

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	Fine, Digital & Performing Arts	VCFA 325	Evaluations	Filed in file cabinet #2, drawer 4 in file folders - students rating for instructors - filed alphabetically - 1 drawer designated	01/01 to 09/28/01	Paper	MIS1010	Indefinite
3	Academic	Arts/Sciences	Fine, Digital & Performing Arts	VCFA 325	Faculty & Adjunct	File folders filed in cabinet #1, drawer #1 - to keep current records - filed alphabetically in 1 file drawer	07/01/01 to 09/28/01	Paper	PER2000	3 years
4	Academic	Arts/Sciences	Fine, Digital & Performing Arts	VCFA 325	Higher Education Information	H.E.I. Labeled on black notebook - state purposes, class information - filed by class number	07/01/01 to 09/28/01	Paper	EDU3000	Indefinite
5	Academic	Arts/Sciences	Fine, Digital & Performing Arts	VCFA 325	Syllabus	File in cabinet #2, drawer #3 file folders - for students that request copies of old syllabi - filed fulltime alphabetically - adjunct alphabetically - filed in 1/2 of file drawer	28-Sep-01	Paper	EDU3000	Indefinite
6	Academic	Arts/Sciences	Fine, Digital & Performing Arts	VCFA 309	Game, Simulation applications	File cabinet 1, drawer #2 file folders-for students accepted/denied into the program	2/1/2004 to 2009	Paper	EDU1010	Active + 1
7	Academic	Arts/Sciences	Fine, Digital & Performing Arts	VCFA 309	Syllabi	Bookcase 1, shelf 2 black notebook for students that request copies of old syllabi - filed alpha by semester/quarter	2004-2008	Paper	EDU3000	Indefinite