

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	Student	Institutional Research & Assessment	Director	VRCFA 131	Facts & Figures	Facts & Figures regarding SSU - profile enrollment- degrees - employees - finances - resources & alumni - 1 booklet file folder located to the right of the computer on the desk	1999-present	electronic	ADM1020	Active + 1
3	Student	Institutional Research & Assessment	Director	VRCFA 131	Non-Persisted Report	1 file folder to the left of the computer on the desk. To present data, analysis, & conclusions relating to a survey of non-persisting students from 1994-1995 to ascertain factors that might assist SSU in reducing attrition and improving services	1994-1995	Paper	EDU3000	Indefinite
4	Student	Institutional Research & Assessment	Director	VRCFA 131	P-Card Purchases	One folder documenting p-card purchases	2007-present	paper	ACC1000	4 years
5	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Academic Profile score diskettes	Original disks from ETS containing score data on the Academic Profile, filed chronological in box on bookshelf	12-1995 to 6-2001	Disk -3.5	EDU1000	Active + 6
6	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	AIR (<i>Association of Institutional Research</i>)	Newsletters, information regarding the practice of Institutional Research	1998 - 2001 (ongoing)	Paper	ADM9900	1 year
7	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Assessment/Academic Profile	Materials related to Assessment and Academic Profile; Report provided on Academic Profile, filed chronological by date in desk file cabinet	1998 - 2001	Paper	EDU1000	Active + 6
8	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Athletic Aid Reports	File cabinet - athletic aid reports used to update database tables for IPEDS GRS (graduation rate survey), filed chronological	July 1996 - 2001	Paper	EDU3000	Indefinite
9	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Back-UP Databases (IR)	6-2GB JAZ Disks used for making periodical back-ups of databases used for institutional research purposes, filed in Credenza chronological by date of back-up	1999 - 2001	Electronic - JAZ Disks	EDU3000	Indefinite
10	Student	Institutional Research & Assessment	Research Analyst	VRCFA 318	Back-UP Databases (IR)	160GB External Drive used for making periodical back-ups of databases used for institutional research purposes	1999-2009	160GB External Maxtor Drive	EDU3001	Indefinite
11	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Economic Performance Report	Materials for compiling "EPR" Actual Expense Reports; Budgeted expenses; enrollment data; faculty data; copies of old and new reports; filed chronological in windowsill/computer	1995 - 2001	Paper/ Electronic	EDU3000	Indefinite

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12	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Enrollment Projections	Reports on projecting enrollments at SSU, filed alphabetically in file cabinet/computer	1999 - 2001	Paper/ Electronic	ADM1020	Indefinite
13	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Enrollment Reports	Enrollment reports generated on a quarterly basis, filed chronological in file cabinet	8/1998 - 2001	Paper	EDU3000	Indefinite
14	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	External Surveys	External Surveys - Peterson's; U.S. News; Wintergreen-Orchardhouse, ACT; CUPA; AAVP; IPEDS; NCES; Key facts, Market Data Retrieval, AAES-engineering Workforce; Baron's; Chronicle Guidance; Cincinnati Chamber of Commerce; College Board; Open Doors; BMI; Falcon TFS; National Beta Club, arranged alphabetical by Title/ Chronological by date.	1988 - 2001 (Ongoing)	Paper	EDU3000	Indefinite
15	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Fact Book	File cabinet: Materials for compiling annual fact book; paper copy of original; copy of published fact book. Computer: Files for fact book sections. Filed chronological by date; alpha by section.	1998 - 2001 (ongoing)	Paper / Electronic	EDU3000	Indefinite
16	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	HERI	HERI Report/Survey, filed in file cabinet	1995	Paper	EDU3000	Indefinite
17	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	High School Reports	Reports related to students attending SSU from surrounding high schools, chronological in file cabinet	1996 - 2001	Paper	EDU3000	Indefinite
18	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Internal Reports	Reports written for AdHoc in-house requests. Computer files are stored in folders by department/office. Chronological by date	1995 - Sept. 2001 (Ongoing)	Paper/ Electronic	EDU3000	Indefinite
19	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	OBR - Faculty	Files and reports regarding faculty for OBR: Faculty salaries; Faculty improvement Reports; Faculty Service Reports; Faculty Workload. Filed alphabetically in file cabinet	1996-1999	Paper	EDU3000	Indefinite
20	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	OBR - HEI	File cabinet - File containing information related to HEI: success challenge, resource analysis, restricted queries, subsidy calculation	1995 - 2001	Paper	EDU3000	Indefinite
21	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	OBR - Subsidy	File cabinet - OBR subsidy reports, filed alphabetical	1992-1999	Paper	EDU3000	Indefinite
22	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Ohio Association for Institutional Research & Planning (OAIRP)	Informational materials regarding OAIRP, filed chronologically in file cabinet	1998 - 2001	Paper	EDU3000	Indefinite

