

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	Natural Science	Massie 315	Advisor Lists	Black notebook titled "Advising" in red cabinet, filed descending by quarter	Current	Paper	ADM9900	1 year
3	Academic	Arts/Sciences	Natural Science	Massie 315/316	Alumni Information / Database	Hard Drive; file folders - Rm 315 computer; Alumni folder - Rm 316 third drawer of yellow file cabinet arranged alphabetically by name	Current Only	Paper & Hard Drive	EDU3000	Indefinite
4	Academic	Arts/Sciences	Natural Science	Massie 316	Candidate files	In file folders in third drawer of green file cabinet	1997-Present	Paper	PER2000	3 years
5	Academic	Arts/Sciences	Natural Science	Massie 315/316	Course / Degree Change Proposals	In file folders; computer hard drive - Rm 315 computer; curriculum change proposals file - Rm 316 fourth drawer of green file cabinet	1990 - Present	Paper & Hard Drive	EDU3000	Indefinite
6	Academic	Arts/Sciences	Natural Science	Massie 315	Degree flyers and check sheets	Desk drawer; file folders - Blue cabinet: disk ( <i>flyers and brochures. Etc</i> ) Computer hard drive: Degree Programs file - filed alpha by degree	Current only	Paper, disk, hard drive	EDU3000	Indefinite
7	Academic	Arts/Sciences	Natural Science	Massie 316	DNS annual reports	In file folders in fourth drawer of green file cabinet filed in descending order by year	1986 -Present	Paper	ADM1020	Active + 1
8	Academic	Arts/Sciences	Natural Science	Massie 316	DNS financial statements	Blue financial statement binders on fourth shelf of bookshelf filed in descending order by year	1995-Present	Paper	FIN2000	Active + 1
9	Academic	Arts/Sciences	Natural Science	Massie 315	DNS Minutes	DNS Minutes in file folder, bottom left desk drawer; computer: DNS Dept. minutes file, descending order by date	1997-Present	Paper	ADM9900	1 year
10	Academic	Arts/Sciences	Natural Science	Massie 316	Employment Applications	In file folder in third drawer of green file cabinet	1996-Present	Paper	PER2000	3 years
11	Academic	Arts/Sciences	Natural Science	Massie 316	Exit interviews	In file folders in fourth drawer of green file cabinet filed descending by date	1998-Present	Paper	PER3000	Active + 6
12	Academic	Arts/Sciences	Natural Science	Massie 315	Faculty evaluation summaries	In file folders filed alphabetically by instructor in top drawer of filing cabinet and on computer hard drive in Evaluations folder,	1998 - Present	Paper & Hard Drive	MIS1010	Indefinite
13	Academic	Arts/Sciences	Natural Science	Massie 315	Faculty workload spreadsheets	Computer: DNS Reports folder, computer hard drive	1995-Present	Hard drive	PER3000	Active + 6
14	Academic	Arts/Sciences	Natural Science	Massie 316	Faculty/staff/adjunct folders	Rm 315 Tan cabinet top drawer	1988-Present	Paper	PER3000	Active + 6
15	Academic	Arts/Sciences	Natural Science	Massie 316	Graduation approvals	In file folders in fourth drawer of green file cabinet filed in ascending order by date	1998-Present	Paper	Edu1010	Active + 1
16	Academic	Arts/Sciences	Natural Science	Massie 307/337	MSDS ( <i>Material Safety Data Sheets</i> )	MSDS - in 6 binders, filed alpha - in Rm 307, on top office cabinet, Rm 337 on south wall shelf		Paper	ENV2000	Indefinite

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17	Academic	Arts/Sciences	Natural Science	Massie 316	Safety Quizzes	In file folders in second drawer of the yellow file cabinet filed ascending by quarter	1996-Present	Paper	ADM4000	3 years
18	Academic	Arts/Sciences	Natural Science	Massie 315/316	Scheduling files	In file folders - Rm 315 top left desk drawer (current) - Rm 316 third drawer of yellow file cabinet (old) - filed ascending by quarter	1999 - Present	Paper	ADM1020	Active + 1
19	Academic	Arts/Sciences	Natural Science	Massie 315/316	Syllabi	In file folders, Rm 315 bottom left desk drawer - Rm 316 in bottom drawer of green cabinet - filed alphabetically by course title	1986 - Present	Paper	EDU3000	Indefinite
20	Academic	Arts/Sciences	Natural Science	Massie 315	Textbook Spreadsheet	In file folder ( <i>book orders</i> ) top left desk drawer, computer: Texts folder filed alpha by discipline	Current	Paper, disk, hard drive	EDU3000	Indefinite
21	Academic	Arts/Sciences	Natural Science	Massie 315/316	Various Assessment Documents	In file folders - Rm 316 second drawer of the green and yellow cabinets - Rm 315 computer; assessment file - Various; some filed alphabetically by degree, some by student name and some by course	1995 - Present	Paper & Hard Drive	ADM3020	10 years
22	Academic	Arts/Sciences	Natural Science	Massie 315/316 Filing Cabinet and Storage Boxes	Purchasing Card Documents	Receipts of purchases, Approval Forms, Statement of Accounts, filed by month and year, 3 lin ft.	2005-Present	Paper	ACC1000	4 years