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	**Finance & Administration**	**Security**	**Security**	ATC 190	AED Prescription	AED 'Prescription for Use" annual renewal of standing order authorizes trained employees of SSU to utilize the Automated External Defibrillator to assist svictimes	2005 - 2008	Paper	ADM3030	Active + 10 years
3	**Finance & Administration**	**Security**	**Security**	ATC 190	Campus Security Act Reports	Clery Act Report; Campus Security Act Reports and Supporting Documents	2007 - 2008	Computer & Paper	LEG5000	Active + 6 years
4	**Finance & Administration**	**Security**	**Security**	ATC 190 & Security Web Page	Crime Log	Log of criminal acts committed within SSU campus boundaries; recorded and published in compliance with the Clery Act; listed by incident date	1/14/2007 - Present	Electronic	LEG5000	Active + 6 years
5	**Finance & Administration**	**Security**	**Security**	ATC 190	Incident Report	Records of incidents on campus, filed by date; supporting documentation for Campus Security Act Reporting	2003 - Present	Computer & Paper	ADM4000	3 years
6	**Finance & Administration**	**Security**	**Security**	ATC 190	Lost & Found and Impound Property Disposition	Log for Lost & Found items and tracking record of impound property disposition	11/06/2008 - Present	Paper	ADM9900	1 year
7	**Finance & Administration**	**Security**	**Security**	ATC 190	Monthly Security Checklist	Duties Checklist	2006 - Present	Paper	ADM9900	1 year
8	**Finance & Administration**	**Human Resources**	**Security**	Admin 021 - Storage Area	Parking Tickets	Tickets issued for violations of SSU Vehicle Parking Policy, filed by ticket number	2002-Present	Paper	ACC1000	4 years
9	**Finance & Administration**	**Human Resources**	**Security**	Admin 021 - Storage Area	Parking Violation Appeals	Parking & Transportation Appeals & Resolutions	2002-Present	Paper	ADM9900	1 year
10	**Finance & Administration**	**Human Resources**	**Security**	Admin 021 - Storage Area	Shift Logs	Daily log of each Security Officer's service calls; includes all shifts	2003 - Present	Paper	ADM4000	3 years
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