

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	Medical Lab Science	Health Science Rm 151	Active admissions for Medical Lab Technology (AD)	Application materials, interview material, degree audit, health records, transcripts, absentee record/forms, filed alphabetical by last name	2008-09	Paper	EDU1000	Indefinite
3	Academic	Professional Studies	Medical Lab Science	Health Sci - Rm 151	Active Applicants for MLT & MT Programs	Application material, Interview Material, Transcripts, Health Records, Degree Audits, filed alphabetical	2008-09	Paper	EDU1000	Indefinite
4	Academic	Professional Studies	Medical Lab Science	Health Science RM 217	CLIA - data for cholesterol testing	Proficiency survey results - quality control - quality assurance - temperature charts - filed from most recent to oldest	1992 to 10/01/01	Paper	ADM3020	10 years
5	Academic	Professional Studies	Medical Lab Science	Health Science - Room 153	Inactive files for MLT and MT programs	Application Material, Interview Material, Transcripts, Health Records, Degree Audits, filed alphabetical	2001-07	Paper	EDU1010	Active + 1
6	Academic	Professional Studies	Medical Lab Science	Health Science Rm 217	MSDS	MSDS for potentially hazardous substances used in the lab, filed alphabetical	1992 to 10/01/01	Paper	ENV2000	Indefinite
7	Academic	Professional Studies	Medical Lab Science	Health Science Rm 217	Program Performance records 2 year & 4 year	Record of performance of graduates from 2-4 year programs on national certification exams filed by year	01/01/00 to 01/30/08	Paper + On-line	EDU1010	Active + 1