Shawnee State University

Records Inventory

	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**	**UIS**	**UIS Office**	Library-fireproof safe	Backup tapes	Backup tapes of administrative system, filed in fireproof safe	Weekly	Disk	ADM 9900	1 year
3	**Finance & Administration**	**UIS**	**UIS Office**	Massie Ground Floor	HEI Campus User Authorization Forms	Forms which indicate employee who is responsible for HEI data, filed in UIS West, Sherry Powell's desk - bottom drawer	1999 - June 2009	Paper	ADM 9900	1 year
4	**Finance & Administration**	**UIS**	**UIS Office**	Massie B8	Qwest Calling Cards	Records of individuals signing for their calling cards - used for reference - no filing arrangement necessary, just one folder. 1 Hanging folder *(1 lin ft.)*	03/1999 - 06/2009	Paper	ACC 1000	4 years
5	**Finance & Administration**	**UIS**	**UIS Office**	Web	UIS Guidelines	Guidelines for Computer Usage	Current	Web	ADM3000	Active + 10
6	**Finance & Administration**	**UIS**	**UIS Office**	Electronic	Computer Inventories	Departmental list of computer replacement information	Current	Electronic	ADM9910	3 years
7	**Finance & Administration**	**UIS**	**UIS Office**	Massie B3	Data Back-Up Strategy	Data Backup & Media Management Plan	1-Jun-06	Paper	ADM3000	Active + 10
8	**Finance & Administration**	**UIS**	**UIS Office**	Electronic	Student Computer Inventory	List of student used computers ie, labs & replacement information	Current	Electronic	ADM9910	3 years
9	**Finance & Administration**	**UIS**	**UIS Office**	Massie B3	Disaster Recovery Documents	Plan for recovery of data in an emergency	Current	Electronic	ADM3000	Active + 10
10	**Finance & Administration**	**UIS**	**UIS Office**	Electronic	HEAT Records	List of HEAT Tickets	N/A	Electronic	ADM9910	3 years
11	**Finance & Administration**	**UIS**	**UIS Office**	Adm / Electronic	Microsoft Student Vouchers	List of students with Microsoft Products	Current	Electronic	ADM9910	3 years
12	**Finance & Administration**	**UIS**	**UIS Office**	ADM / 005B	Custody Forms	Paper trail of computer equipment delivered or moved	Current	Paper	ADM9900	1 year
13										