

Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Campus Master Plan	All information associated with compilation & completion of Campus Master Plan, filed alphabetically	FY 1999 - Present	Paper & Elec.	ADM 1020	Active + 1
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Committees/Organizations/Meetings	APPA, OAPPA, MAPPA, and campus committee information; monthly board reports (<i>project status reports</i>), filed alphabetically	1995 - Present	Paper	ADM 9910	3 years
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Contracts	Records of contracts with vendors	1999 - Present	Paper	LEG 2000	Active + 5
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Gasoline Bills	Monthly gasoline bills for University, filed monthly	2004 - Present	Paper	ACC 1000	4 years
Finance & Administration	Facilities	Facilities	ATC Building Room 146 & Quonset Hut	Grounds Equipment Inventory	Movers, snow removal equipment, blowers, tow motors, etc., filed by date of purchase	thru 2009	Paper	ACC 2000	Active + 6
Finance & Administration	Facilities	Facilities	ATC Building Room 142	Minutes and Action Items	Minutes of meetings (<i>weekly</i>) Audits (<i>weekly</i>), filed by year and month	1995 - Present	Paper	ADM 9910	3 years
Finance & Administration	Facilities	Facilities	ATC Building Room 146	OBR Miscellaneous correspondence & CAS Distribution	OBR Correspondence & CAS Distribution filed by date	1994 - Present	Paper	ADM 9910	3 years
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Personnel/Employee Records	Custodial, maintenance, administration, office, and student personnel records, employee evaluations, training records, and timesheets, filed alphabetical by last name	2007 - Present (Active)	Paper	REF 0000	Active
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Policies/Procedures	Campus policies and procedures filed alphabetically	1994 - Present	Paper	ADM3000	Active + 10
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Project files	All information on every project on campus (<i>new construction; renovations; upgrades, etc.</i>) from bidding process to certificates of completion, filed by project/building	1999 - Present	Paper	ADM 2030	Active + 6
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Property Deeds/Land Acquisitions	Old deeds & titles to land acquired by SSU, filed alphabetically	1994 - Present	Paper	ACC 2000	Active + 6
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Safety	Fire evacuation drawings; boiler and elevator inspections; OSHA files; safety committee info; safety training; safety certifications; safety policies & procedures MSDS, filed alphabetically and/or by date	1993 - Present	Paper	ADM 3030	Active + 10

Finance & Administration	Facilities	Facilities	ATC Building Room 146	Uniforms	Uniforms ordered yearly, filed by year	2005-Present	Paper	ACC 1000	4 years
Finance & Administration	Facilities	Facilities	ATC Building Room 149	University Facilities Drawings	Archives; plans & specs of all projects; filed by project/building		Paper	ADM 2030	Active + 6
Finance & Administration	Facilities	Facilities	ATC Building Room 146	University Signage	Records of campus signage, filed by building	2003-Present	Paper / Elec	ADM 2030	Active + 6
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Utilities	Bills for Natural Gas & Water/Sewage, filed by month	2002-Present	Binder / Paper	REF 0000	Active
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Vehicle Registrations	Registrations for vehicles "copies" of titles and registrations, filed by year of vehicle	1996-Present	Paper	ACC 2000	Active + 6
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Vendor specifications/material & service bids	Specs and bids on service and materials from various vendors filed alphabetically by vendor	1999-Present	Paper	REF 0000	Active
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Warranties	Roof warranties; construction warranties; materials warranties associated with new construction projects, filed by project/building	1994 - Present	Paper	LEG 2000	Active + 5
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Workorders	Contains completed workorders (<i>maintenance and repairs on campus</i>), filed numerically by year	2004-Present	Electronic	MIS 2000	Active + 1
Finance & Administration	Maintenance	Facilities	Q Hut	Grounds Maintenance Records	Grounds Maintenance Records filed by building	8/90-Present	Paper / binder	MIS 2000	Active + 1
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Campus Recycling Program Grant	File folders, grant accounting purposes, records are still created, 1/2 file cabinet drawer.	04/2007 to Present	Paper	LEG2000	Active + 5
Finance & Administration	Facilities	Facilities	ATC Building Room 147	Purchasing Card Records	Monthly credit card statement, original receipts for each employee department wide with a monthly summary spreadsheet. Used for budget and audit purposes. Filed monthly beginning July 2005. Records are still created. 4 file cabinet drawers	07/2005 to Present	Paper	ACC1000	4 years
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Building Maintenance Records	Maintenance records of buildings, filed by building	1999-Present	Paper	MIS 2000	Active + 1
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Construction Project Meeting Minutes	Minutes of Construction Progress meetings, filed by project	1999-Present	Paper	ADM 9910	Active + 1

Finance & Administration	Facilities	Facilities	ATC Building Room 146	Employee Records	Maintenance records, job description, job applicants, employee records, grievances filed, insurance claims, maintenance apprenticeship program, filed alphabetically	2007 - Present (Active)	Paper	REF 0000	3 years
Finance & Administration	Facilities	Facilities	ATC Building Room 149	Operation and Maintenance Manuals	Operating & Equipment manuals, service manuals, parts manuals, balance reports, vehicle manuals, test logs (<i>fire/sprinkler</i>) shop drawings, operation instructions, filed by building	1990- Present	Paper/Binder/ Electronic	ADM 3010	Active
Finance & Administration	Facilities	Facilities	ATC Building Room 146	State Accounting / Controlling Board	Encumbrance & vouchers for State Projects Controlling Board requests & releases, filed by project	1994 - Present	Paper	ADM 2030	4 years
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Key Control Records	Key request forms and key cards filed alphabetically by name	1994- Present	Paper	ADM4000	3 years
Finance & Administration	Facilities	Facilities	ATC Building Room 147	Radio Records	Maintenance and Custodial radio serial numbers and service records	2005- Present	Paper/ Electronic	REF 0000	Active