

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	Enrollment Management	Admission	UC, Room 218	P Card Records	6 black notebooks - 1 for each departmental card holder, filed by date, month/year. Records are still created.	P-Card Issue Date	Paper	ACC1000	4 years
3	Academic	Enrollment Management	Admission	UC, Room 218	Student Applications and Supporting Credentials	(high school transcript, standardized test results, letters of recommendation, etc) Data is entered electronically into the CARS system and then imaged into the FEITH system. Records are still created		Electronic	EDU1000	Indefinite
4	Academic	Enrollment Management	Admission	UC, Room 218	Felony Applicants emails of approval or denial from VPSA	2 locations: an email file within my account and we image the approval into the FEITH system. Records are still created		Electronic	EDU1000	Indefinite
5	Academic	Enrollment Management	Admission	UC, Room 218	Inquiry & Applicant Data Base	CARS Database - every contact made with and document received from an inquired or applied student - filed by CARS assigned ID	Projected Term	Electronic	EDU1010	Active + 1

Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
Academic	Enrollment Management	Financial Aid Office	Student Business Center	ACG Spreadsheets	Excel spreadsheet of students that self-certify for the ACG grant. Maintained on Financial Aid Server.	0607 - Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	ACG/Smart Spreadsheets	Excel Spreadsheets used to track and award eligible students; maintained on Financial Aid Server.	06/07 - Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Athletic Scholarships	Sheets from coaches telling what each student is awarded; divided by sport, filed by sport	04/05- Present	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	College Work study Bookkeeping	Excel spreadsheet of pay by pay account of all students on CWS and by year/pay period, filed alphabetically by last name maintained on the Financial Aid Server.	09/10- Present	electronic	educ2000	1 year
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Current Scholarship Applications	Application and recommendations for non awarded students, filed alphabetically by last name	09/10- Present	paper	ADM9900	active + 1
Academic	Enrollment Management	Financial Aid Office	Student Business Center	EdConnect Log	Maintained on EdConnect database located on the computer system used to process FAFSA, filed by batch type on the Financial Aid Server.	04/05- Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	EFT Loan Rosters	Disbursement rosters by academic year/semester for all monies dispersed electronically; filed chronological by date, saved on Financial Aid Server.	04/05- Present	paper & electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Fee Waiver Database	Excel spreadsheet used to track and award fee waivers; maintained on Financial Aid Server.	07/08- Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Fee Waivers	Fee waivers for SSU employees and dependents, filed alphabetically by last name	04/05- Present	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	FISAP	Electronic files of FISAP data maintained on the Financial Aid Server, filed by submission year.	04/05- Present	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	List of Scholarship Recipients	Spreadsheet of all recipients of scholarships we have awarded/transmitted, filed alphabetically by last name	04/05- Present	electronic	educ2000	active + 6

Academic	Enrollment Management	Financial Aid Office	Student Business Center	Loan Certification Records	Batch files of loan records exported to the loan lender, guarantor, or servicer. Filed chronologically by date on Financial Aid Server.	04/05-Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	OIG/OIP/OWO/OES/OC OG	System printouts and electronic files generated and sent to OBR in Columbus, filed by roster number/alphabetically by last name	04/05-Present	paper & electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Pcard Transactions	Pcard transactions and approvals for Financial Aid Staff.	06/07-Present	paper	ACC1000	active + 4
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Pell Batch Summary	Batch Summary is maintained electronically on the Financial Aid Server, filed by batch ID, on the Financial Aid Server.	04/05 - Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	SAP Appeal Tracking Spreadsheet	Excel spreadsheet used to track the status of SAP appeals. Sorted on financial aid server. Maintained chronologically by date	0708 - pres	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Scholarship Statistics	Statistics used for Director's year end report	04/05-Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Scholarships	Title, eligibility requirements, amount to be given, how many given, on all scholarships known to be available to our students, filed alphabetical by scholarship title	0506 - pres	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Stafford Loan Origination Records	Applicant records of all Stafford and Plus loans sent electronically, loan history accessible through Opennet website, filed random on Financial Aid Server.	04/05-Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Standards of Progress	List of students on Standards of Progress. Filed alphabetically by last name, by term.	04/05-Present	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Student Financial Aid Files	All financial aid records for each student including ISIRs, verification information, loan requests/applications, scholarships, work study, third party, special condition applications, independent status, standards of progress, and any other information pertaining to financial aid located on the Financial Aid Server.	04/05-Present	electronic	educ2000	active + 6

Records Inventory
2010

Shawnee State University

Academic	Enrollment Management	Financial Aid Office	Student Business Center	TEACH Spreadsheet	Excel Spreadsheets used to track and award eligible students; maintained on Financial aid Server.	08/09-Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Third Party Billing Contracts	Written contracts between SSU and a Third Party for billing of specified student accounts	04/05-Present	paper & electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Veteran Files (Active)	Veterans receiving GI Bill education benefits, CH 106, 30, 32, 35, filed alphabetically by last name	04/05-Present	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Work Study Applications	Applications of students applying for work study, filed alphabetically by last name	04/05-Present	paper	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Disb Data Files	Electronic files with loan disbursement dates and student info used to send email/ letters to students.	06/07-Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	EFT Data Files	Electronic files with student info and loan amounts used to send email/letters to students.	05/06-Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Schell Loan Balance Reports	Yearly balance report for Schell loan.	06/07-Present	electronic	educ2000	active + 6
Academic	Enrollment Management	Financial Aid Office	Student Business Center	Scholarship Deposits	Deposits of scholarship checks.	09/10-Present	paper	FIN1000	4 yrs.

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	Enrollment Management	Registrar	Student Business Center	Change of Major	Form used by student to declare a new major, filed by termcode then alphabetical by students last name	1979 - Present	Electronic	EDU1000	Indefinite
3	Academic	Enrollment Management	Registrar	Student Business Center	Registration Forms / Change Order	Forms used by student to register or add/drop for classes, filed by term code then, alphabetical by students last name	1998-Present	Paper	EDU1000	Indefinite
4	Academic	Enrollment Management	Registrar	Student Business Center	Student Files	Individual files containing information pertaining to student's academic histories, filed alpha by students last name	2000-Present	Electronic	EDU1000	Indefinite
5	Academic	Enrollment Management	Registrar	Student Business Center	Student Files	Students academic history, filed alphabetical by students last name	1971- Present	Electronic	EDU1000	Indefinite
6	Academic	Enrollment Management	Registrar	Student Business Center	Withdrawal forms	Form used by students to officially withdraw from a semester, filed alphabetical by students last name	003Q - Present	Electronic	EDU1000	Indefinite
7	Academic	Enrollment Management	Registrar	Student Business Center	Withdrawal forms	Form used by students to officially withdraw from a quarter, filed alphabetical by students last name	1979 - Present	Electronic	EDU1000	Indefinite
8	Academic	Enrollment Management	Registrar	Student Business Center	Change of Name/Address/Telephone	Form used by students to change information in computer, filed by termcode completed, then alphabetical by students last name	1979 - Present	Electronic	EDU1000	Indefinite
9	Academic	Enrollment Management	Registrar	Student Business Center	Course Credit by arrangement	Form student uses to apply for course credit by arrangement, filed by term code, then alphabetical by student last name	1979 - Present	Electronic	EDU1000	Indefinite
10	Academic	Enrollment Management	Registrar	Student Business Center	Credit by Exam	Form used to apply for and issue grade for course credit by exam, filed by term code then alphabetical by students last name	1979 - Present	Electronic	EDU1000	Indefinite
11	Academic	Enrollment Management	Registrar	Student Business Center	Non-credit Form	Form students use to apply to take a course Non-credit, filed by term code, then alphabetical by student last name	1979 - Present	Electronic	EDU1000	Indefinite
12	Academic	Enrollment Management	Registrar	Student Business Center	Official Grade Sheets	Form used by instructor to assign final grades by course	1979-Present	Electronic	EDU1000	Indefinite
13	Academic	Enrollment Management	Registrar	Student Business Center	Pass/Non-Credit Form	Form students use to apply for pass/non-credit, filed by term code then alphabetically.	1979 - Present	Electronic	EDU1000	Indefinite
14	Academic	Enrollment Management	Registrar	Student Business Center	AP (<i>Advanced Placement</i>)	Scanned into Feith; to maintain student score reports relative to their academic standing.	1995-Present	electronic	EDU1010	Active + 1
15	Academic	Enrollment Management	Registrar	Student Business Center	Articulation Agreements	Working copies in binder on desktop; signed originals scanned into Feith.	2009 - Present	paper and electronic	EDUC3000	Indefinite
16	Academic	Enrollment Management	Registrar	Student Business Center	CLEP - (<i>College Level Examination Program</i>)	To maintain student score reports relative to their academic standing; scanned into Feith	1991-Present	electronic	EDU1010	Active + 1

Shawnee State University

	A	B	C	D	E	F	G	H	I	J
17	Academic	Enrollment Management	Registrar	Student Business Center	Correspondence	Jump drive kept on desk, purpose is templates of form letters, records are still created, there is 1 (one) jump drive	2004 - Present	Computer	EDU1010	Active + 1
18	Academic	Enrollment Management	Registrar	Student Business Center	GRE - General Test	Various student scores - Scanned to Feith	1994-Present	Electronic	EDU1010	Active + 1
19	Academic	Enrollment Management	Registrar	Student Business Center	Southeastern Business College	to maintain templates and completed/unsigned contracts from aforementioned institutions; jum/thumb drive kept on top of desk	1989-Present	electronic	LEG2000	Active + 5
20	Academic	Enrollment Management	Registrar	Student Business Center	Allegheny Paper Shredder Corporation.	1 Manila file folder filed chronological by date, contains information on shredder and Purchase order for purchasing of shredder.	2001	Paper	ADM3010	4 years
21	Academic	Enrollment Management	Registrar	Student Business Center	AMCAS (<i>American Medical College Application Service</i>)	1 Manila file folder filed in 2nd drawer of lateral file cabinet - contains updated data on SSU grading system - credit measurement systems and academic calendars, filed chronological by date	04/25/96 - Present	Paper	ADM3010	4 years
22	Academic	Enrollment Management	Registrar	Student Business Center	Annual Report	Computer files - filed chronological by year.	1998 - 2006	Computer files	ADM1020	Active + 1
23	Academic	Enrollment Management	Registrar	Student Business Center	Budget Information	1 file folder in 2nd drawer of lateral file cabinet - budgetary information	2000 - 2007	Paper	FIN2000	Active + 1
24	Academic	Enrollment Management	Registrar	Student Business Center	Equipment Action Authorization	1 Manila file folder filed chronologically by date; contains blank EAA forms and EAA forms authorizing removal of office equipment from our office.	2006-2008	Paper	ADM3010	4 years
25	Academic	Enrollment Management	Registrar	Student Business Center	NSLC (<i>National Student Loan Clearinghouse</i>)	1 file folder in 2nd drawer of lateral file cabinet	1996-99 (paper) and 2007-Present Feith	Paper / Electronic	EDU2000	Active + 6
26	Academic	Enrollment Management	Registrar	Student Business Center	P-Card	5" Blue Notebook - on window ledge - used for tracking credit card purchases - filed monthly. Records are still created and there is one book. July 2006-June 2008 scanned into Feith.	2006 - 2007	Paper	ACC1000	4 years
27	Academic	Enrollment Management	Registrar	Student Business Center	Scrip Safe	1 Manila file folder filed in 2nd drawer of lateral file cabinet	2006-Present	Paper	ADM3010	4 years
28	Academic	Enrollment Management	Registrar	Student Business Center	Signature Font	School Seal information - filed in 2nd drawer of lateral file cabinet	None	Paper	ADM3010	4 years
29	Academic	Enrollment Management	Registrar	Student Business Center	Degree Verification	copy of a verification of a degree made to a company, including the signed release from the student. 207 files	2008-Present	paper	EDUC1010	Active + 1 year
30	Academic	Enrollment Management	Registrar	Student Business Center	Graduates who owe fees	Letters to students who have graduated but still owe fees. Petition card stapled to a degree audit and copy of letter. 11 files	2004-Present	paper	EDUC1010	Active + 1 year

Shawnee State University

	A	B	C	D	E	F	G	H	I	J
31	Academic	Enrollment Management	Registrar	Student Business Center	Graduation Petitions for those who didn't graduate	Petition card stapled to degree audit, copy of letters sent to students informing them of courses they still need to take to complete the degree. 195 files	2004 - Present	paper	EDUC1010	Active + 1 year
32	Academic	Enrollment Management	Registrar	Student Business Center	Graduation/ commencement processes	letters/flyers/procedures for graduation and commencement.	2003 - Present	paper	ADM9900	1 year
33	Academic	Enrollment Management	Registrar	Student Business Center	Past Graduates	petition packs w/final degree audit and dept recommendation	2004 - Present	electronic	EDUC1010	Active + 1 year
34	Academic	Enrollment Management	Registrar	Student Business Center	P-card	notebook of p-card instructions and transactions.	2005 - Present	paper	ACC1000	5 years
35	Academic	Enrollment Management	Registrar	Student Business Center	Recent Past Graduates	A-Z list of previous year's graduates to verify graduation circumstances; 2 file drawers	May 2010 - Present	paper	EDUC1010	Active + 1 year
36	Academic	Enrollment Management	Registrar	Student Business Center	Access	(Old and Revised) Policy 3.04 page 1 of 9 collection, maintenance, Access to & challenge of Student Educational Records, filed in 1 file folder on 2nd shelf of bookshelf left of the door entrance.	1990 to 2007	Paper	EDU1030	Active + 3
37	Academic	Enrollment Management	Registrar	Student Business Center	Access (Signatures) Forms	Document signed by students/employees agreeing to abide by the regulations regarding access to student records and files at SSU. Filed alphabetically in 1 file folder located on the desk.	2007-Present	Paper	EDU1030	Active + 3
38	Academic	Enrollment Management	Registrar	Student Business Center	Calendar	Academic Calendar - filed chronological in 5 file folders filed in 1st top desk file drawer	1995-1999	Paper	EDU3000	Indefinite
39	Academic	Enrollment Management	Registrar	Student Business Center	Classification of Inst Programs (CIP)	1 File folder located to the left of the door - 2nd shelf of the bookshelf	1990	Paper	EDU3000	Indefinite
40	Academic	Enrollment Management	Registrar	Student Business Center	Course Sections Analysis	1 File folder located to the left of the door on the 2nd shelf of the bookshelf		Paper	EDU3000	Indefinite
41	Academic	Enrollment Management	Registrar	Student Business Center	Disciplinary	Problem students / situations filed Chronological in 1 File folder located in 1st top desk file drawer		Paper	LEG4000	Active + 6
42	Academic	Enrollment Management	Registrar	Student Business Center	FERPA - AACRAO Policy 3.04	Chronological in 1 file folder located to the left of the door on the 2nd shelf of the bookshelf, policy of confidentiality of student records	1995-2007	Paper	EDU1030	Active + 3
43	Academic	Enrollment Management	Registrar	Student Business Center	Goals & Objectives	Lists various duties & responsibilities of the Office of the Registrar - filed chronological in 1 file folder in 2nd top desk drawer	1996-1997	Paper	ADM1020	Active + 1

Shawnee State University

	A	B	C	D	E	F	G	H	I	J
44	Academic	Enrollment Management	Registrar	Student Business Center	Grading Practices at SSU	Set of pie charts showing grade distributions for SSU & its colleges & departments aggregated over 3 Academic years 1992/93; 1993/94; 1994/95. Filed chronological on the 2nd shelf of the bookshelf left of the entry door	1996	Paper	ADM3000	Active + 10
45	Academic	Enrollment Management	Registrar	Student Business Center	HEI	filed chronological in 1 file folder in 2nd top desk file drawer	10/2/97-12/1/98	Paper	EDU3000	Indefinite
46	Academic	Enrollment Management	Registrar	Student Business Center	Longitudinal Student Data Report	1 file folder located to the left of the computer on the desk, information enables the university to identify developing trends, track demographic shifts, & follow the effects of policy & curricular change coupled with information from other sources, aids in projecting future student enrollment levels. Filed chronologically	1993-1997	Paper	ADM1020	Active + 10
47	Academic	Enrollment Management	Registrar	Student Business Center	Ohio Articulation & Transfer Policy	OBR Implementation & Assessment Survey Results for 1998-99 - located on desk right of computer.	6/2/2000	Paper	ADM3000	Active + 10
48	Academic	Enrollment Management	Registrar	Student Business Center	Post-Secondary Options	1 file folder to the right of the computer on the desk. Information on area OH Highschool students attending SSU	1997	Paper	EDU3000	Indefinite
49	Academic	Enrollment Management	Registrar	Student Business Center	Registration Surveys	1 file folder to the right of the computer on the desk.	1994	Paper	EDU3000	Indefinite
50	Academic	Enrollment Management	Registrar	Student Business Center	Success Challenge	1 file folder located to the right of the computer on the desk.	1998-2001	Paper	EDU3000	Indefinite
51	Academic	Enrollment Management	Registrar	Student Business Center	TITLE III	Federal Assistance Information - filed in folder on desk - right of computer.	1988 - 2001	Paper	EDU3000	Indefinite
52	Academic	Enrollment Management	Registrar	Student Business Center	UTAC (<i>University Technical Advisory Committee</i>)	UTAC information (<i>filed chronological</i>) to monitor all decisions made with respect to technology on campus & to ensure that such decisions are made within the boundaries defined within the technology plan. 1 file folder filed right of the computer on the desk.	1997-2000	Paper	ADM3000	Active + 10
53	Academic	Enrollment Management	Registrar	Student Business Center	Sports Eligibility NAIA	Student athlete eligible rosters - 1 file folder per sport - filed in desk file drawer	2008-09	Paper	EDU1000	1 year
54	Academic	Enrollment Management	Registrar	Student Business Center	Change of Major	Form used by student to declare a new major, filed alphabetical by student last name	003Q - 2007	Electronic	EDU1000	Indefinite
55	Academic	Enrollment Management	Registrar	Student Business Center	Change of Name/Address/Telephone	Form used by students to change information in computer	003Q - Present	Electronic	EDU1000	Indefinite
56	Academic	Enrollment Management	Registrar	Student Business Center	Completed Credit by Exam	Form used to apply for and issue grade for course credit by exam, filed alphabetical by student last name	003Q - Present	Electronic	EDU1000	Indefinite

Shawnee State University

	A	B	C	D	E	F	G	H	I	J
57	Academic	Enrollment Management	Registrar	Student Business Center	Course Credit by arrangement	For student uses to apply for course credit by arrangement, filed alphabetical by student last name	003Q - Present	Electronic	EDU1000	Indefinite
58	Academic	Enrollment Management	Registrar	Student Business Center	Credit by arrangement forms	Forms used by student to apply for course credit by arrangement but are pending completion, filed alphabetical by last name	2008-Present	Electronic	EDU1000	Indefinite
59	Academic	Enrollment Management	Registrar	Student Business Center	Non-credit Form	Forms students use to apply to take a course Non-credit, filed alphabetical by student last name	003Q - Present	Electronic	EDU1000	Indefinite
60	Academic	Enrollment Management	Registrar	Student Business Center	Official Grade Sheets	Form used by instructor to assign final grades by course, filed alphabetical by course catalog number and section number	1999-Present	Electronic	EDU1000	Indefinite
61	Academic	Enrollment Management	Registrar	Student Business Center	Pass/Non-Credit Form	Form student uses to apply for pass/non-credit, filed alphabetical by student last name	003Q - Present	Electronic	EDU1000	Indefinite
62		Enrollment Management	Registrar	Student Business Center	Registration Appeal Forms	Forms used by students to make "registration" appeals.	May 2009 to present	Electronic	EDU1001	Indefinite
63	Academic	Enrollment Management	Registrar	Student Business Center	Schedule Room Changes	Requests for schedule/room changes from departments, filed by department	2008-Present	Paper	ADM9900	1 year
64	Academic	Enrollment Management	Registrar	Student Business Center	Special Grade Report Forms	Forms instructors use to change a students grade, filed alphabetical by student last name	003Q - Present	Electronic	EDU1000	Indefinite
65	Academic	Enrollment Management	Registrar	Student Business Center	Special Grade Report Forms	Forms instructors use to change a students grade, filed alphabetical by student last name	1979 - Present	Electronic	EDU1000	Indefinite
66	Academic	Enrollment Management	Registrar	Student Business Center	TAGS	"TAG" Jump Drive - Office Desk, Courses earmarked by STATE as "TAG" Courses (State mandated), filed alphabetically. Records are still created.	2005 - Present	Computer	EDU3000	Indefinite

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	Enrollment Management	Student Success Center Counselor	1st Floor Massie - #131	Student files - Documentation of Disabilities	Manila folders of students with disability by medical/mental health/psychological professional filed alphabetically in short gray locked cabinet.	2004-present	Paper	EDU1000	Indefinite
3	Academic	Enrollment Management	Student Success Center Counselor	1st Floor Massie - #132	Pre-Health Science & Undecided Students	Records are kept on computers. # Aaaa-108 & SSC-M132 in an access database. To track movement and retention. Filed by semester.	2004-present	Electronic	EDU1000	Indefinite
4	Academic	Enrollment Management	Student Success Center Counselor	1st Floor Massie - #133	Developmental Students	Database of students who place into developmental classes. Diskette and computer (Aee 108) Tracking developmental students and how timely they complete developmental classes. How/if they complete all placement/ retention service alphabetically by quarter.	2004-present	Paper / Electronic	EDU1000	Indefinite
5	Academic	Enrollment Management	Student Success Center Counselor	1st Floor Massie - #133	Tutoring Files	3 X 3 black binders & on hard drive. Track demographic information, classes being tutored, who they are tutored by, GPA, grades received in tutored classes, evaluations and personnel files.	2004-present	Paper / Electronic	EDU1000	Indefinite
6	Academic	Enrollment Management	Student Success Center Counselor	1st Floor Massie - #133	Tutoring / SI / Note takers / Payroll	Hanging folders in file cabinet & disks in disk holder; tracking number of hours worked and amount paid to each tutor/SI leader/Note taker. Alphabetically by sem	2004-present	Paper / hard drive	PER3000	Active + 6
7	Academic	Enrollment Management	Student Success Center Counselor	1st Floor Massie - #135	Orientation Evaluations / Surveys	To collect data on student and family satisfaction. Filed by orientation date and year	2009-present	Paper	ADM9900	1 year
8	Academic	Enrollment Management	Student Success Center Counselor	Massie 133	Pre-education, Pre-engineering Student Files	Manila folders with academic records and case notes for students attempting to gain program entry. Some records stored on database in Massie 133. Filed by program, alphabetically.	2007 - present	Paper / Electronic	EDU1000	Indefinite
9	Academic	Enrollment Management	Student Success Center Counselor	Massie 133 (CUBE #2)	Academic Improvement Plans	AIPS filed alphabetically in manila folders and hard-drive. Used to advise students on AIP.	2003-present	Paper / Electronic	EDU1000	7 years
10	Academic	Enrollment Management	Student Success Center Representative	1st Floor Massie	Orientation - New Student	New student orientation files kept on computer - SSC - M147R\$ and on disk. To track and invite new applicants to orientation sessions - filed by year	2009-present	Electronic	ADM9900	1 year
11	Academic	Enrollment Management	Student Success Center Representative	1st Floor Massie	Textbook Loans and Student Withdrawals	Textbook loans are kept in a three inch binder and also on computer SSC-M147R located inside the Student Success Center in an access database titled "Textbook Loans". Verification of Students who are borrowing textbooks	2009-present	Paper - Electronic	ADM9900	1 year