

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	Occupational Therapy	Health Science Rm's 113,110, and Kricker Rm 129	Course Materials	Course Syllabi, handouts and resources, lecture outlines, assignments, and exams. Arranged in order by number, in notebook binders and file cabinets	1986 to 09/2010	Paper / Computer Disk	EDU3000	Indefinite
3	Academic	Professional Studies	Occupational Therapy	Health Science Rm 113, 110	Program Evaluation	Data collected and part of the ongoing evaluation and as per accreditation requirements, filed alphabetical by title	2000 to 09/2010	Paper / Computer	ADM3020	10 years
4	Academic	Professional Studies	Occupational Therapy	Health Science Rm's 153, 133 (Storage Rm)	Student Files	Files of current, previous, and potential OT and OTA students, filed alphabetical by student last name	1983 - 06/2010	Paper/ files	EDU1000	10 years
5	Academic	Professional Studies	Occupational Therapy - MOT	Health Science Room 126	MOT Current	Current MOT Students	2007/2010	Paper & Electronic	EDU1000	10 years
6	Academic	Professional Studies	Occupational Therapy - MOT	Health Science Room 126	MOT Past Year	One year Past - Students	2006/2010	Paper & Electronic	EDU1000	10 years
7	Academic	Professional Studies	Occupational Therapy - MOT	Health Science Room 126	MOT Applications	New Applications for future	2006-2010	Paper & Electronic	EDU1010	Active + 1