

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	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