

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 | Professional Studies | Medical Lab Science | Health Science Rm 151 | Active admissions for Medical Lab Technology (AD) | Application materials, interview material, degree audit, health records, transcripts, absentee record/forms, filed alphabetical by last name | 2008-09 | Paper | EDU1000 | Indefinite |
| 3 | Academic | Professional Studies | Medical Lab Science | Health Sci - Rm 151 | Active Applicants for MLT & MT Programs | Application material, Interview Material, Transcripts, Health Records, Degree Audits, filed alphabetical | 2008-09 | Paper | EDU1000 | Indefinite |
| 4 | Academic | Professional Studies | Medical Lab Science | Health Science RM 217 | CLIA - data for cholesterol testing | Proficiency survey results - quality control - quality assurance - temperature charts - filed from most recent to oldest | 1992 to 10/01/01 | Paper | ADM3020 | 10 years |
| 5 | Academic | Professional Studies | Medical Lab Science | Health Science - Room 153 | Inactive files for MLT and MT programs | Application Material, Interview Material, Transcripts, Health Records, Degree Audits, filed alphabetical | 2001-07 | Paper | EDU1010 | Active + 1 |
| 6 | Academic | Professional Studies | Medical Lab Science | Health Science Rm 217 | MSDS | MSDS for potentially hazardous substances used in the lab, filed alphabetical | 1992 to 10/01/01 | Paper | ENV2000 | Indefinite |
| 7 | Academic | Professional Studies | Medical Lab Science | Health Science Rm 217 | Program Performance records 2 year & 4 year | Record of performance of graduates from 2-4 year programs on national certification exams filed by year | 01/01/00 to 01/30/08 | Paper + On-line | EDU1010 | Active + 1 |