

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

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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

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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 (University Technical Advisory Committee)	UTAC information (filed chronological) 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