

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	Provost	Graduate Center	Massie 127	Annual and Monthly Reports	.3 Lin Ft, filed by date in blue hanging files, used to document Graduate Center activities	January 2000 to present	Paper	ADM9900	1 year
3	Academic	Provost	Graduate Center	Massie 127	Contracts	.6 Lin Ft, hanging files, filed alphabetically, used to document agreements with other universities to provide graduate programs	Winter 2000 to present	Paper	LEG2000	Active + 5
4	Academic	Provost	Graduate Center	Massie 127	Graduate program misc notes and documents	4.5 Lin Ft, filed alphabetically by University in manila folders used to document activities and classes of graduate programs by other universities on SSU campus and 24.95 MB	January 2000 to present	Paper and electronic	EDU3000	Indefinite
5	Academic	Provost	Graduate Center	Massie 124	Mailing list "Interested Students"	records on hard drive; database of contact information for prospective graduate students, filed alphabetically-3.42 MB-on other computer	None	Elec	EDU1010	Active + 1
6	Academic	Provost	Graduate Center	Massie 127	SSU graduate degree proposal misc	misc. documents, minutes, info for proposed SSU grad degrees: MOT, M.Ed.- 2 lin ft and 27 MB - P drive	2002-2003	Paper and electronic	EDU3000	Indefinite