

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	Arts/Sciences	Social Science	Adm Bldg. Room 112	Adjunct Instructor Files	Manila file folders, within green hanging files, 8 1/2" X 11", all files are filed alphabetically by last name. Adjunct faculty resumes, contracts, correspondence, quarterly data, teaching history with student evaluation reports. Filed on west wall, 1st putty file cabinet from office door of dept. file room - Drawer #2. - Files = 76; flash drive and CD (1 backup)	9/28/01 to 6/12/09	Paper and computer hard drive & CD	PER2000	3 years
3	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Adjunct Textbook Binder	2" Black notebook binder containing filing for all course materials adjunct faculty check out and return to department for academic year. Filed chronologically	9/02/06 to 6/12/09	Paper	EDU3000	Indefinite
4	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Annual Report	Manila file folders, within green hanging files, 8 1/2" x 11", all files are filed chronological. 1 file folder; flash drive - backup), filed on east wall #5 putty file cabinet from office door of dept. file room	1993-6/12/09	paper and flash drive	ADM1020	Active + 1
5	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Assessment	Materials filed in manila file folders inside green hanging file folder arranged by type of material/test. 18" wide x 52" tall x 25" depth. Copies of on-line testing for evaluation of programs with norms of other institutions	on going	paper	ADM3020	10 years
6	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Copier Codes	List of everyone by academic department authorized to copy on SS department copier. One file folder in file cabinet . behind secretary desk. Cabinet is 36" long x 19" depth. Data used for chargebacks to departments through business office.	on going	paper and flash drive	ADM9900	1 year
7	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Correspondence	All correspondence for department. Written communication into/out of department. Filed by date in manila folder inside of green hanging file. Cabinet #5 in department file room.	on going	paper and CD	ADM9900	1 year
8	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Emergency Communications File	All correspondence for department pertaining to emergency procedures. Filed by date. Cabinet #5, drawer 3	9/2005-present	paper	ADM3030	Active + 10

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9	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Exams	Exams composed for all faculty filed by course alphabetically, numerical by academic year on computer and flash drive(1) for backup. To administer exams by faculty, filed alphabetically by course on east wall, 2nd putty file cabinet from office door of department file room, 1 file folder for each faculty member (varies each semester)	07/01 to present	paper and flash drive	EDU3000	Indefinite
10	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Fax Transmissions	File folder 8 1/2 X 11 inch folders in green hanging file folders used as Fax communiqués in and out of department. Filed chronologically in 1 file folder, on east wall, 1st putty file cabinet from office door of dept. file room, drawer 2.	on going	Paper	ADM9920	Until no longer of value
11	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Full-Service Faculty	File folders, 8 1/2 X 11 inch folders in green hanging file folders. Files for each current full service faculty member with resume, required by Shawnee State University. Student evaluation reports, and correspondence to faculty member.	on going	Paper/flash drive	PER2000	3 years
12	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Graduating Student Senior Survey Report Summary	Files for data gathered regarding majors and senior surveys. Filed in manila file folders inside green hanging file. Cabinet #5, drawer 2. Used for Program evaluation.	on going	paper	ADM9900	1 year
13	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Meeting Minutes	File folders, 8 1/2" X 11 inch folders in green hanging file folders. Minutes for department meetings, chairs meetings, committee meetings for departmental reference purposes. Filed alphabetically; chronologically by academic year on east wall, 1st putty file cabinet from office door of department file room, drawer #2	6/25/05 to 8/2/07	Paper/flash drive	ADM9900	1 year
14	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	New Degree Programs	Data for programs that are considered to be new. East wall Cabinet #5, drawer 3	on going	paper	EDU3000	Indefinite
15	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 11	P-card	One green legal hanging folder containing one manila file for each month. Series of files are in file cabinet behind secretarial desk, in bottom drawer. Filed by date	7/25/07 to present	paper	ACC1000	4 years

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16	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Program Checklists	One File folder for each major department offers, contains check-off sheets for students to track major requirements and for advising - filed alphabetically by major on east wall 2nd putty file cabinet from office door of dept. file room	on going	Paper/flash drive	EDU3000	Indefinite
17	Academic	Arts/Sciences	Social Science	Adm Bldg. Room 112	Social Science Majors	Manila file folders, within green hanging files, 8 1/2" X 11", all files are filed by major; example BA, Minors, Certificate. Report required for annual College of Arts & Sciences. Assessment for departmental review and each academic year.	1996 to 6/16/09	Paper, Computer Hard drive.	EDU1010	Active + 1