

**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	Professional Studies	CPS Dean's Office	Health Science Rooms 128, 129 & 130	Annual Reports	bound notebooks in Dean's Office, some computer documents in secretary's office	1989 to present	Paper / Computer	EDU3000	Indefinite
3	Academic	Professional Studies	CPS Dean's Office	Health Science Rooms 128, 129 & 130	CHS Chairs Meetings	Minutes of CHS Chairs Meetings	1998 to present	Paper and Computer	ADM9910	3 years
4	Academic	Professional Studies	CPS Dean's Office	Health Science Rooms 128, 129 & 130	Student Evaluation of Instructors	paper folders in filing cabinet, filed alphabetically by faculty name	1994 to present	Paper	MIS1010	Indefinite
5	Academic	Professional Studies	CPS Dean's Office	Health Science Rooms 128 & 133	P-Card records	p-card statements, receipts, invoices, etc. ; organized by date, 2 lateral file cabinet drawers - 8 lin ft.	2005 to present	Paper	ACC1000	4 years