

**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	Radiologic Technology	Health Science Room 122	Clinical Correspondence	Memos, clinical instructor meeting minutes. Used to monitor program and clinicals. Filed chronologically.	2005-Present	Paper	ADM9900	1 year
3	Academic	Professional Studies	Radiologic Technology	Health Science Room 149	Course Related Materials	Student handouts, related material to program. Enhance students knowledge, filed chronologically.	2006-Present	Paper &/or Digital	EDU3000	3 years
4	Academic	Professional Studies	Radiologic Technology	Health Science Room 208 & 149	Outcome Assessment Plan & Results	File used to monitor Outcome Assessment Plan and Results program. Filed chronologically.	2001-Present	Paper or Digital	ADM3020	10 years
5	Academic	Professional Studies	Radiologic Technology	Health Science 208	Radiation Dosimetry Reports	Radiation Dosimetry file used to record radiation levels. Filed chronologically.	1990-Present	Paper	ADm3020	Indefinite
6	Academic	Professional Studies	Radiologic Technology	Health Science Room 208 - 231	Student Academic Records	Application, transcripts, health records, proof of health insurance, CPR. Purpose is to track students Academic Records; filed chronologically.	Present	Paper	EDU1000	5 years
7	Academic	Professional Studies	Radiologic Technology	Health Science Room 122 & 231	Student Clinical Records	Clinical hours, exam evaluations, quarterly evaluation check off sheets. Filed chronologically.	2005-Present	Paper	EDU1000	5 years