

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	Vice President	VP Student Affairs Ofc	University Center Room 200	Athletic Investigation	1 file, cabinet #1 - drawer #2 used to investigate a complaint, filed alphabetically.	3/07 - 6/07	Paper	EDU1000	Indefinite
3	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Athletic/Intramural	Information regarding Athletic/Intramural, filed alphabetically in file cabinet 1	1992-Present	Paper	ADM9900	1 year
4	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Athletics	All sports, buildings & area of athletic files, filed alphabetically	1995-Present	Paper	EDU1000	Indefinite
5	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Banned from Campus	Stand up files on desk - keep current people banned from campus, current only, 1 file folder	Current	Paper / Computer	EDU1000	Indefinite
6	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Bear Run (SSU)	on 2 drawer file cabinet in stand up file folder, used for records, filed by year.	1999 - 2005	Paper	ADM9900	1 year
7	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Budget	Student Affairs Budget - filed alphabetically in file cabinet 3	1997-2000	Paper	FIN2000	Active + 1
8	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Campus Compact, VISTA Volunteer	File cabinet #3, 2nd drawer, record purpose - names /events. There are 6 file folders.	2005 - Present	Paper	LEG2000	Active + 5
9	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Clubs and Organizations	Guidelines - filed alphabetically in file cabinet 3		Paper	ADM9910	3 years
10	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Counseling & Career	Files on this department filed alphabetically in file cabinet 3	1990-Present	Paper	ADM9910	3 years
11	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Disciplinary Files	Student disciplinary files; 2nd drawer in file cabinet; 18"; filed alphabetically by student name	6/08-6/09	paper	LEG4000	Active + 6
12	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Emergency Phone Number	File cabinet #3, 5th drawer, used as reference, 1 file.	Sep 06 - Jul 07	Paper	ADM9910	1 year
13	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Emergency Procedures	Procedures to be followed, in file cabinet #3, 5th drawer. Arranged 2007-2008 ?	4/07 to Indefinite	Paper	ADM4000	3 years
14	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Excused Absence	Standup files on desk, record forms that students turn into faculty, arranged, numerical, Feb 07 thru current date. There is 1 file folder.	Feb 07 - Present	Paper	ADM9900	1 year
15	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Financial Aid	All files pertaining to FA office operation filed alphabetically in file cabinet 3	1990-Present	Paper	ADM9910	3 years
16	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Housing	All student housing files, filed alphabetically in file cabinet 2	1996-Present	Paper	EDU1000	Indefinite
17	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Kelly Hatas	Standup file on desk, keep RFP & records.	2007-2008	Paper	ADM9910	3 years
18	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Pepsi Contract	Contract with Pepsi, filed alphabetically in file cabinet 2	1998-2001	Paper	LEG2000	Active + 5
19	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Quality of University Life	BOT Committee, filed by date in file cabinet 2	11/92-6/96	Paper	ADM9910	3 years

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20	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Shawnee 20/20	1 file of meetings & retention ideas/actions in file cabinet #2, 4th drawer.	4/07 - Present	Paper	ADM1020	Active + 1
21	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Staff Evaluations 06/07	1 File in cabinet #3, drawer 5, filed alphabetically.	05/06 - 04/07	Paper	PER3010	5 years
22	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Staff Evaluations 07/08	1 File in cabinet #3, drawer 5, filed alphabetically Will be part of 07/08 evaluation	05/07 - 04/08	Paper	PER3010	5 years
23	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Student Affairs Directors Meetings	Meeting minutes and notes; 3rd drawer of file cabinet #1; 10 files; filed by date	7/1/08-7/1/09	paper	ADM9910	3 years
24	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Student Affairs Division	Department files, filed alphabetically in file cabinet 3	1990-Present	Paper	ADM9910	3 years
25	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Student Affairs Staff - Active	Each members individual file, filed alphabetically in file cabinet 4	1986-Present	Paper	PER3000	Active + 6
26	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Student Affairs Staff - Inactive	Staff members that are no longer in the Division of Student Affairs. Relocated to file cabinet #1, 3rd drawer. 1/2 file drawer	1993 - Present	Paper	PER3000	Active + 6
27	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	University Center Expansion Plans	1 File in file cabinet #2, drawer #5, filed alphabetically.	01/07 - Present	Paper	ADM2030	Active + 6