

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 | Professional Studies | Radiologic Technology | Health Science Room 122 | Clinical Correspondence | Memos, clinical instructor meeting minutes. Used to monitor program and clinicals. Filed chronologically. | 2000-Present | Paper | ADM9900 | 1 year |
| 3 | Academic | Professional Studies | Radiologic Technology | Health Science Room 126 | Course Related Materials | Student handouts, related material to program. Enhance students knowledge, filed chronologically. | 2006-Present | Paper &/or Digital | EDU3000 | 3 years |
| 4 | Academic | Professional Studies | Radiologic Technology | Health Science Room 208 & 126 | Outcome Assessment Plan & Results | File used to monitor Outcome Assessment Plan and Results program. Filed chronologically. | 2000-Present | Paper or Digital | ADM3020 | 10 years |
| 5 | Academic | Professional Studies | Radiologic Technology | Health Science 208 | Radiation Dosimetry Reports | Radiation Dosimetry file used to record radiation levels. Filed chronologically. | 1990-Present | Paper | ADm3020 | Indefinite |
| 6 | Academic | Professional Studies | Radiologic Technology | Health Science Room 208 - 231 | Student Academic Records | Application, transcripts, health records, proof of health insurance, CPR. Purpose is to track students Academic Records; filed chronologically. | Present | Paper | EDU1000 | Indefinite |
| 7 | Academic | Professional Studies | Radiologic Technology | Health Science Room 122 & 231 | Student Clinical Records | Clinical hours, exam evaluations, quarterly evaluation check off sheets. Filed chronologically. | 2004-Present | Paper | EDU1000 | 5 years |