

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	Library	Director	LIB255	Accreditation Information	10-20 documents - Information on campus accreditation as they impact the library - filed alphabetically	2000 - present	MS Outlook	ADM3020	10 years
3	Academic	Library	Director	LIB255	ADA compliance info.	Documents regarding ADA compliance requirements and attempts of the SSU Library to meet them.	1991-present	Elec	ADM3020	10 years
4	Academic	Library	Director	LIB255	Assessment	Documents relative to assessing/improving library services.	2000 - present	MS Outlook	ADM3020	10 years
5	Academic	Library	Director	LIB255	Beartrack	Documents/memos relative to the implementation of Beartrack (automated Library information system)	1991-present	Elec	ADM3000	Active + 10
6	Academic	Library	Director	LIB255	Budget	Budget requests and justifications and other related material	1989 - present	Elec	FIN2000	Active + 1
7	Academic	Library	Director	LIB255	Collection development documents	Policies, considerations & messages for adding titles or formats to the collection - filed chronologically	1993 - present	Elec	ADM9900	1 year
8	Academic	Library	Director	LIB255	Community Involvement	Documents and electronic files containing documents relative to cooperative community activities/events - filed alphabetically	1999 - present	MS Outlook	ADM9900	1 year
9	Academic	Library	Director	LIB255	Computers & Applications	Contains memos regarding any uses of computers in the Library that are not associated with Beartrack	1993 - present	Elec	ADM9900	1 year
10	Academic	Library	Director	LIB255	Distance Education	Documents and electronic files containing emails relative to services offered to distance students - filed chronologically	2000 - present	MS Outlook	ADM9900	1 year
11	Academic	Library	Director	LIB255	Government Documents	Information on specific documents, depository status and inspections, selection of titles, etc.	1999-2001	Elec	ADM9900	1 year
12	Academic	Library	Director	LIB255	Graduate Student Support	20+ documents - electronic file - Contains messages relative to services offered by the library for graduate students - filed chronologically.	1999-2001	MS Outlook	ADM9900	1 year
13	Academic	Library	Director	LIB255	Grants	Information on possible and received grants for library projects and services	1999-present	MS Outlook	LEG2000	Active + 5
14	Academic	Library	Director	LIB255	Innovative Interfaces Inc. (III)	General III Information - including local implementation	1994-present	Elec	ADM3000	Active + 10
15	Academic	Library	Director	LIB255	Library Advisory Committee	Minutes of meetings, charge of committee, committee roster, etc.	1992-2001	Elec	ADM9900	1 year
16	Academic	Library	Director	LIB255	Library Building	Various documents related to construction & information of building; filed alphabetically	1991-present	Paper	ADM2030	Active + 6
17	Academic	Library	Director	LIB255	Library Policies	Final and interim drafts of library policies	2001-present	Elec	ADM2030	10 years

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18	Academic	Library	Director	LIB255	Ohio LINK	Documents containing information Ohio LINK information, minutes, agendas, & events relative to SSU's participation of strategic statewide plans - filed chronologically.	2000 - present	MS Outlook	ADM9900	1 year
19	Academic	Library	Director	LIB255	Policies	Documents -and electronic files containing messages Re: policies and variances by individuals - filed chronologically	1999-present	MS Outlook	ADM3000	Active + 10
20	Academic	Library	Director	LIB255	Program Review	Documents associated with review of library	1999-present	Elec	EDU3000	Indefinite
21	Academic	Library	Director	LIB255	Safety Information	Safety policies and information relative to the campus and the library	1992-present	Elec	ADM3030	Active + 10
22	Academic	Library	Director	LIB255	Schools/SSU Library Cooperative projects	Documents/memos which discuss cooperative efforts between schools and SSU	1993-present	Elec	MIS2000	Active + 6
23	Academic	Library	Director	LIB255	Security	Memos, procedures relative to building security	1998-present	Elec	ADM4000	3 years
24	Academic	Library	Director	LIB255	Staffing	Documents and electronic files of schedules for administrative, support staff and students issued quarterly, filed chronologically	1989-present	MS Outlook	ADM9900	1 year
25	Academic	Library	Director	LIB255	Technical Services Information	Department-wide issues	1992-present	Elec	ADM9900	1 year
26	Academic	Library	Director	LIB255	Technology Issues	Documents and electronic files containing messages relative to technology applications in the library - filed chronologically	1999	MS Outlook	ADM9900	1 year
27	Academic	Library	Director	LIB255	Travel	Staff travel requests	1992-present	Elec	ACC1000	4 years
28	Academic	Library	Director	LIB255	Website Folder	Documents & electronic files containing information regarding the University & Library website - suggestions for improvement - filed chronologically	1991-present	MS Outlook	ADM9900	1 year
29	Academic	Library	Reference	LIB245	BI, Internet, etc. Resources	Microsoft Office & Word files used by Reference Librarian to create bibliographic instruction handouts.	Current only	Computer files	ADM9900	1 year
30	Academic	Library	Reference	LIB244	Interlibrary Loan	Statistics on the Interlibrary Loan activity, copies of the spreadsheets used to keep count of statistics	1998 - present	Paper	ADM1020	Active + 1
31	Academic	Library	Secretary	LIB256/253	Annual Reports	Annual reports, bound, filed chronologically	1982-present	Bound paper copies	ADM1020	Indefinite

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32	Academic	Library	Secretary	LIB256	Library Forms	Forms used in Library, filed alphabetically	2008 - present	Paper	ADM9900	1 year
33	Academic	Library	Secretary	LIB256	Miscellaneous	Visiting borrower information, completed entertainment forms, interlibrary loans - filed alphabetically	2008 - present	Paper	ADM9900	1 year
34	Academic	Library	Secretary	LIB256/253	P-Card	Invoices, shipping information, packing slips, web receipts, statements, purchasing card transaction logs, filed chronologically.	2006 - present	Paper/Electronic	ACC1000	4 years
35	Academic	Library	Secretary	LIB256	Student Employees	Transient student employment & emergency contact information	2001 - Present	Paper/Electronic	PER3000	Active + 6
36	Academic	Library	Storage	LIB109	Collection	General information pertaining to library collections	1988-2001	paper	EDU3000	Indefinite
37	Academic	Library	Storage	LIB109	Equipment	General Information pertaining to library equipment	1986 - 2001	Paper	ADM3010	4 years
38	Academic	Library	Storage	LIB109	Library Allocations	Memos regarding the allocations formula & how much has been allocated to each area.	1992-2000	Elec	EDU3000	Indefinite
39	Academic	Library	Storage	LIB109	Policy	General policy information	1988-2000	paper	ADM3000	Active + 10
40	Academic	Library	Storage	LIB109	Staffing	General information on library staff	1988-2000	paper	ADM9900	1 year
41	Academic	Library	Systems	LIB262	Computer Hardware Inventory	paper (<i>in filing cabinet</i>) / electronic - inventory of public / staff computer equipment	Current only	Paper / Elec	ADM3010	4 years
42	Academic	Library	Systems	LIB262	Innovative	Inopac (only 7 days; 14 day cycle for) backups; manual; correspondence; log of backup routines, filed chronological.	Backup routine creates 7 current tapes	Paper / Elec	ADM3010	7 day cycle for privacy of patron records
43	Academic	Library	Systems	LIB262	OhioLINK: Lead implementers	electronic and paper file of OhioLINK lead implementers information, filed chronological	Current only	Electronic	ADM9900	1 year
44	Academic	Library	Technical Services	Clerk Area	Acquisitions	Invoices from vendors, requests for pays, correspondence with vendors	1999-11/01/01	Paper / Elec	EDU3000	Indefinite
45	Academic	Library	Technical Services	Clerk Area	Allocations	Allocation reports to liaisons and department chairs, updates, deadlines, and revisions of allocations, allocations	1993 - 11/01/01	Paper / Elec	EDU3000	Indefinite
46	Academic	Library	Technical Services	Lib143	Budget	Budget requests, memos, cuts, justifications, allocations; University monthly expense report	1990 - 11/01/01	Paper / Elec	FIN2000	Active + 1
47	Academic	Library	Technical Services	LIB142	Department Stats	3 inches - monthly and annual quantitative summary of departmental work - document rise and fall in workflow over time	2000 - 11/10/01	paper	ADm1020	Active + 1

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48	Academic	Library	Technical Services	LIB143	Gifts	Donation slips, memos to development office with formula costs;	18-Jun-05	Paper / Elec	MIS1000	1 year
49	Academic	Library	Technical Services	LIB143	Government Documents	Self evaluations; inspection report from GPO; correspondence to FDLP; policy and procedure	1992 - 11/01/01	Paper / Elec	ADM3020	10 years
50	Academic	Library	Technical Services	LIB143	Library Catalog	Bibliographic records of all materials & resources available in or through the library	1991 - 11/01/01	Elec	EDU3000	Indefinite
51	Academic	Library	Technical Services	LIB143	OhioLINK /Innovative	DMSE Minutes, announcements and correspondence in project III information related to technical service and current releases	1999	Paper / Elec	ADM9900	1 year
52	Academic	Library	Technical Services	LIB143	Ohionet/OCLC	Invoices, renewals, billing correspondence	1993 - 11/01/01	Paper / Elec	ADM9900	1 year
53	Academic	Library	Technical Services	LIB142	P-card Purchases	Manila file folders containing receipts, original receipts to substantiate p-card purchases for the library. One set of files per person using a P-Card, divided by year, in reverse chronological order (Latest on top), currently less than 1 lin ft.	07/05 thru 08/07	Paper	ACC1000	4 years
54	Academic	Library	Technical Services	Serials Area	Serials	Action reports, claims, payment records, new subs, cancellation title change, invoices, vendor correspondence	1988	Paper / Elec	EDU3000	Indefinite