

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 | University Outreach | District 14 Science Day | Massie B50 | Applications, Miscellaneous Program Information | 2 linear Ft. - RFP's, PO's, Budgets, Judges information, funding sources | 2002 - present | Paper | LEG2000 | Active + 5 |
| 3 | Academic | University Outreach | Business & Industry Training | Admin B030 | Training Records | Documentation (RFP's, sign-in sheets), correspondence, applications, and other information regarding training - filed in file cabinets | 2004-present | Paper | LEG2000 | Active + 5 |
| 4 | Academic | University Outreach Services | School-to-Work | Massie B46 | STW Business Training Credit, career camps, & conferencescommunity ed courses, personnel documents | Documentation (<i>registration forms, RFP's, copies of sign-in sheets</i>), correspondence, applications, and other information regarding use of training credits during 1998-2002 fiscal years - filed in storage file cabinets | 6/98 - present | Paper | LEG2000 | Active + 5 |
| 5 | Academic | University Outreach | STEM & Foreign Language Academy | Massie B50 | Applications, Miscellaneous Program Information | 3 linear Ft. - grant proposal, information, student applications and course information & fiscal information | 2007 - present | Paper | LEG2000 | Active + 5 |
| 6 | Academic | University Outreach Services | Summer Honors Institute for Gifted Students | Massie B46 | SHIGS - Summer Honors Institute for Gifted Students | 4 Linear Ft - grant proposal, information & application packets, student applications & fiscal information | 2006 - present | Paper | LEG2000 | Active + 5 |
| 7 | Academic | University Outreach | Tech-Prep | ADM 030 | Consortium Governance | Consortium correspondence, Consortium Meeting Minutes, filed in notebooks in boxes | 2003 - present | Paper | LEG2000 | Active + 5 |
| 8 | Academic | University Outreach | Tech-Prep | ADM 030 | Financial | Invoices, approved budgets, project expenses, filed in notebooks in file boxes | 2005- present | pape and electronic | FIN2000 | Active + 1 |
| 9 | Academic | University Outreach | Tech-Prep | ADM 030 | Grants | RFP's, approval letters, budgets, filed in notebooks in file boxes | 2005 - present | Paper | LEG2000 | Active + 5 |
| 10 | Academic | University Outreach | Tech-Prep | ADM 030 | Program Applications | Applications and correspondence for new programs | 2005- present | paper and electronic | LEG2000 | Active + 5 |
| 11 | Academic | University Outreach | Tech-Prep | ADM 030 | State Evaluation | MGT- Evaluation of Ohio Southern Consortium, filed in notebook in file boxes | 2004- present | Paper | LEG2000 | Active + 5 |
| 12 | Academic | University Outreach | Tech-Prep | ADM 030 | Articulation | Articulation agreements and curriculum | 2001- present | paper and electronic | LEG2000 | Active + 5 |
| 13 | Academic | University Outreach | Tech-Prep | ADM 030 | Consortium Governance | Consortium correspondence, Consortium Meeting minutes, on shared files and local computer | 2001 - present | electronic | LEG2000 | Active + 5 |
| 14 | Academic | University Outreach | Tech-Prep | ADM 030 | Student Programs | Showcase, campus visits, other student program files on computer | 2003- present | electronic | LEG2000 | Active + 5 |

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| 15 | Academic | University Outreach Services | Director | Massie B52 | Faculty CEU Professional Development Records | Copies of CEU certificates earned by faculty-professional development course descriptions, registration/attendance records, filed alphabetical by last name and program in bookshelf file drawer | 1997-Present | paper | EDU3000 | Indefinite |
| 16 | Academic | University Outreach Services | Director | Massie B52 | Contract Training & Conferences | 8 linear ft - file folders of course descriptions, teaching materials, student registrations, CEU documentation, certificates, sign-in sheets | 2004 - present | Paper | EDU3000 | Indefinite |
| 17 | Academic | University Outreach Services | Secretary | Massie B51 | Grants Management | Copies of Board Summaries of grants University - wide, Proposals, copies of grant agreement letters, budgets, proposal writing instructions and information from funding agents on submitting proposals - 6 files - filed alphabetically | 1997 - Present | Paper | LEG2000 | Active + 5 |
| 18 | Academic | University Outreach Services | Secretary | Massie B51 | Ohio Academic Competition | Registration materials, league rules, purchased questions pertaining to the state and regional academic tournaments -3 files filed alphabetically | 1997 - present | Paper | ADM9910 | 3 years |
| 19 | Academic | University Outreach Services | Secretary | Massie B44 | 21st Century Community Learning Center Grant Information | Grant fiscal information, award information, site coordinator list, filed chronological, FY | 6/99 - present | Paper | LEG2000 | Active + 5 |