	1990	Paper	EDU3000	Indefinite
42	Academic	Enrollment Management	Registrar	University Center Room 237	Course Sections Analysis	1 File folder located to the left of the door on the 2nd shelf of the bookshelf		Paper	EDU3000	Indefinite
43	Academic	Enrollment Management	Registrar	University Center Room 237	Disciplinary	Problem students / situations filed Chronological in 1 File folder located in 1st top desk file drawer		Paper	LEG4000	Active + 6

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44	Academic	Enrollment Management	Registrar	University Center Room 237	FERPA - AACRAO Policy 3.04	Chronological in 1 file folder located to the left of the door on the 2nd shelf of the bookshelf, policy of confidentiality of student records	1995-2007t	Paper	EDU1030	Active + 3
45	Academic	Enrollment Management	Registrar	University Center Room 237	Goals & Objectives	Lists various duties & responsibilities of the Office of the Registrar - filed chronological in 1 file folder in 2nd top desk drawer	1996-1997	Paper	ADM1020	Active + 1
46	Academic	Enrollment Management	Registrar	University Center Room 237	Grading Practices at SSU	Set of pie charts showing grade distributions for SSU & its colleges & departments aggregated over 3 Academic years 1992/93; 1993/94; 1994/95. Filed chronological on the 2nd shelf of the bookshelf left of the entry door	1996	Paper	ADM3000	Active + 10
47	Academic	Enrollment Management	Registrar	University Center Room 237	HEI	filed chronological in 1 file folder in 2nd top desk file drawer	10/2/97-12/1/98	Paper	EDU3000	Indefinite
48	Academic	Enrollment Management	Registrar	University Center Room 237	Longitudinal Student Data Report	1 file folder located to the left of the computer on the desk, information enables the university to identify developing trends, track demographic shifts, & follow the effects of policy & curricular change coupled with information from other sources, aids in projecting future student enrollment levels. Filed chronologically	1993-1997	Paper	ADM1020	Active + 10
49	Academic	Enrollment Management	Registrar	University Center Room 237	Ohio Articulation & Transfer Policy	OBR Implementation & Assessment Survey Results for 1998-99 - located on desk right of computer.	6/2/2000	Paper	ADM3000	Active + 10
50	Academic	Enrollment Management	Registrar	University Center Room 237	Post-Secondary Options	1 file folder to the right of the computer on the desk. Information on area OH Highschool students attending SSU	1997	Paper	EDU3000	Indefinite
51	Academic	Enrollment Management	Registrar	University Center Room 237	Registration Surveys	1 file folder to the right of the computer on the desk.	1994	Paper	EDU3000	Indefinite
52	Academic	Enrollment Management	Registrar	University Center Room 237	Success Challenge	1 file folder located to the right of the computer on the desk.	1998-2001	Paper	EDU3000	Indefinite
53	Academic	Enrollment Management	Registrar	University Center Room 237	TITLE III	Federal Assistance Information - filed in folder on desk - right of computer.	1988 - 2001	Paper	EDU3000	Indefinite
54	Academic	Enrollment Management	Registrar	University Center Room 237	UTAC (University Technical Advisory Committee)	UTAC information (filed chronological) to monitor all decisions made with respect to technology on campus & to ensure that such decisions are made within the boundaries defined within the technology plan. 1 file folder filed right of the computer on the desk.	1997-2000	Paper	ADM3000	Active + 10
55	Academic	Enrollment Management	Registrar	University Center Room 238	Sports Eligibility NAIA	Student athlete eligible rosters - 1 file folder per sport - filed in desk file drawer	2008-09	Paper	EDU1000	1 year

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56	Academic	Enrollment Management	Registrar	University Center Room 239	Change of Major	Form used by student to declare a new major, filed alphabetical by student last name	003Q - 2007	Electronic	EDU1000	Indefinite
57	Academic	Enrollment Management	Registrar	University Center Room 239	Change of Name/Address/Telephone	Form used by students to change information in computer	003Q - 2009	Electronic	EDU1000	Indefinite
58	Academic	Enrollment Management	Registrar	University Center Room 239	Completed Credit by Exam	Form used to apply for and issue grade for course credit by exam, filed alphabetical by student last name	003Q - 2009	Electronic	EDU1000	Indefinite
59	Academic	Enrollment Management	Registrar	University Center Room 239	Course Credit by arrangement	For student uses to apply for course credit by arrangement, filed alphabetical by student last name	003Q - 2009	Electronic	EDU1000	Indefinite
60	Academic	Enrollment Management	Registrar	University Center Room 239	Credit by arrangement forms	Forms used by student to apply for course credit by arrangement but are pending completion, filed alphabetical by last name	2008-09	Electronic	EDU1000	Indefinite
61	Academic	Enrollment Management	Registrar	University Center Room 239	Non-credit Form	Forms students use to apply to take a course Non-credit, filed alphabetical by student last name	003Q - 2009	Electronic	EDU1000	Indefinite
62	Academic	Enrollment Management	Registrar	University Center Room 239	Official Grade Sheets	Form used by instructor to assign final grades by course, filed alphabetical by course catalog number and section number	1999-2009	Electronic	EDU1000	Indefinite
63	Academic	Enrollment Management	Registrar	University Center Room 239	Pass/Non-Credit Form	Form student uses to apply for pass/non-credit, filed alphabetical by student last name	003Q - 2009	Electronic	EDU1000	Indefinite
64		Enrollment Management	Registrar	University Center Room 239	Registration Appeal Forms	Forms used by students to make "registration" appeals.	May 2009 to present	Electronic	EDU1001	Indefinite
65	Academic	Enrollment Management	Registrar	University Center Room 239	Schedule Room Changes	Requests for schedule/room changes from departments, filed by department	2008-09	Paper	ADM9900	1 year
66	Academic	Enrollment Management	Registrar	University Center Room 239	Special Grade Report Forms	Forms instructors use to change a students grade, filed alphabetical by student last name	003Q - 2009	Electronic	EDU1000	Indefinite
67	Academic	Enrollment Management	Registrar	University Center Room 239	Special Grade Report Forms	Forms instructors use to change a students grade, filed alphabetical by student last name	1979 - 2009	Electronic	EDU1000	Indefinite
68	Academic	Enrollment Management	Registrar	University Center Room 239	TAGS	"TAG" Jump Drive - Office Desk, Courses earmarked by STATE as "TAG" Courses (State mandated), filed alphabetically. Records are still created.	2005 - Present	Computer	EDU3000	Indefinite

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Enrollment Management	Student Success Center Counselor	1st Floor Massie - #131	Student files - Documentation of Disabilities	Manila folders of students with disability by medical/mental health/psychological professional filed alphabetically in short gray locked cabinet.	2004-present	Paper	EDU1000	Indefinite
3	Academic	Enrollment Management	Student Success Center Counselor	1st Floor Massie - #132	Pre-Health Science & Undecided Students	Records are kept on computers. # Aaaa-108 & SSC-M132 in an access database. To track movement and retention. Filed by semester.	2004-present	Electronic	EDU1000	Indefinite
4	Academic	Enrollment Management	Student Success Center Counselor	1st Floor Massie - #133	Developmental Students	Database of students who place into developmental classes. Diskette and computer (Aee 108) Tracking developmental students and how timely they complete developmental classes. How/if they complete all placement/ retention service alphabetically by quarter.	2004-present	Paper / Electronic	EDU1000	Indefinite
5	Academic	Enrollment Management	Student Success Center Counselor	1st Floor Massie - #133	Tutoring Files	3 X 3 black binders & on hard drive. Track demographic information, classes being tutored, who they are tutored by, GPA, grades received in tutored classes, evaluations and personnel files.	2004-present	Paper / Electronic	EDU1000	Indefinite
6	Academic	Enrollment Management	Student Success Center Counselor	1st Floor Massie - #133	Tutoring / SI / Note takers / Payroll	Hanging folders in file cabinet & disks in disk holder; tracking number of hours worked and amount paid to each tutor/SI leader/Note taker. Alphabetically by sem	2000-present	Paper / hard drive	PER3000	Active + 6
7	Academic	Enrollment Management	Student Success Center Counselor	1st Floor Massie - #135	Orientation Evaluations / Surveys	To collect data on student and family satisfaction. Filed by orientation date and year	2001-present	Paper	ADM9900	1 year
8	Academic	Enrollment Management	Student Success Center Counselor	Massie 133	Pre-education, Pre-engineering Student Files	Manila folders with academic records and case notes for students attempting to gain program entry. Some records stored on database in Massie 133. Filed by program, alphabetically.	2007 - present	Paper / Electronic	EDU1000	Indefinite
9	Academic	Enrollment Management	Student Success Center Counselor	Massie 133 (CUBE #2)	Academic Improvement Plans	AIPS filed alphabetically in manila folders and hard-drive. Used to advise students on AIP.	2008-present	Paper / Electronic	EDU1000	7 years
10	Academic	Enrollment Management	Student Success Center Representative	1st Floor Massie	Orientation - New Student	New student orientation files kept on computer - SSC - M147R\$ and on disk. To track and invite new applicants to orientation sessions - filed by year	2008-present	Electronic	ADM9900	1 year
11	Academic	Enrollment Management	Student Success Center Representative	1st Floor Massie	Textbook Loans and Student Withdrawals	Textbook loans are kept in a three inch binder and also on computer SSC-M147R located inside the Student Success Center in an access database titled "Textbook Loans". Verification of Students who are borrowing textbooks	2004-present	Paper - Electronic	ADM9900	1 year
12	Academic	Enrollment Management	Multicultural Student Affairs	Massie 134	Student Case Notes and Files	Manila folders. Academic improvement plans and advising services. Filed alphabetically. Five-drawer metal file cabinet under lock and key	2/20/03 - present	paper	EDUC1000	7 years