

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	Provost	Assessment	VRCFA 317	Academic Profile	Folder containing various academic profile files - ex: brochures distribution list - organization - filed alphabetically - 4.91 MB	1997 - Oct 2004	ELEC	EDU3000	Indefinite
3	Academic	Provost	Assessment	Massie 127	Annual Report Misc.pertaining to Assessment	Folder with Assessment sections and analysis	2003-2006	ELEC	ADM1020	Active + 1
4	Academic	Provost	Assessment	VRCFA 317	English 112	Sample of English 112 (1105) writing from every student located in 12" x 24" black boxes - filed alphabetically by year - 12 linear ft	1995-2008	Paper	EDU3000	Indefinite
5	Academic	Provost	Assessment	VRCFA 317	Exiting Senior Survey	Folder containing Survey Data comments - 2.55 MB	1998 - 2008	ELEC	EDU3000	Indefinite
6	Academic	Provost	Assessment	VRCFA 317	Graduating Student Surveys	Folder containing Graduating Student Surveys - filed alphabetically - used for General information - 2.19 MB	1998-2008	ELEC	EDU3000	Indefinite
7	Academic	Provost	Assessment	Massie 127	Mini-Grants	Manila folders filed by year containing documents pertaining to the awarding and disbursement of assessment mini-grant funds - 4.2 lin ft and electronic files and spreadsheets pertaining to the awarding and disbursement of assessment mini-grants - 17 MB	2000-present	Paper and electronic	LEG2000	Active + 5
8	Academic	Provost	Assessment	VRCFA 317	Miscellaneous	Folder containing such files as department chairs and notebook course - reference - filed alphabetically - 373 KB	1999 - present	ELEC	EDU3000	Indefinite
9	Academic	Provost	Assessment	Massie 127	Miscellaneous	Correspondence, notes, & misc in manila folders used for reference filed alphabetically 4 ft - marooncabinet and 12 MB	Winter 00 to present	Paper & electronic	ADM9900	1 year
10	Academic	Provost	Assessment	VRCFA 317	NCA	Folder containing NCA information - organization of NCA materials filed alphabetical - 62KB	2000 - 2001	ELEC	ADM3020	10 years
11	Academic	Provost	Assessment	VRCFA 317	Paper Databases	Folder containing databases for ENGL 112/1105 and IDST 490S/4490 - filed by subject	1995-2008	ELEC	EDU3000	Indefinite
12	Academic	Provost	Assessment	VRCFA 317	Portfolio	Folders containing writing samples from randomly selected students, located in a 3.5 ft X 5 ft filing cabinet - 16 linear ft	? - present	Paper	EDU3000	Indefinite
13	Academic	Provost	Assessment	VRCFA 317	Senior Seminar	Folders containing Senior Seminar papers from all graduating students - located in 12" x 24" black boxes - filed alphabetically by year - 18 linear ft.	1995 - present	Paper	EDU3000	Indefinite

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
14	Academic	Provost	Assessment	VRCFA 317	Syllabus Project	Folder containing files related to instructor compliance in GEP syllabi - filed alphabetically 46 KB	28-Jun-05	ELEC	EDU3000	Indefinite
15	Academic	Provost	Assessment	VRCFA 317	Writing & Critical Thinking Project	Folders containing writing samples of Senior Seminar and English 112/1105 papers from selected students. Located in 12" X 24" black boxes - purpose is to evaluate students' critical thinking and writing abilities - filed numerically - 7 lin ft. and 140 KB	1999-Oct 2001	Paper and electronic	EDU3000	Indefinite

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Provost	Center for International Program Activities	Temple	Miscellaneous	Misc notes, correspondence, travel proposals, MOA pertaining to international students and CIPA. 4 lin ft & 30 MB manila folders used for reference-maroon cabinet	1986 to present	Paper and electronic	EDU1000	Indefinite
3	Academic	Provost	Center for International Program Activities	Temple	Miscellaneous	Miscellaneous notes, correspondence, travel proposals, MOA pertaining to international and exchange students; in black and tan filing cabinets throughout the office.	8/1/86 to present	paper and electronic	EDUC1000	Indefinite

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Provost	General Education Program	VRCFA 317	Academic Profile Assessment Exam	Manila folders - assessment, filed alphabetical - 2 Lin Ft.	Fall 1995 to 2006	Paper	EDU3000	Indefinite
3	Academic	Provost	General Education Program	Massie 127	Advisory Council Meetings Minutes	Manila file folder - meeting minutes, filed alphabetical - 2.3 Lin Ft	Winter 1998 to present	Paper & elec	ADM9900	Indefinite
4	Academic	Provost	General Education Program	Massie 127	Annual Reports	Manila file folders - reference, filed alphabetically- .5 lin ft	Fall 1995 to 2009	Paper	ADM1020	Indefinite
5	Academic	Provost	General Education Program	VRCFA 313	Assessment	41 - Studies regarding academic assessment - on hard drive	None	Elec	ADM3020	10 years
6	Academic	Provost	General Education Program	Massie 127 & VRCFA 317	Core	Manila file folder - historical record of Core - 2.5 Lin Ft	1990 to 1995	Paper	EDU3000	Indefinite
7	Academic	Provost	General Education Program	VRCFA 313	Enrollment in GEP	Manila file folders - track enrollments, filed alphabetical	Fall 1995 to 10/01/01	Paper	EDU3000	Indefinite
8	Academic	Provost	General Education Program	VRCFA 313	Freshman Seminar	Manila file folder - documents and studies re: Freshman Seminar	1990 to 1995	Paper	EDU3000	Indefinite
9	Academic	Provost	General Education Program	Massie 127	GEP Course Syllabi	0.2 Lin Ft manila folders - reference - filed by department	None	Paper	EDU3000	Indefinite
10	Academic	Provost	General Education Program	VRCFA 313	GEP Orientation for New Faculty	Manila file folders - to document development of GEP orientation for new faculty, filed alphabetical	Spring 1999 to 2008	Paper	EDU3000	Indefinite
11	Academic	Provost	General Education Program	VRCFA 313	New Course Proposals	Manila file folders - record approval/disapproval of proposed new courses, filed chronologically	Winter 1998 to present	Paper	EDU3000	Indefinite
12	Academic	Provost	General Education Program	VRCFA 317	New Faculty Packet - Senior Seminar	Manila file folders - to maintain updated packet for new faculty and senior seminar, filed alphabetical	Spring 1998 to Spring 2008	Paper	EDU3000	Indefinite
13	Academic	Provost	General Education Program	VRCFA 317	NTSC 110S Exam - Results	Manila file folders - assessment, filed alphabetical - 0.2 Lin Ft	Winter 1996 to 2003	Paper	EDU3000	Indefinite
14	Academic	Provost	General Education Program	VRCFA 313	Professional Accreditation Study	34 - studies regarding professional accrediting bodies - on hard drive	None	Elec	ADM3020	10 years
15	Academic	Provost	General Education Program	VRCFA 313	Self Study and Program Review	Manila file folders - document program reviews (<i>five year cycle</i>), filed alphabetical - 1 Lin Ft	Fall 1998 to 10/01/01	Paper	ADM1020	Indefinite
16	Academic	Provost	General Education Program	VRCFA 313	Senior Seminar Check List	Manila file folders - to record updates to checklist for senior seminar faculty, filed alphabetical	Winter 1998 - present	paper	EDU3000	Indefinite

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
17	Academic	Provost	General Education Program	Massie 127	Senior Seminar Common Syllabus	Manila file folders - to document changes to course syllabus - 02 Lin Feet	Fall 1995 - present	Paper	EDU3000	Indefinite
18	Academic	Provost	General Education Program	Massie 127 & VRCFA 317	Senior Seminar Oral Presentations	Manila file folders - to document announcements of oral presentations in senior seminar, filed alphabetical 0.8 Lin Ft, 8.5 MB	Winter 1998 to present	Paper & elec	EDU3000	Indefinite
19	Academic	Provost	General Education Program	Massie 127 & VRCFA 317	Senior Seminar Paper Award	Manila file folders - to document nominations and awards, filed alphabetical 0.3 Lin Feet	Fall 1997 to present	Paper	EDU3000	Indefinite
20	Academic	Provost	General Education Program	VRCFA 313	Senior Seminar Schedule	Manila file folders - to document schedule for senior seminar, filed alphabetical	Winter 1998 to Spring 2008	Paper	EDU3000	Indefinite
21	Academic	Provost	General Education Program	VRCFA 317	Senior Survey	Manila file folders - assessment, filed alphabetical - 1.2 Lin Ft	Fall 1998 to present	Paper	EDU3000	Indefinite
22	Academic	Provost	General Education Program	VRCFA 313 & Massie 127	SSU's Transfer Module Revisions	Manila file folders/ 2 notebooks - to document changes to SSU's transfer module	Fall 1998 to Spring 2008	Paper	EDU3000	Indefinite
23	Academic	Provost	General Education Program	VRCFA 313	Substitution & Transfer Requests	Manila file folders - to record course substitutions in GEP, filed alphabetical - 8. lin FT	Fall 1998 to Spring 2008	Paper	EDU3000	Indefinite
24	Academic	Provost	General Education Program	Massie 127	Waiting List for Senior Seminar	Manila file folders - to record waiting list for senior seminar filed alphabetical, 0.2 Lin ft	current registration period	Paper	ADM9900	1 year

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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

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Library	Director	LIB255	Accreditation Information	10-20 documents - Information on campus accreditation as they impact the library - filed alphabetically	2000 - present	MS Outlook	ADM3020	10 years
3	Academic	Library	Director	LIB255	ADA compliance info.	Documents regarding ADA compliance requirements and attempts of the SSU Library to meet them.	1991-present	Elec	ADM3020	10 years
4	Academic	Library	Director	LIB255	Assessment	Documents relative to assessing/improving library services.	2000-Present	Electronic/ Paper	ADM3020	10 years
5	Academic	Library	Director	LIB255	Integrated Library Services	Documents/memos relative to the implementation of integrated library system. Reference	1991-present	Elec	ADM3000	Active + 10
6	Academic	Library	Director	LIB255	Budget	Budget requests and justifications and other related material	1989 - present	Elec	FIN2000	Active + 1
7	Academic	Library	Director	LIB255	Collection development documents	Policies, considerations & messages for adding titles or formats to the collection. Reference	1993 - present	Electronic/ Paper	ADM9900	1 year
8	Academic	Library	Director	LIB255	Community Involvement	Documents and electronic files containing documents relative to cooperative community activities/events - filed alphabetically	1999 - present	MS Outlook	ADM9900	1 year
9	Academic	Library	Director	LIB255	Computers & Applications	Memos regarding any uses of computers in the Library that are not associated with the integrated library system.	1993 - present	Elec	ADM9900	1 year
10	Academic	Library	Director	LIB255	Distance Education	Documents and electronic files containing emails relative to services offered to distance students - filed chronologically	2000 - present	MS Outlook	ADM9900	1 year
11	Academic	Library	Director	LIB255	Government Documents	Information on specific documents, depository status and inspections, selection of titles, etc.	1993-present	Electronic	ADM9900	1 year
12	Academic	Library	Director	LIB255	Graduate Student Support	20+ documents containing messages relative to services offered by the library for graduate students.	1999-present	MS Outlook	ADM9900	1 year
13	Academic	Library	Director	LIB255	Grants	Information on possible and received grants for library projects and services. Reference	1999-present	MS Outlook	LEG2000	Active + 5
14	Academic	Library	Director	LIB255	Innovative Interfaces Inc. (III)	General information including local implementation. Reference	1994-present	Electronic/ Paper	ADM3000	Active + 10
15	Academic	Library	Director	LIB255	Library Advisory Committee	Minutes of meetings, charge of committee, committee roster, etc.	1992-2001	Elec	ADM9900	1 year
16	Academic	Library	Director	LIB255	Library Building	Various documents related to construction & information of building; filed alphabetically	1991-present	Paper	ADM2030	Active + 6
17	Academic	Library	Director	LIB255	Library Policies	Final and interim drafts of library policies	2001-present	Elec	ADM2030	10 years

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
18	Academic	Library	Director	LIB255	Ohio LINK	Minutes, agendas & events relative to SSU's participation of strategic statewide plans.	2000 - present	MS Outlook/ Paper/ Electronic	ADM9900	1 year
19	Academic	Library	Director	LIB255	Policies	Documents -and electronic files containing messages Re: policies and variances by individuals - filed chronologically	1999-present	MS Outlook	ADM3000	Active + 10
20	Academic	Library	Director	LIB255	Program Review	Documents associated with review of library	1999-present	Elec	EDU3000	Indefinite
21	Academic	Library	Director	LIB255	Safety Information	Safety policies and information relative to the campus and the library	1992-present	Elec	ADM3030	Active + 10
22	Academic	Library	Director	LIB255	Schools/SSU Library Cooperative projects	Documents/memos which discuss cooperative efforts between schools and SSU	1993-present	Elec	MIS2000	Active + 6
23	Academic	Library	Director	LIB255	Security	Memos, procedures relative to building security	1998-present	Elec	ADM4000	3 years
24	Academic	Library	Director	LIB255	Staffing	Documents and electronic files of schedules for administrative, support staff and students issued quarterly, filed chronologically	1989-present	MS Outlook	ADM9900	1 year
25	Academic	Library	Director	LIB255	Technical Services Information	Department-wide issues	1992-present	Elec	ADM9900	1 year
26	Academic	Library	Director	LIB255	Technology Issues	Documents and electronic files containing messages relative to technology applications in the library - filed chronologically	1999	MS Outlook	ADM9900	1 year
27	Academic	Library	Director	LIB255	Travel	Staff travel requests	1992-present	Elec	ACC1000	4 years
28	Academic	Library	Director	LIB255	Website Folder	Documents & electronic files containing information regarding the University & Library website - suggestions for improvement - filed chronologically	1991-present	MS Outlook	ADM9900	1 year
29	Academic	Library	Reference	LIB245	BI, Internet, etc. Resources	Microsoft Office & Word files used by Reference Librarian to create bibliographic instruction handouts.	Current only	Computer files	ADM9900	1 year
30	Academic	Library	Reference	LIB244	Interlibrary Loan	Statistics on the Interlibrary Loan activity, copies of the spreadsheets used to keep count of statistics	1998 - present	Paper	ADM1020	Active + 1
31	Academic	Library	Secretary	LIB256/253	Annual Reports	Annual reports, bound, filed chronologically	1982-present	Bound paper copies	ADM1020	Indefinite
32	Academic	Library	Secretary	LIB256	Library Forms	Forms used in Library, filed alphabetically	2008 - present	Paper	ADM9900	1 year

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
33	Academic	Library	Secretary	LIB256	Miscellaneous	Visiting borrower information, completed entertainment forms, interlibrary loans - filed alphabetically	2008 - present	Paper	ADM9900	1 year
34	Academic	Library	Secretary	LIB256/253	P-Card	Invoices, shipping information, packing slips, web receipts, statements, purchasing card transaction logs, filed chronologically.	2006 - present	Paper/Electronic	ACC1000	4 years
35	Academic	Library	Secretary	LIB256	Student Employees	Transient student employment & emergency contact information	2001 - Present	Paper/Electronic	PER3000	Active + 6
36	Academic	Library	Storage	LIB109	Collection	General information pertaining to library collections	1988-2001	paper	EDU3000	Indefinite
37	Academic	Library	Storage	LIB109	Equipment	General Information pertaining to library equipment	1986 - 2001	Paper	ADM3010	4 years
38	Academic	Library	Storage	LIB109	Library Allocations	Memos regarding the allocations formula & how much has been allocated to each area.	1992-2000	Elec	EDU3000	Indefinite
39	Academic	Library	Storage	LIB109	Policy	General policy information	1988-2000	paper	ADM3000	Active + 10
40	Academic	Library	Storage	LIB109	Staffing	General information on library staff	1988-2000	paper	ADM9900	1 year
41	Academic	Library	Systems	LIB262	Computer Hardware Inventory	paper (<i>in filing cabinet</i>) / electronic - inventory of public / staff computer equipment	Current only	Paper / Elec	ADM3010	4 years
42	Academic	Library	Systems	LIB262	Innovative	Inopac (only 7 days; 14 day cycle for) backups; manual; correspondence; log of backup routines, filed chronological.	Backup routine creates 7 current tapes	Paper / Elec	ADM3010	7 day cycle for privacy of patron records
43	Academic	Library	Systems	LIB262	OhioLINK: Lead implementers	electronic and paper file of OhioLINK lead implementers information, filed chronological	Current only	Electronic	ADM9900	1 year
44	Academic	Library	Technical Services	Clerk Area	Acquisitions	Invoices from vendors, RFP's, correspondence with vendors.	1999-present	Paper / Elec	EDU3000	Indefinite
45	Academic	Library	Technical Services	Clerk Area	Allocations	Reports to liaisons and department chairs, updates, deadlines, revisions and allocations.	1993 - Present	Paper / Elec	EDU3000	Indefinite
46	Academic	Library	Technical Services	Lib143	Budget	Requests, memos, cuts, justifications, allocations & University monthly expense report	1990-Present	Paper / Elec	FIN2000	Active + 1
47	Academic	Library	Technical Services	LIB142	Department Stats	Monthly and annual quantitative summary of departmental work; document rise and fall in workflow over time.	2000 - Present	Electronic/ Paper	ADm1020	Active + 1
48	Academic	Library	Technical Services	LIB143	Gifts	Donation slips, memos to development office with formula costs;	18-Jun-05	Paper / Elec	MIS1000	1 year

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
49	Academic	Library	Technical Services	LIB143	Government Documents	Self evaluations; inspection report from GPO; correspondence to FDLP; policy and procedure	1992 - Present	Paper / Elec	ADM3020	10 years
50	Academic	Library	Technical Services	LIB143	Library Catalog	Bibliographic records of all materials & resources available in or through the library	1991-Present	Electronic/ Paper	EDU3000	Indefinite
51	Academic	Library	Technical Services	LIB143	OhioLINK /Innovative	DMSE Minutes, announcements and correspondence in project III information related to technical service and current releases.	1999-present	Paper / Elec	ADM9900	1 year
52	Academic	Library	Technical Services	LIB143	Ohionet/OCLC	Invoices, renewals, billing correspondence	1993 - 11/01/01	Paper / Elec	ADM9900	1 year
53	Academic	Library	Technical Services	LIB142	P-card Purchases	Original receipts; one set of files per person using Pcard divided by year in reverse choronological order.	2005-Present	Electronic/ Paper	ACC1000	4 years
54	Academic	Library	Technical Services	Serials Area	Serials	Action reports, claims, payment records, new subscriptions, cancellation title change, invoices & vendor correspondence.	1988-Present	Electronic	EDU3000	Indefinite

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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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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
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

Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
Academic	Provost	Provost Ofc.	Massie 124	Adjunct Faculty	Official Adjunct faculty contracts, resumes/vita, applications and transcripts.	Early 1980's to Present	Paper	PER2000	Indefinite
Academic	Provost	Provost Ofc.	Massie 124	Annual Reports	Annual reports from Academic Affairs' departments	1993-Present	Paper	ADM1020	Active + 1
Academic	Provost	Provost Ofc.	Massie 124	Board of Trustees Records	All VP Secretaries H Drive; Agendas; reports, and resolutions, filed by year.	1999 to Present	Electronic	ADM3000	Active + 10
Academic	Provost	Provost Ofc.	Massie 124	Course Changes, New Courses, Enhancements for Existing	Original forms for course changes, new courses, enhancements for existing degrees, and preliminary proposals approved by EPCC, UFA, Provost and President	1991-Present	Paper	EDU3000	Indefinite
Academic	Provost	Provost Ofc.	Massie 124	EPCC	Electronic - Provost Drive / EPCC. Files are still created.	2005 - Present	Electronic	EDU3000	Indefinite
Academic	Provost	Provost Ofc.	Massie 124	Faculty	Official Full-time Faculty contracts, resume/vita, applications, transcripts	Early 1980's to Present	Paper	PER2000	Indefinite
Academic	Provost	Provost Ofc.	Massie 124	Faculty Promotion / Continuing Contract	Information pertaining to Full-service Faculty promotions and continuing contracts	2007-Present	Paper	PER2000	3 years
Academic	Provost	Provost Ofc.	Massie 124	Grievances	Grievances filed by faculty and students	1995-Present	Paper	LEG4000	Active + 6
Academic	Provost	Provost Ofc.	Massie 124	Institutional Review Board (IRB)	Paper applications, black cabinet. . There are 6". Records are still created	2006-Present	Paper	ADM3000	Active + 10
Academic	Provost	Provost Ofc.	Massie 124	Institutional Review Board (IRB)	Electronic My documents - filed by date. Records are still created.	2006-Present	Electronic	ADM3000	Active + 10
Academic	Provost	Provost Ofc.	Massie 124	My Documents	Miscellaneous Information. Records are still created	2003-Present	Electronic	ADM9910	3 years
Academic	Provost	Provost Ofc.	Massie 124	New Program Proposals	Proposals for new degree programs approved by the OBR	Present	Paper	EDU3000	Indefinite
Academic	Provost	Provost Ofc.	Massie 124	North Central Accreditation	Correspondence and reports from accrediting teams.	Present	Paper	ADM3020	10 years
Academic	Provost	Provost Ofc.	Massie 124	Official Faculty Records	Electronic - Provost Drive / Faculty Official Reports..	1999-Present	Electronic	ADM3000	Active + 10
Academic	Provost	Provost Ofc.	Massie 124	P-Card Purchases	Notebook by year, purchases with university credit card.. There are 3 notebooks - 9".	2006-Present	Paper	ACC1000	4 years
Academic	Provost	Provost Ofc.	Massie 127	P-Card Purchases	6 notebooks for documenting purchases on university credit card	8/1/05 - present	paper	ACC1000	4 years
Academic	Provost	Strategic Planning Committee	Massie 127	Committee Activities	manila folders/colored files, white notebook and black notebook to document activities of committee	Sept. 2005-present	paper	EDU3000	Indefinite
Academic	Provost	Strategic Planning Committee	Massie 127	Meeting Minutes	misc notes, projects, AQIP documents, SPC committee minutes, computer files - 5. MB	Sept. 2005-present	ELEC	ADM9910	3 years

Records Inventory
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Academic	Provost	SURF/SURE Grants	Massie 127	Grant Materials and miscellaneous	Documents pertaining to Student Undergraduate Research grants, manila/hanging folders - 1. lin ft and 9.0 MB	2004-present	Paper and electronic	LEG2000	Active + 5
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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Academic	Provost	Graduate Center	Massie 127	Annual and Monthly Reports	.3 Lin Ft, filed by date in blue hanging files, used to document Graduate Center activities	January 2000 to present	Paper	ADM9900	1 year
3	Academic	Provost	Graduate Center	Massie 127	Contracts	.6 Lin Ft, hanging files, filed alphabetically, used to document agreements with other universities to provide graduate programs	Winter 2000 to present	Paper	LEG2000	Active + 5
4	Academic	Provost	Graduate Center	Massie 127	Graduate program misc notes and documents	5.5 Lin Ft, filed alphabetically by University in manila folders used to document activities and classes of graduate programs by other universities on SSU campus and 27 MB	January 2000 to present	Paper and electronic	EDU3000	Indefinite
5	Academic	Provost	Graduate Center	Massie 124	Mailing list "Interested Students"	records on hard drive; database of contact information for prospective graduate students, filed alphabetically-3.42 MB-on other computer	None	Elec	EDU1010	Active + 1
6	Academic	Provost	Graduate Center	Massie 127	SSU graduate degree proposal misc	misc. documents, minutes, info for proposed SSU grad degrees: MOT, M.Ed.- 2 lin ft and 27 MB - P drive	2002-2003	Paper and electronic	EDU3000	Indefinite

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	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	Provost	Honors Program	Massie 422 and Commons 135	Course Roster	Desk drawer in hanging file, course rosters for all courses taught in HonorsProgram, filed chronologically by quarter/year course was offered. There is less than 1 linear foot (1/2 inch)	07/01/2002 to Present	Paper	EDU3010	10 yrs
3	Academic	Provost	Honors Program	Massie 127	Miscellaneous notes	Misc notes, documents and newsletters pertaining to establishment of and assistance with Honors Program, manila folders, maroon cabinet 1 lin ft	2001-present	Paper and electronic	ADM9910	3 years
4	Academic	Provost	Honors Program	Massie 422 and Commons 135	Student Acceptance Forms	2001-2005 filing cabinet in hanging files in Commons 135; 2006 present - black notebook in Massie 422. Names, addresses and emails for in-coming freshman accepted in the honors program, filed alphabetically by student last name. there is 1 linear foot of records.	07/07/2001 to Present	Paper	EDU1000	Indefinite
5	Academic	Provost	Honors Program	Massie 422	Student Contact Information	Computer File, to identify students accepted into Honors Program, to facilitate contact of students in Honors Program, to determine numbers of students accepted in program each academic year. Filed chronologically by date expense was incurred. There are 232.3 KB	09/01/01 to Present	Excel File	EDU1000	Indefinite

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	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	Provost	Teaching & Learning Center	MAS019B	TLC Administrative Files	Lists of TLC learning communities, TLC workshops, etc.	2006-present	paper	ADM9910	3 years
3	Academic	Provost	Teaching & Learning Center	MAS019B	OLN Grant Files	Grant documents, information, TLC/OLN budget records, grant proposals, conference files, administrative files, workshop files	2006-present	paper	LEG2000	Active + 5
4	Academic	Provost	Teaching & Learning Center	MAS019B	Faculty Enrichment File	Faculty applications for enrichment funds	2006-present	paper	EDU3000	Indefinite
5	Academic	Provost	Teaching & Learning Center	MAS019B	Lilly Conference File	Record of Lilly Conference materials, SSU faculty attendance	2006-present	paper	ADM9910	3 years
6	Academic	Provost	Teaching & Learning Center	MAS019B	CTEL Grants	Grant administrative files	2006-present	paper	LEG2000	Active + 5
7	Academic	Provost	Teaching & Learning Center	MAS019B	Atomic Learning Files	Information on Atomic Learning	2006-present	paper	ADM9900	1 year

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	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	Provost	Women's Center	Massie Hall 019 - Files in file cabinet by door & files in bottom desk drawer on right	Womens Forum / Womens Center Activities	Files in manila folders marked by activity: Leslie Williams Symposiums, Domestic Violence Shelter Drives; Go Red Campaign, First Impressions Clothing Drive; Women's History Month; Vagina Monologues production; Brown Bag Events; Distinguished Service Award; Breast Cancer Awareness/Bear Run; Women's Studies Minor; Student Employee Info; Budget Info. & Goals. For Reference and History. From 2000 (As Women's Forum) to Present (Women's Center)	2000-present	Paper	ADM9910	3 years