

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	Respiratory Therapy	Health Science Bldg faculty offices	Course Materials	In paper files the course syllabi, handouts, exams and other materials related to courses. Arranged by course number	2005-present	paper, electronic	EDU3000	5 years
3	Academic	Professional Studies	Respiratory Therapy	Health Science 146	Program Evaluation	Data Collected for course evaluation and accreditation	2005-present	Paper & Computer	ADm3020	5 years
4	Academic	Professional Studies	Respiratory Therapy	Health Science 146	Student Files	Admissions, advising, counseling forms	2005-present	Paper	EDU1000	5 years