

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	Academic	Arts/Sciences	Teacher Education	EDU114/DTE Server	AACTE/NCATE Joint Data Collection	Institutional Data filed chronological	2005-present	Paper/Elect	ADM3020	10 years
3	Academic	Arts/Sciences	Teacher Education	EDU108/DTE Server	Admission Applications/Handbooks	Applications; handbooks	09/01/98 to present	Paper/Elect	ADM3000	Active + 10
4	Academic	Arts/Sciences	Teacher Education	EDU114	Americorps / Applecorps	Annual Reports, number lists, timesheets & evaluations - backup info - originals kept in Athens Ohio, filed alphabetically, .5 lin ft	2002-2007	Paper	LEG2000	Active + 5
5	Academic	Arts/Sciences	Teacher Education	EDU102/DTE server	Associations Committees & Boards / Institutional memberships.	Institutional memberships & affiliation information, membership lists, newsletters from the various communities & boards to which members of the department belong and on what boards members serve, NCATE Experience, filed alphabetically, .5 lin ft	2004-present	Paper/Elect	ADM3020	10 years
6	Academic	Arts/Sciences	Teacher Education	EDU102	Budgets- Current year and 1 year prior	Budgets and monthly (notes) statements, filed chronologically by object code	07/01/09 to present	Paper	FIN2000	Active + 1
7	Academic	Arts/Sciences	Teacher Education	FEITH	Certification	Professional Services files of students who have been certified, filed alphabetically	09/01/92 to 09/28/01	Paper/Elect	EDU1000	Indefinite
8	Academic	Arts/Sciences	Teacher Education	EDU114/DTE Server	Conceptual Framework	Documentation - Conceptual Framework and ancillary materials	2000-present	Paper/Elect	ADM3020	Indefinite
9	Academic	Arts/Sciences	Teacher Education	DTE server	Correspondence Log	Outgoing official correspondence, filed chronologically.	7/1/09- Present	Paper /Elect	ADM9900	1 year
10	Academic	Arts/Sciences	Teacher Education	DTE Server	Course Syllabi	Documentation - Copies of Course Syllabi filed alphabetical by course	09/01/86 to present	Paper/Elect	ADM3020	10 years
11	Academic	Arts/Sciences	Teacher Education	EDU102/DTE server	Deaf Studies	Meeting notes, accreditation standards, degree audit, notes to initiate deaf studies program @ SSU. Preliminary information to initiate D.S. Program, filed alphabetically, .5 lin ft	2000-2007	Paper/Elect	ADM9900	1 year
12	Academic	Arts/Sciences	Teacher Education	TK20/DTE Website/DTE Server	Directory - Participating Schools	Directory of Schools participating in SSU coursework field experiences. Includes school name, address, listing of key officials, contact information, participating teachers. Reference. Filed alphabetically, 1 lin ft.	2007-present	Paper / Elect	ADM9900	1 year
13	Academic	Arts/Sciences	Teacher Education	EDU114	DTE History/ Restructuring File	Departmental history filed chronological	09/01/86 to 09/28/01	Paper	EDU3000	Indefinite

Shawnee State University

	A	B	C	D	E	F	G	H	I	J
14	Academic	Arts/Sciences	Teacher Education	EDU102/DTE Server	DTE Meeting Minutes	NCATE Evidence - departmental meeting minutes filed chronologically	July 01, 2008 - present	Paper/Elect	ADM9900	1 year
15	Academic	Arts/Sciences	Teacher Education	EDU114/DTE Server	DTE Meeting Minutes	NCATE Evidence - departmental meeting minutes filed chronologically	22-Jun-05	Paper/Elect	ADM9900	1 year
16	Academic	Arts/Sciences	Teacher Education	EDU107	Equipment - Office Manuals	Manuals & Instructions on use and maintenance, for the purpose of equipment upkeep, file alphabetically .2 lin ft.	2004 - Present	Paper	ADM3010	4 years
17	Academic	Arts/Sciences	Teacher Education	EDU104	Equipment Circulation	Listing of specific equipment assigned to DTE students for their use during course. Contains students signature to guarantee return of equipment. Filed by semester/course. To maintain control of equipment and to ensure its return. Filed by semester/course. .1 lin ft.	May 2004 - Present	Paper	ADM9900	1 year
18	Academic	Arts/Sciences	Teacher Education	EDU108	Field/Clinical Experience Meetings Information	Field/Clinical agendas, meeting notes filed chronological	10/01/93 to present	Paper	ADM9900	1 year
19	Academic	Arts/Sciences	Teacher Education	EDU102	Honored Grads	List of students selected as honored grads for each program, for reference, filed chronologically by program, .1 lin ft.	1998 - Present	Paper/Elect	EDU3000	Indefinite
20	Academic	Arts/Sciences	Teacher Education	DTE Server/FEITH	Licensure	Professional Services list of students who have been licensed, filed chronologically/alphabetically	6/29/2005-present	Elect	EDU1000	Indefinite
21	Academic	Arts/Sciences	Teacher Education	DTE Website/ DTE server/EDU107	Licensure Checksheets	Checksheets filed by major / concentration	6/29/2005-present	Paper/Elect	EDU1000	Indefinite
22	Academic	Arts/Sciences	Teacher Education	DTE server/ EDU102	Meeting Minutes / Advisory Council	NCATE Evidence - Departmental/Advisory council/Retreats filed chronological	09/01/86 to present	Paper/Elect	ADM9900	1 year
23	Academic	Arts/Sciences	Teacher Education	EDU112	Minority Recruitment/Placement	Documentation - Minority Recruitment Plan/Professional Services minority recruitment plan	03/01/99 to 2003	Paper	ADM1020	Active + 1
24	Academic	Arts/Sciences	Teacher Education	EDU114 /DTE server	NCATE Evidence Assessment Plan	Documentation - Assessment Plan for DTE filed chronological / retreat notes	09/01/92 to present	Paper/Elect	ADM3020	10 years
25	Academic	Arts/Sciences	Teacher Education	EDU114	ODE 1992 On-Site Review	ODE 1992 On-Site Review Self study results, review materials filed chronological	9/1/92-6/1/92	Paper	ADM3020	10 years
26	Academic	Arts/Sciences	Teacher Education	DTE Server	Participating/Cooperating Teachers records	Field/Clinical demographics on teachers; payment records filed alphabetically	09/01/90 to present	Paper/Elect	EDU1010	Active + 1
27	Academic	Arts/Sciences	Teacher Education	EDU114	PETE Project	Documentation - NCATE Evidence review materials/PETE project materials filed chronological/alphabetical	09/01/98 to 09/28/01	Paper	ADM3020	10 years
28	Academic	Arts/Sciences	Teacher Education	TK20/EDU108	Placement Requests	Field Placement Requests and Assignments	07/01/07-present	Paper/Elect	EDU1010	Active + 1

Shawnee State University

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29	Academic	Arts/Sciences	Teacher Education	TK20/EDU108	Placement Requests	Field Placement Requests and Assignments	09/97 to present	Paper/Elect	EDU1010	Active + 1
30	Academic	Arts/Sciences	Teacher Education	FEITH	Praxis Results	Praxis Test Results, required by ODE & SSU for documentation for graduation & licensure, filed chronologically, 3 ft.	1992 - Present	Elect	EDU1000	Indefinite
31	Academic	Arts/Sciences	Teacher Education	DTE Server/ EDU108	School Agreements	Agreements between SSU & Cooperating schools for SSU to place student in the buildings for field experience. NCATE Requirement - Filed alphabetically 1lin ft.	1992-present	Paper	EDU3000	Indefinite
32	Academic	Arts/Sciences	Teacher Education	FEITH	Student Files - Inactive	Evidence files of students no longer active or enrolled in DTE, filed alphabetically	09/01/92 to present	Paper	EDU1010	Active + 1
33	Academic	Arts/Sciences	Teacher Education	EDU112	Student files - Prospective	T.E - declared students not yet enrolled in EDUC 1115 or admitted to program (prospective), Keep student information on file until admittance to the program, 3 lin ft	2005-present	Elect	EDU1010	Active + 1
34	Academic	Arts/Sciences	Teacher Education	FEITH	Student files Active	Field/Clinical certification/licensure evidence records filed alphabetically	2003- present	Paper/Elect	EDU1010	Active + 1
35	Academic	Arts/Sciences	Teacher Education	DTE Server	Survey - Cooperating Teachers	Field/Clinical survey and results filed chronological	06/01/93 to present	Elect	EDU3000	Indefinite
36	Academic	Arts/Sciences	Teacher Education	DTE Server	Survey - Graduation follow up	Field/Clinical surveys and results filed chronological	06/01/93 to present	Paper/Elect	EDU3000	Indefinite
37	Academic	Arts/Sciences	Teacher Education	DTE Server	Survey - Incoming Freshman	Field/Clinical data analysis & prepared results of the survey filed chronological	09/01/92 to present	Elect	EDU3000	Indefinite
38	Academic	Arts/Sciences	Teacher Education	EDU114	Third Party Evidence	Documentations- letters, memos, third party testimony collection NCATE	09/01/98 to 09/28/01	Paper	ADM3020	10 years
39	Academic	Arts/Sciences	Teacher Education (Masters)	Mas 231 - Paper records (desk file drawer); All records in FEITH.	Student Application Files	Student application files for TED Masters program.	6/2/10 - Present	Paper/Elect		
40	Academic	Arts/Sciences	Teacher Education (Masters)	Mas 227 - Paper records (file cabinet in lobby, right side, 2nd drawer down. All records in FEITH.	DTE Masters Program Proposal	Proposal for DTE Masters program.	5/1/06 - Present	Paper/Elect		