

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	Upward Bound Pre-College Programs	Administrator's Office	Commons 1st Floor	Program Activity information	Program Activity Information; H Drive	2000 - 06/26/2009	electronic	MIS2000	Active + 1
3	Student	Upward Bound Pre-College Programs	Administrator's Office	Commons 1st Floor	Personnel	Academic, summer & administrative files, tutor data, payroll schedules; H drive	1999-2009	electronic	PER2000	3 years
4	Student	Upward Bound Pre-College Programs	Administrator's Office	Commons 1st Floor	Publicity Items	Printshop flier copies, reprographics data, print shop data price list, newscli0pings, photographs, news releases, newsletter file copies, mailing list, other UB program newsletters. H Drive	1999 - 2009	electronic	MIS2000	Active + 1
5	Student	Upward Bound Pre-College Programs	Administrator's Office	Commons 1st Floor	Upward Bound	Student files, student list, database scholarships, orientation, staff email staff schedules, fact sheets, yearly activities forms book, correspondence; H drive	1998-2009	electronic	EDU1000	Indefinite
6	Student	Upward Bound Pre-College Programs	Math Science	Commons 1st Floor	Program Activity information	Program Activity Information, archived for tracking purpose. Server.	Sept 1999 - present	electronic	MIS2000	Active + 1
7	Student	Upward Bound Pre-College Programs	Math Science	Commons 1st Floor	Personnel	Academic year and summer program administrative files, archived for enrollment history, filed alphabetically	Sep 1999 - present	Paper	PER2000	3 years
8	Student	Upward Bound Pre-College Programs	Math Science	Commons 1st Floor	Publicity Items	News clippings, photos, program newsletter. Archived for revise of ideas & historical keeping.	1999 - present	Paper/ electronic	MIS2000	Active + 1
9	Student	Upward Bound Pre-College Programs	Math Science	Commons 1st Floor	Upward Bound / Math Science	Student files, student database, activities, forms, archived for tracking purposes, student records arranged alphabetically.	1999 - present	Paper/ electronic	EDU1000	Indefinite
10	Student	Upward Bound Pre-College Programs	Secretaries Office	Administration Building - Trio Center (<i>Cabinet by secretary's desk</i>) & Human Resource	Personnel	Academic year, summer, and administrative files including tutors and resident advisor information, used to consult resumes / syllabi also for back-up for grant from federal government, filed alphabetical order - separated by active/inactive tabs. There is 3 ft 1 1/2 lateral file drawers.	2004 - 2009	Paper / Electronic	PER3010	5 years

