

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	Student	Career and Placement Services	Office of Career Services	University Center Room 213	Annual Reports	Computer files - Filed in computer of Director. Reports containing information of yearly progress on department goals. Yearly goals report. Filed in computer chronological order by date. Maintain yearly reporting record for the Vice-President of Student Affairs. Records are still created. The is one computer folder.	2003 - 2009	Computer	ADM1020	Active + 1
3	Student	Career and Placement Services	Office of Career Services	University Center Room 211	Resume Database	Computer files. Computer database containing resumes on current students and alumni. Keep resumes on file for current students and alumni who are seeking employment. Send to employers upon request. Students sign release of information. Computer (60 file folders) - filed by degree / alphabetical order by student last name. Records are still created. 60 files labeled by degree.	2000 - 2009	Computer	EDU1000	Indefinite
4	Student	Career and Placement Services	Office of Career Services	University Center Room 210 and Room 215	Student Employment Applications / Authorization to Hire Forms	Applications front office area - Hanging files and computerized. Filed in alphabetical order by student last name. Authorization forms front office hanging files - Keep track of students who are hired in on-campus departments. All files are in alphabetical order. Records are still created. There are 1.5 linear feet.	2006 - 2009	Paper	PER3000	Active + 6 years
5	Student	Career and Placement Services	Office of Career Services	University Center Room 211	Graduate Surveys	Annual Graduate Surveys, from SSU graduates/salary and future professional studies. Manila envelopes for annual years when surveys were conducted; 3 linear feet, lateral file cabinets, drawer 1	8/1/02 to present	paper and electronic	MIS1010	Until superceded
6	Student	Career and Placement Services	Office of Career Services	University Center Room 211	P-card	Annual P-card documentation, stored in manila envelopes marked with fiscual year outside; chonological order; front office file cabinet, drawer 1	7/1/99 to present	paper	ACC1000	4 years
7	Student	Career and Placement Services	Office of Career Services	University Center Room 211	Job Fair	files include databases, brochures, employers and students who attended. Employer and student evaluations. Front office file cabinet, drawer 3; 2 linear ft; chronological order	3/1/04 to present	paper	MIS2000	Active + 6 years