

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	President	President - Executive Secretary	Administration 1st floor, room #179, work room	Policies & Procedures	Policies & Procedures Manual and related correspondence in Blue 3-ring binder filed in workroom, numerical by policy number, cabinet #11.	1980-Present	Paper	ADM3000	Active + 10
3	Executive	President	President - Executive Secretary	Administration 1st floor, room #179, work room	Policies & Procedures - Accreditation	Accreditation records, reports and correspondence, workroom cabinet #3.	1975-Present	Paper	ADM3000	Active + 10
4	Executive	President	President - Executive Secretary	Administration 1st floor, room #179, work room	President's Activities	Correspondence, reports, memorandums, etc., documenting activities of the President's Office, filed by subject, reverse chronological in , hallway cabinet #11	1987-Present	Paper	ADM9910	3 years
5	Executive	President	President - Executive Secretary	Administration 1st floor, room #179, work room	University Governance Files	University Senate records, committees and correspondence, filed reverse chronological, subject in workroom cabinet #4.	1992-Present	Paper	ADM9910	3 years
6	Executive	President	President - Executive Secretary	Administration 1st floor, room #179, work room	BOT materials	BOT minutes, committee reports, and correspondence; minutes are in fire-proof cabinet in notebooks/binders, filed reverse chronological in hallway and workroom in cabinets # 11,2,3, & 7. Minutes are also scanned and indexed on Feith server under President's Cabinet, BOT minutes.	1969-Present	paper and electronic	ADM3000	Indefinite
7	Executive	President	President - Executive Secretary	Administration 1st floor, room #179, work room, cabinet #5	Ohio Public Records Request	Various information requested that is releasable under Ohio Public Records Act. In file folders, filed alphabetical by name of requestor. Records are still created.	1999 - Present	Paper	ADM3000	Active + 10
8	Executive	President	President - Executive Secretary	Administration 1st floor, room #179, work room, cabinet #5	Purchase Card (Pcard)	Monthly paymentnet statements, order receipts, filed in individual folders for each month. Used for Audits. Filed in reverse chronological order. Records are still created.	2005 - Present	Paper	ACC1000	4 years

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9	Executive	President	Strategic Collaborations	ATC323	Academic Support Team	Minutes of meetings and pertinent emails, on computer in Mail Items/Archive Folders and My Documents and in desk file drawer, filed by date	5/20-09 to present	electronic and paper	ADM9910	3 years
10	Executive	President	Strategic Collaborations	ATC323	Collaborations with Rio Grande	email concerning collaborations in computer/Mail Items/Archive Folders, filed by date	2/27/09 to present	electronic	ADM9911	3 years
11	Executive	President	Strategic Collaborations	ATC323	Articulation Agreements	White paper on Articulation Agreements in computer/Mail Items/Archive Folders, My Documents and desk file drawer, filed by date	6/9/09 to present	electronic and paper	ADM9912	3 years
12	Executive	President	Strategic Collaborations	ATC323	Collaborations and Database Information	Strategic collaborations database and back-up emails, etc. filed in computer/Mail Items/Archive Folders, database in Access in My Documents and file drawer in desk	2/2/09 to present	electronic and paper	ADM9913	3 years