

Shawnee State University

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228 - Bookshelf B	Advisory Committees	5, 1" black 3 ring binders, Records of industrial advisory committee information including meetings and membership information, filed chronological, records are still kept.	1997 to Present	Paper	ADM9900	1 year
3	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228, File Cabinet B, Drawer 4	Book Orders	Letter sized file folders, used to document textbooks ordered by faculty for classes, filed by academic term, reverse chronological order. Records are still created.	01/02/2000 to Present	Paper	EDU3000	Indefinite
4	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228, Bookshelf B	Catalog Changes	1 - 1" blue binder used to record catalog changes in new semester catalog, filed by program. Records are still created	09/2006 to 04/2007	Paper	EDU3000	Indefinite
5	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228 - Bookshelf B	Curriculum Committee (EPCC)	4", 3 ring black binder, used to document changes to curriculum and new degree program development, filed by subject, then chronological. Records are still created.	01/01/2000 to Present	Paper	EDU3000	Indefinite
6	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228 - File Cabinet A, Drawer 3	Department Business	Letter size file folder, used to document travel expenses for faculty attendance at workshops, conferences; meeting notes, filed by subject then date.	01/01/2000 to Present	Paper	ACC1000	4 years
7	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228, Bookshelf B	Desk Copies	One 3" 3 ring binder, used to document orders of instructors and exam copies of textbooks for classes and possible adoption for classes. Filed by date, reverse chronological order. Records are still created.	07/01/2005 thru 06/30/2007	Paper	EDU3000	Indefinite
8	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228 Bookshelf A	DIDLET	Track expenses, reports and correspondence associated with DIDLET grant. Black 3" binder, organized by date	2005 to present	paper	MIS2000	Active + 1 year
9	Academic	Professional Studies	Industrial Engineering Technology	ATC 228 - Cabinet A-Drawer 3 - Section Dept of Business	Engineering Technology Curriculum Committee	Manila file folders - to house minutes of industrial engineering technologies Curriculum Committee meetings - filed chronological, 2 "	09/1996 to 10/25/01	Paper	ADM9900	1 year
10	Academic	Professional Studies	Industrial Engineering Technology	ATC 228 - Cabinet A-Drawer 3 - Section Dept of Business	Industrial and Engineering Technologies Dept Meetings	Manila file folders - to house records of department meetings, filed chronological, 4 "	09/95 to 10/25/01	Paper	ADM9900	1 year

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11	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228, Bookshelf A	Master Course Listings	3", 3 ring black binders used to document history of enrollments in IET courses, filed by academic year then date. Records are still created.	01/01/2000 to Present	Paper	EDU3000	Indefinite
12	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228, File Cabinet C, Drawer 1,2&3	Miscellaneous Files	Letter sized file folders, used to house records such as correspondence, completed forms, reports etc., Filed alphabetically, records are still created	07/01/2000 to Present	Paper	ADM9900	1 year
13	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228 Bookshelf A	MOCAP	Track expenses, reports and correspondence associated with development of motion capture facility. Organized by date. Black 3" binder.	2008 to present	paper	MIS2000	Active + 1 year
14	Academic	Professional Studies	Industrial Engineering Technology	ATC 228	NAIT Accreditation	Blue 3" notebook - houses accreditation handbook for NAIT Accreditation sought by CADD program- filed chronological	1998 to 10/25/01	Paper	ADM3020	10 years
15	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228 - File Cabinet B, Drawer 2	P Card Transactions	Letter size file folder used to document monthly expenditures using Pcard, filed by year then month. Records are still created.	05/2005 to Present	Paper	ACC1000	4 years
16	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228 - File Cabinet D, Drawer 2	Program Review	Letter sized file folders, 5 year program review information, filed by program, then alphabetically. Records are still created.	1997 to present	Paper	EDU3000	Indefinite
17	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228 - Bookshelf B	Program Review Notebooks	11, 1" 3 ring binders, used to cross reference records of department program self studies, filed by program then chronological. Records are still created.	1997 to 1998		EDU3000	Indefinite
18	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228, Bookshelf B	Quarters to Semesters	4" Blue 3 ring binder, used to document curriculum changes during transition to semesters, filed by proram then date. Records are still created.	01/01/2006 to Present	Paper	EDU3000	Indefinite
19	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228, File Cabinet D, Drawer 1	Scheduling	Letter sized file folders, used to document academic schedule development for IET. History of courses scheduled, number of sections needed, courses cancelled, etc. Filed by academic term, reverse chronological. Records are still created.	01/01/2000 to Present	Paper	EDU3000	Indefinite
20	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228, File Cabinet D, Drawer 3,4 & 5	Software / Hardware / Equipment	Letter sized file folders used to store software licenses; equipment warranties and information for office and academic equipment, filed alphabetically. Records are still created.	Ongoing (Annual renew)	Paper	ADM3010	4 years

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21	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228, and Room 229, dark gray 4 drawer lateral file cabinet	Student Evaluation of Instruction	Letter sized file folder used to document student evaluation of faculty instruction. Filed by academic year, then by date, then faculty name in alphabetical order. Records are still created.	01/01/2000 thru 06/30/2007	Paper	MIS1010	Indefinite
22	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228 - File Cabinet A, Drawers 4 & 5; File Cabinet B, Drawer 1	Student Files	Letter sized file folders, used to document academic progress on all IET majors. To document individual advising plans for transition to semesters, filed by last name, first name, alphabetical order. Files are still created.	09/01/2006 to 08/31/2013	Paper	EDU1000	Indefinite
23	Academic	Professional Studies	Industrial Engineering Technology	ATC Room 228 - Bookshelf A	Syllabi	3", 3 ring black binders used to document course content for IET courses, filed by academic year, course and alphabetical. Records are still created.	01/01/2000 to Present	Paper	EDU3000	Indefinite