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	**Finance & Administration**	**Vice President**	**VP Office**	Commons 1st Floor Administration	Annual Financial Report	Year end financial spreadsheet reports	1975 - 6/30/08	Paper	FIN 7000	4 years
3	**Finance & Administration**	**Vice President**	**VP Office**	Commons 1st Floor Administration	Correspondence	All correspondence files maintained by V.P. for Business Affairs and secretary, filed alphabetical	1975 - 3/31/09	Paper	ADM 9910	3 years
4	**Finance & Administration**	**Vice President**	**VP Office**	Commons 1st Floor Administration	F&F agendas/minutes	Agendas and minutes and other miscellaneous documents for the Board of Trustees Finance and Facilities Committee, filed by date	1979 - 5/8/09	Paper	ADM 9910	3 years
5	**Finance & Administration**	**Vice President**	**VP Office**	Commons 1st Floor Administration	Budget - Institutional	Institutional budget and supporting documents for board approved budgets, filed by date	1975 - 7/1/08	Paper	FIN 2000	Active + 1
6	**Finance & Administration**	**Vice President**	**VP Office**	Commons 1st Floor Administration	Insurance	University property and casualty insurance. Coverage binders and correspondence filed by year.	2003-2009	Paper	LEG 3000	Active + 5
7	**Finance & Administration**	**Vice President**	**VP Office**	Commons 1st Floor Administration	Policies/Procedures	Handbooks and manuals used by department copies of adopted policies	1975 - 5/31/09	Paper	ADM 3000	Active + 10
8	**Finance & Administration**	**Vice President**	**VP Office**	Commons 1st Floor Administration	Property, land	Copies of deeds to University Property, list of all properties owned by University, property tax exemption records, filed chronological by date	1968 - 5/31/09	Paper	ACC 2000	Active + 6
9	**Finance & Administration**	**Vice President**	**VP Office**	Commons 1st Floor Administration	Records destruction	Listing of records destroyed by department, filed by date	1975 - 5/31/09	Paper	ADM 3020	10 years
10	**Finance & Administration**	**Vice President**	**VP Office**	Commons 1st Floor Administration	Tuition and fees	Tuition and fees approved by the Board, filed by date	1975 - 5/8/09	Paper	EDU 3000	Indefinite
11	**Finance & Administration**	**Vice President**	**VP Office**	Commons 1st Floor Administration	Vehicle Titles	Titles to vehicles owned by University	5/31/2009	Paper	ACC 2000	Active + 6
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