

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	Professional Studies	Physical Therapy	Health Science Room 141	Program Evaluation	Data collected and part of the ongoing evaluation and as per accreditation requirements, filed alphabetical by title, for reference in reporting to CAPTE and State agencies. Records are still being created, there are approximately 25 files.	1999-Present	Paper / Computer Disc	ADM3020	10 years
3	Academic	Professional Studies	Physical Therapy	Health Science Storage Room near 202 & in 141	Student Files	Academic and clinical files, graduates' files kept for CAPTE reviews and assessment, legal purposes, filed alphabetically in boxes. Records are still created, house approximately 200.	2003-Present	Paper	EDU1000	Indefinite
4	Academic	Professional Studies	Physical Therapy	Health Science Room 150, locked in vertical file	Clinical Contract Files	In hanging files, official legal & executed originals of clinical affiliation agreements - must be kept, filed in alpha order. Records are still created, there are 83 files	2001-Present	Paper	LEG2000	Active + 5
5	Academic	Professional Studies	Physical Therapy	Health Science Room 141 in locked vertical file	Clinical Information Files	CSIF (forms about clinic, staff, directions, brochures, student evaluation forms about clinic), filed in alphabetical order. Records are still created, there are 72 paper files and approximately 20 computer files.	2001-Present	Paper / Electronic	ADM9900	1 year
6	Academic	Professional Studies	Physical Therapy	Health Science Room 150 in locked vertical file and in Storage Room near 202	Student Applications - rejected	Hanging labeled files within vertical files, filed alphabetically. Records are still created, there are 41 files within locked files.	2005-Present	Paper	EDU1010	Active + 1
7	Academic	Professional Studies	Physical Therapy	Health Science Storage Room near 202 in locked vertical file	Student Health Records - Clinical	Health exam forms, TB test results CBC & UA test results, CPR/Faid cards, health insurance cards. Purpose is to verify or confirm each student's medical test & certifications per clinical contract steps. Records are still created, there are 35 files within vertical file.	2006-2008	Paper	EDU1000	Indefinite
8	Academic	Professional Studies	Physical Therapy	Health Science Room 141 in locked desk	PTA program CD Backup 2003-2006	CD's 3, flash drive (1), retain student policies and procedures. Records are still created.	2003-2006	CD or Flash Drive / Electronic	ADM3000	Active + 10
9	Academic	Professional Studies	Physical Therapy	Health Science Room 141	Personnel - Faculty file	File, maintains current licensure training evaluation of faculty per each staff member. Records are still created. There are 4 paper files- locked file - CD/Flash Drive file	2001-Present	Paper/ Electronic	PER2000	3 years

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10	Academic	Professional Studies	Physical Therapy	Health Science Room 141 in locked desk	Chair and PTA Department meeting notes	In vertical files: hanging files; for CAPTE and continued follow-up reporting. Filed numerical, Records are still created.	2001-Present	Paper / Electronic	ADM9900	1 year
11	Academic	Professional Studies	Physical Therapy	Health Science Room 141	Student advising and communication	In hanging files, containing all application, advising and academic handbook forms. Filed alphabetically, there are 31 files.	2006-Present	Paper	EDU1000	Indefinite
12	Academic	Professional Studies	Physical Therapy	Health Science 141 on (secure) computer drive	Course syllabi	CPU file on hard drive of program leader, used for instructor evaluations per University/SEA Contract stipulation CAPTE. Records are still created.	2004-Present	Electronic	EDU3000	Indefinite
13	Academic	Professional Studies	Physical Therapy Assistant	Health Science 141 - Office	PTAT Documents - Clinicals	Notebooks - Correspondence, track and maintain all clinical contacts, reservations, placements, filed numerical by year. Records are still created.	2002-Present	Paper	ADM9900	1 year
14	Academic	Professional Studies	Physical Therapy Assistant	Health Science Bldg, Rms 240 & 141, in files or on computer / driver / disc	Miscellaneous	Instructor's Excel Spreadsheets and/or grade books. Used to collect data about students' grades and performance in rendering a grade or to defend an appeal. Bound in grade book or stored on disc files. Records are still created. A quantity of 1-book, several spreadsheet files.	2001-Present	Paper / Computer	EDU1000	Indefinite
15	Academic	Professional Studies	Physical Therapy Assistant	Health Science Bldg. Room 150 and Storage Room near 202, in locked upright files	Special Action Alerts	Manila file; to record any special remediations plans, discussions, letters of reinstatement, forms associated with status or performance. Records are still created. There is one file (one student), arranged vertical - alpha order	2002-Present	Paper	EDU1000	Indefinite
16	Academic	Professional Studies	Physical Therapy Assistant	Health Science Bldg, Room 150 and Storage Room near 202, within locked desk or vertical file	Academic Files and Releases	In manila files, contains degree, grade audits, advisor checklists, performance reviews, didactic tests, confidential information releases, filed vertically, alphabetically. Records are still created. There is one file (one student)	2001-Present	Paper	EDU1000	Indefinite
17	Academic	Professional Studies	Physical Therapy Assistant	Health Science Bldg, Room 240, in locked desk files	Application	In manila files, used to maintain students' initial application materials for future reference, as needed, filed vertically in alpha-order. Records are still created. There is one file (one student)	2002-Persent	Paper	EDU1000	Indefinite

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18	Academic	Professional Studies	Physical Therapy Assistant	Health Science Bldg, Rooms 141, 240 and Storage Room near 202, within locked desk or upright files.	Correspondence - student files	In manila file for each student, purpose is to collect emails, telephone messages and ordinary notes, filed vertically, alphabetically arranged. Records are still created. There are approximately 17-18 per advisor	2001-Present	Paper	ADM9900	1 year
19	Academic	Professional Studies	Physical Therapy Assistant	Health Science Bldg, Room 240 in locked vertical files	Medical	Vertical file in series of hanging files, used to maintain all health related documentation, for use in clinicals, e.g. physical exams, TB tests, insurance. Filed Vertical, in alpha order. Records are still created. There is approx. 17 lin. Ft.	2001-Present	Paper	EDU1000	Indefinite