

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	Nursing	Health Science Room 141, 154, 153	Correspondence	General, filed chronologically, Records are still created, filed chronological. 7.5 ft.	1997 to 2009	Paper	ADM9900	1 year
3	Academic	Professional Studies	Nursing	Health Science Room 133, 141, 153	Course Related Materials	Syllabus, exam/quizzes, class roster, final grades, course evaluation summary, filed numerical by course number, by quarter, by year. 17 feet, Records are still created.	Fall 1996 to Spring 2009	Paper	EDU3000	Indefinite
4	Academic	Professional Studies	Nursing	Health Science Room 154	Faculty	Academic Credential, including years of clinical practice and years of teaching experience; Proof of current active licensure as registered nurse in Ohio and/or Kentucky, Assignments, Faculty evaluation summary, filed alphabetical (current past), 2 feet. Records are still created.	Employment plus 5 years	Paper	PER2000	3 years
5	Academic	Professional Studies	Nursing	Health Science Room 133, 154, 141	Minutes	Faculty meeting minutes, minutes of curriculum, by-laws, facilities, handbook, uniform, evaluation, and admission, progression and completion committees, committees annual reports, advisory committees minutes, filed in notebooks, chronological order by meeting type. Records are still created. 5 linear ft.	1986 to July 2009	Paper	ADM9900	1 year
6	Academic	Professional Studies	Nursing	Health Science Room 141, 153	OBN Information	Annual reports, NCLEX-RN Results, Correspondence, filed topic by year (reports, NCLEX Results). Records are still created. 3 linear ft filed.	1986 to July 2009	Paper	ADM3020	10 years
7	Academic	Professional Studies	Nursing	Health Science Room 153, 133	Records - Currently Enrolled Students	Admission, transfer or readmission records; degree audits, transcripts, Copies of Health - Immunization records, Proof of health insurance, Current CPR ( <i>LPN or RN = valid license</i> ), clinical evaluation, advisory notes, degree checklist, filed alphabetically by student by ADN or BSN. Records are still created. 33 linear ft.	1997 to Spring 2009	Paper	EDU1000	Indefinite
8	Academic	Professional Studies	Nursing	Health Science Room 206, Current Evaluation Committee Chair	Systematic Evaluation Plan Documentation	First year survey, exit survey, employment survey, employer survey, long-term graduate survey, critical thinking tests, assess test, filed in notebook, chronological by meeting date. Records are still created. .5 linear ft.	1999 to July 2009	Paper	EDU3000	Indefinite
9	Academic	Professional Studies	Nursing	Health Science Rooms 154, 128, 133	P-Card	Documentation fo rp-card purchases for nursing. In order by date, @ 2 ft.	8/224/04 to present	paper	ACC1000	4 years