

	A	B	C	D	E	F	G	H	I	J	K
1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention	
2	Student	Student Support Services	Trio Center	Administration 1st Floor	Activities Book	Binders with activity information, including sign up sheets, evaluations of activity, related brochures, activity rationale form, etc., filed by academic year in 4 binders. Filed chronological in 6 binders.	98/99 to 08/2009	Paper	ADM9900	1 year	
3	Student	Student Support Services	Trio Center	Administration 1st Floor	Annual Performance Report (ARP)	Annual performance report filed chronologically by year in 10 folders.	95/96 to 07/08	Paper and SSU server 'svr0017' F:\Data base/...	ADM1020	Active + 1	
4	Student	Student Support Services	Trio Center	Administration 1st Floor	Grant Proposal	Grant Proposal 1993; Grant Proposal 1998; Grant Proposal 2002; Grant Protosal 2006, 4 books.	1993 - July 2007	Paper and Word software 'svr0017' F:\Grant 2006	LEG2000	Active + 5	
5	Student	Student Support Services	Trio Center	Administration 1st Floor	Mid-term Grade Reports	Mid-term grade check from instructors, filed chronological by year, then quarter in 2 binders	05/06 - 06/07	Paper	EDU1000	Indefinite	
6	Student	Student Support Services	Trio Center	Administration 1st Floor	Newsletter File	All newsletters created and distributed to SSS members, filed chronological by year then month in 1 binder	9/96 to May 2009	Paper and Word software	ADM9900	1 year	
7	Student	Student Support Services	Trio Center	Administration 1st Floor	Objectives Notebooks	Notebook where we keep track of the objectives that we must meet and complete to complete our grant requirements, filed chronological by year in 6 binders .	96/97 - 07/08	Paper	ADM3020	10 years	
8	Student	Student Support Services	Trio Center	Administration 1st Floor	Policies and Procedures Manual	Binder with proper procedures for performance of the secretarial position, and related procedures for the office, filed by subject in 1 binder	Present	Paper and Word software	ADM3000	Active + 10	
9	Student	Student Support Services	Trio Center	Administration 1st Floor	Scrapbooks	Contains newspaper articles re: students and programs,3 binders, filed chronological	93/94 - 08/09	Paper	ADM9900	Indefinite - review for historical purposes	
10	Student	Student Support Services	Trio Center	Administration 1st Floor	Student Database	All student demographics and related information (GPA, hours, etc.)	93/94 - 08/09	SSU Server	EDU1000	Indefinite	
11	Student	Student Support Services	Trio Center	Administration 1st Floor	Student files	Manila folders with student applications, intake paperwork, and other pertinent information, filed alphabetically by name. Name of students and type of services they received are filed. 14 drawers.	93/94 - 08/09	Paper	EDU1000	Indefinite	

