

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	Executive	Governance	Student Government Association (SGA)	UC, Student Activities Suite, SGA Office	Meeting Minutes	In white folders inside hanging file folders in the Secretary's drawer of the file cabinet. Minutes are used to keep track of attendance, officer reports, matters of old and new business, and public views. Some folders contained burned CDs of the original files.	09/1998-present	Paper & Computer	ADM9910	Indefinite, review for historical purposes
3	Executive	Governance	University Administrative Assembly (UAA)	SSU Home web page	Meeting Minutes	on-line records of meeting minutes	8/16/2001 - present	electronic	ADM9910	Indefinite, review for historical purposes
4	Executive	Governance	University Faculty Senate (UFS)	ATC322	UFS Constitution	Organization's constitution & bylaws are kept by the current UFS President and passed on to the next President. 3 file boxes in 4' shelf space. Current copy in notebook, historical in file boxes	2003 to present	paper	ADM9910	Indefinite, review for historical purposes
5	Executive	Governance	University Faculty Senate (UFS)	ATC322	UFS Minutes	Organization's minutes are kept by the current UFS President and passed on to the next President. 3 file boxes in 4' shelf space. Current copy in notebook, historical in file boxes	2003 to present	paper	ADM9910	Indefinite, review for historical purposes
6	Executive	Governance	University Faculty Senate (UFS)	ATC322	UFS Treasurer's Report	Organization's treasurer's report is kept by the current UFS President and passed on to the next President. 3 file boxes in 4' shelf space. Current copy in notebook, historical in file boxes	2003 to present	paper	ADM9910	Indefinite, review for historical purposes
7	Executive	Governance	University Faculty Senate (UFS)	ATC322	EPCC Course Approval Forms	EPCC's course/program approval forms are kept by the current UFS President and passed on to the next President. 3 file boxes in 4' shelf space. Current copy in notebook, historical in file boxes	2003 to present	paper	ADM9910	Indefinite, review for historical purposes
8	Executive	Governance	University Staff Assembly (USA)	Health Sciences Room 148	Meeting Minutes/ Committee Lists	on-line and in one white 3-ring binder	Jan 2006 - present	Paper & Computer	ADM9910	Indefinite, review for historical purposes
9	Executive	Governance	University Staff Assembly (USA)	Server	Constitution and bylaws	USA constitution and bylaws	1997-present	Electronic	ADM9910	Indefinite, review for historical purposes

