

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	Mathematical Science	Overhead Cabinet #1	Current Syllabi	One 3" black binder in overhead cabinet #1 - held 1 year then moved to Massie 435	July 2009-June 2010	Paper/CD	EDU3000	Indefinite
3	Academic	Arts/Sciences	Mathematical Science	Massie 435, Bookcase	Past years Syllabi	3" black binders in Massie 435 Bookcase	Various	Paper	EDU3000	Indefinite
4	Academic	Arts/Sciences	Mathematical Science	Cabinet #1 Drawer #3	Faculty Files	Hanging folders in alphabetical order.	1990-Present	Paper	PER2000	3 years
5	Academic	Arts/Sciences	Mathematical Science	Cabinet #1 Drawer #3	Adjunct Files	Hanging folders in alphabetical order	Various	Paper	PER2000	3 years
6	Academic	Arts/Sciences	Mathematical Science	Cabinet #1, Drawer #3	Student Evaluations	Student evaluations of professors: filed alphabetically within the department, filed in cabinet #1, drawer #3, teal folders	Various	Paper/CD	PER3010	5 years
7	Academic	Arts/Sciences	Mathematical Science	Cabinet #1 Drawer #4	Student Information	Advisee list (list of majors/degree audits) - filed alphabetically in yellow hanging files. Senior seminar presentation papers - filed alphabetically in pink hanging folders	Various	Paper/CD	EDU1000	Indefinite
8	Academic	Arts/Sciences	Mathematical Science	Cabinet #1 Drawer #2	Annual Reports	Filed in chronological order	1992-Present	Paper	ADM1020	Active + 1
9	Academic	Arts/Sciences	Mathematical Science	Cabinet #1 Drawer #2	Memberships/Outside Organizations	Red hanging files organized alphabetically	Various	Paper	ADM9900	1 year
10	Academic	Arts/Sciences	Mathematical Science	Cabinet #1 Drawer #2	Equipment	Red hanging files organized alphabetically. Includes information on department equipment such as copier, fax, laptops, etc.	Various	Paper	ADM3010	4 years
11	Academic	Arts/Sciences	Mathematical Science	Overhead Cabinet #1	Calculator Rental	3" Black binder containing all information regarding calculator rentals	Various	Paper	ADM3000	Active + 10
12	Academic	Arts/Sciences	Mathematical Science	Overhead Cabinet #1	Developmental Math Series	5" black binder containing study guides/finals for developmental math sequence	Various	Paper/CD	EDU3000	Indefinite
13	Academic	Arts/Sciences	Mathematical Science	Overhead Cabinet #1	Minutes	2" Maroon binder containing department meeting minutes Filed chronologically	2005-Current	Paper/CD	ADM9900	1 year
14	Academic	Arts/Sciences	Mathematical Science	Overhead Cabinet #1	Math Competitions	2-1" Red binders listed MATH 24 and SUMS. Contains registration templates, round rotation, confirmation. Etc.	Various	Paper/CD	ADM9900	1 year