

## 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 | 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 |