

**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	Instructional Technology	Instructional Technology	Library 114	OIT Classroom Support Equipment Circulation Statistics	Statistical count of multimedia equipment items circulated to classroom by reservation. Assesses the currency of existing equipment in the field. Data is used as a predictor for budget decisions. Cataloged by day, month and year.	July 2007 - Present	paper	ADM3010	4 years
3	Academic	Instructional Technology	Instructional Technology	Library 114	Materials Data Safety Sheets	3-ring bound notebook of published safety information for all chemicals used in OIT cataloged by product.	July 2000 - Present	paper	ENV2000	Indefinite
4	Academic	Instructional Technology	Instructional Technology	Library 114	P-Card Online Purchase Documentation	2 black 3-ring notebooks containing approved online purchase documents, order confirmations, invoices, approval statements with authorized signature cataloged by month and year	2006-Present	paper	ACC1000	4 years