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	**Student**	**Student Activities**	**Housing & Resident Life**	University Center Room 100	Auxiliary Contracts	Information in file folders, food service and vending contracts filed alphabetically (Copies of originals are in business office)	1983 - present	Paper	LEG2000	Active + 5
3	**Student**	**Student Activities**	**Housing & Resident Life**	University Center Room 105	Current Housing Residents	To maintain information on current students living on campus, one file per student containing application for housing, meal plan request and rroom inventory forms, filed alphabetically by last name in housing office file cabinet.	current year	Paper	EDU1000	Indefinite
4	**Student**	**Student Activities**	**Housing & Resident Life**	University Center Room 105	Previous Housing Residents/Disciplinary Records	One record per student containing application for housing, meal plan request, room inventory forms and any correspondence concerning	1999 - present	electronic	EDU1000	Indefinite
5	**Student**	**Student Activities**	**Student Activities Sect'y**	University Center Game Room	Game Room Usage/Inventory	Contains information on students using the gameroom, check-in/check out of equipment and movies to track usage	Sept. 1998-June, 2009	Electronic	ADM9900	1 year
6	**Student**	**Student Activities**	**Student Activities Sect'y**	University Center Room 100	Greek Life	To track Greek Involvement, file folders containing Greek GPA information and rosters.	Present	Paper	EDU1000	Indefinite
7	**Student**	**Student Activities**	**Student Activities Sect'y**	University Center Room 100	Room Reservation Forms	Track usage of building and scheduling of events, are kept in file folders with other required documents *(insurance, set-up)* filed chronological.	1997-Present	Paper	ADM9900	1 year
8	**Student**	**Student Activities**	**Student Activities Sect'y**	University Center Room 100	Space Reservations	Track usage and reservations of campus space, schedules campus space for activities	July 1999 - Present	Resource 25	ADM9900	1 year
9	**Student**	**Student Activities**	**Student Activities Sect'y**	University Center Room 100	Student Organizations	One folder per student organization containing constitution, by-laws, recognition forms, funding application, membership roster and other fact sheets. Maintain required information for recognized organizations filed alphabetically by organization, in bottom front desk drawer	2008-Present	Paper Electronic	ADM9910	3 years
10	**Student**	**Student Activities**	**Student Activities Sect'y**	University Center Room 100	Welcome Center Daily Receipts	Accounting purposes, daily receipt tapes from the Welcome Center cash register, detailing sales are filed chronological in desk 1, bottom drawer	Sept. 1996-June 2009	Paper	ACC1000	4 years
11										