

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	University Outreach	District 14 Science Day	Massie B50	Miscellaneous Program Information	1 linear Ft. - Judges information, funding sources, scholarship awards.	2005 - present	Paper	LEG2000	Active + 5
3	Academic	University Outreach	Business & Industry Training	Admin B030	Training Records	Documentation (RFP's, sign-in sheets), correspondence, applications, and other information regarding training - filed in file cabinets	2005-present	Paper	LEG2000	Active + 5
4	Academic	University Outreach Services	School-to-Work	Massie B46	STW Business Training Credit, career camps, & conferencescommunity ed courses, personnel documents	Documentation (<i>registration forms, RFP's, copies of sign-in sheets</i>), correspondence, applications, and other information regarding use of training credits during 1998-2002 fiscal years - filed in storage file cabinets	6/98 - 2002	Paper	LEG2000	Active + 5
5	Academic	University Outreach	STEM & Foreign Language Academy	Massie B50	Miscellaneous Program Information	2 linear Ft. - grant porposal, information, and course information, OBR reports & fiscal information	2007 - present	Paper	LEG2000	Active + 5
6	Academic	University Outreach Services	Summer Honors Institute for Gifted Students	Massie B46	SHIGS - Summer Honors Institute for Gifted Students	1 Linear Ft - grant proposal, information & application packets, student applications & fiscal information	2005- present	Paper	LEG2000	Active + 5
7	Academic	University Outreach	Tech-Prep	ADM 030	Consortium Governance	Consortium correspondence, Consortium Meeting Minutes.	2005 - present	electronic, Svr #24	LEG2000	Active + 5
8	Academic	University Outreach	Tech-Prep	ADM 030	Financial	Invoices, approved budgets, project expenses.	2009- present	pape and electronic	FIN2000	Active + 1
9	Academic	University Outreach	Tech-Prep	ADM 030	Grants	RFP's, approval letters, budgets.	2009 - present	Paper	LEG2000	Active + 5
10	Academic	University Outreach	Tech-Prep	ADM 030	Program Applications	Applications and correspondence for new programs. (Programs of study)	2009- present	paper and electronic	LEG2000	Active + 5
11	Academic	University Outreach	Tech-Prep	ADM 030	Articulation	Articulation agreements, testing and curriculum	2005- present	paper and electronic	LEG2000	Active + 5
12	Academic	University Outreach	Tech-Prep	ADM 030	Student Programs	Showcase, campus visits, PLTW Camp, other student programs.	2003- present	electronic, Svr #24	LEG2000	Active + 5
13	Academic	University Outreach Services	Director	Massie B52	Faculty CEU Professional for Development Records	Copies of CEU certificates earned by professionals development course descriptions, registration/attendance records, filed alphabetical by last name and program in bookshelf file drawer	2004-Present	paper	EDU3000	6 years
14	Academic	University Outreach Services	Director	Massie B52	Contract Training, Conferences & Seminars	8 linear ft - file folders of course descriptions, teaching materials, student registrations, CEU documentation, certificates, sign-in sheets	2008 - present	Paper	EDU3000	2 years

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15	Academic	University Outreach Services	Secretary	Massie B51	Grants Management	Copies of Board Summaries of grants University - wide, Proposals, copies of grant agreement letters, budgets, proposal writing instructions and information from funding agents on submitting proposals - 6 files - filed alphabetically	1997 - Present	Paper	LEG2000	Active + 5
16	Academic	University Outreach Services	Secretary	Massie B51	Ohio Academic Competition	Registration materials, league rules, purchased questions pertaining to the state and regional academic tournaments -3 files filed alphabetically	1997 - present	Paper	ADM9910	Active +1
17	Academic	University Outreach Services	Secretary	Massie B44	21st Century Community Learning Center Grant Information	Grant fiscal information, award information, site coordinator list, filed chronological, FY	2000 - present	Paper	LEG2000	Active + 5