

Shawnee State University

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Executive	OACHE	EOC	Admin Bldg, 1st floor, OACHE/EOC; ground floor OACHE storage	Participant Files	Personal information/applications of EOC participants and records of services provided to participants, filed chronological then alpha by participants. Current - approx 12 linear ft, previous 30 boxes	2002 - Present	Paper	EDU1000	Active + 7
3	Executive	OACHE	EOC	Admin Bldg, 1st floor, OACHE/EOC office, Basement storage	Grants	Grant applications, award notifications, EDGAR guidelines, reports and budget records, filed chronological, approx 5 linear feet	1994 - Present	Paper	LEG2000	Active + 5
4	Executive	OACHE	OACHE	Admin Bldg, 1st floor, OACHE Office Bookshelf & file cabinet 2, drawer 4	OACHE Meeting Minutes	Meeting notes of the OACHE board of directors meetings; files documenting the creation of OACHE and personnel, filed Chronologically. Approximately 6 linear ft.	1990 - Present	Paper	ADM9910	3 years
5	Executive	OACHE	OACHE	Admin Bldg. 1st floor, OACHE office, file cabinet 3, drawer 1; basement storage file cabinet bottom drawer	Conference	Notes, agendas, evaluations, brochures, photos, etc. of annual OACHE conference (incl. registration forms and Invoices) Filed chronologically, approximately 7 linear feet	1994 - Present	Paper	ADM9900	1 year
6	Executive	OACHE	OACHE	Administration Bldg. 1st floor, OACHE office File Cabinet 2, drawers 1-3, file cabinet 3 drawers 2-3	Access Grants	Applications, correspondence, reports, etc. for OACHE access grants to K12 schools in Ohio Appalachia and ten member colleges, Filed alpha by school, chronological within the school file. Approximately 20 linear feet	1993 - Present	Paper	LEG2000	Active + 5
7	Executive	OACHE	OACHE	Admin Bldg. 1st floor, OACHE office, 3" ring binder, File cabinet 2, drawers 4, file	Budget	Financial records (RFP, PO, budget reports, information on state funds appropriated to OACHE, filed chronologically. Approximately 4 linear feet	1990 - Present	Paper	FIN2000	Active + 1
8	Executive	OACHE	OACHE	Admin Bldg, 1st floor, OACHE office, 3" File cabinet 1, drawers 1-5	Subject files	Correspondence, reports, and descriptions of programs and/or organizations. Used as reference materials in writing applications for grant funding, filed alpha by subject. Approximately 16 linear feet	1990 - Present	Paper	ADM9900	1 year

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9	Executive	OACHE	SOACDF	Admin Bldg, OACHE/EOC Office	SOACDF Contracts and Applications	5 binders with fiscal information, annual contracts; file folders with student applications. Used to process educational assistance awards per contract between OACHE & SOACDF, filed alpha, approximately 30 linear feet	2002 - Present	Paper	LEG2000	Active + 1