

Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
Academic	Provost	Provost Ofc.	Massie 124	Adjunct Faculty	Official Adjunct faculty contracts, resumes/vita, applications and transcripts.	Early 1980's to Present	Paper	PER2000	Indefinite
Academic	Provost	Provost Ofc.	Massie 124	Annual Reports	Annual reports from Academic Affairs' departments	1993-Present	Paper	ADM1020	Active + 1
Academic	Provost	Provost Ofc.	Massie 124	Board of Trustees Records	All VP Secretaries H Drive; Agendas; reports, and resolutions, filed by year.	1999 to Present	Electronic	ADM3000	Active + 10
Academic	Provost	Provost Ofc.	Massie 124	Course Changes, New Courses, Enhancements for Existing	Original forms for course changes, new courses, enhancements for existing degrees, and preliminary proposals approved by EPCC, UFA, Provost and President	1991-Present	Paper	EDU3000	Indefinite
Academic	Provost	Provost Ofc.	Massie 124	EPCC	Electronic - Provost Drive / EPCC. Files are still created.	2005 - Present	Electronic	EDU3000	Indefinite
Academic	Provost	Provost Ofc.	Massie 124	Faculty	Official Full-time Faculty contracts, resume/vita, applications, transcripts	Early 1980's to Present	Paper	PER2000	Indefinite
Academic	Provost	Provost Ofc.	Massie 124	Faculty Promotion / Continuing Contract	Information pertaining to Full-service Faculty promotions and continuing contracts	1990-Present	Paper	PER2000	3 years
Academic	Provost	Provost Ofc.	Massie 124	Grievances	Grievances filed by faculty and students	1995-Present	Paper	LEG4000	Active + 6
Academic	Provost	Provost Ofc.	Massie 124	Institutional Review Board (IRB)	Paper applications, black cabinet. . There are 6". Records are still created	2006-Present	Paper	ADM3000	Active + 10
Academic	Provost	Provost Ofc.	Massie 124	Institutional Review Board (IRB)	Electronic My documents - filed by date. Records are still created.	2006-Present	Electronic	ADM3000	Active + 10
Academic	Provost	Provost Ofc.	Massie 124	My Documents	Miscellaneous Information. Records are still created	2003-Present	Electronic	ADM9910	3 years
Academic	Provost	Provost Ofc.	Massie 124	New Program Proposals	Proposals for new degree programs approved by the OBR	Present	Paper	EDU3000	Indefinite
Academic	Provost	Provost Ofc.	Massie 124	North Central Accreditation	Correspondence and reports from accrediting teams.	Present	Paper	ADM3020	10 years
Academic	Provost	Provost Ofc.	Massie 124	Official Faculty Records	Electronic - Provost Drive / Faculty Official Reports..	1999-Present	Electronic	ADM3000	Active + 10
Academic	Provost	Provost Ofc.	Massie 124	P-Card Purchases	Notebook by year, purchases with university credit card.. There are 3 notebooks - 9".	2005-Present	Paper	ACC1000	4 years
Academic	Provost	Provost Ofc.	Massie 127	P-Card Purchases	5 notebooks for documenting purchases on university credit card	8/1/05 - present	paper	ACC1000	4 years
Academic	Provost	Strategic Planning Committee	Massie 127	Committee Activities	manila folders/colored files, white notebook to document activities of committee	Sept. 2005-present	paper	EDU3000	Indefinite
Academic	Provost	Strategic Planning Committee	Massie 127	Meeting Minutes	misc notes, projects, AQIP documents, SPC committee minutes, computer files - 4. MB	Sept. 2005-present	ELEC	ADM9910	3 years

Records Inventory  
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Shawnee State University

<b>Academic</b>	<b>Provost</b>	<b>SURF/SURE Grants</b>	Massie 127	Grant Materials and miscellaneous	documents pertaining to Student Undergraduate Research grants, manila/hanging folders - 1. lin ft and 8.7 MB	2004-present	Paper and electronic	LEG2000	Active + 5
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