

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	Executive	Communications	Administrator	Adm Bldg. 106	News Releases & Media Releases	multiple correspondence files stored electronically on the PR\$ server.	July 2005 to present	electronic	PUB3000	Indefinite
3	Executive	Communications	Administrator	ADM Bldg. 106	SSU Branding	SSU Brand Portfolio, Communication Plan and Research Results; several bound documents	2008 to 2009	paper	PUB3000	Indefinite
4	Executive	Communications	Printing Services	Administration - Room 020	Digital Photos	Various photographs filed on hard drive and categorized by type, filed alphabetically	4/2001 to present	electronic	PUB2000	Indefinite
5	Executive	Communications	Printing Services	Administration - Room 020	Job Files	Job files for various campus publications	1987 - present	paper and electronic	PUB2000	Indefinite
6	Executive	Communications	Printing Services	Administration - Room 020	Logos/Slogans	Logos and slogans frequently used with printed publications. Filed alphabetically by title.	10/29/96 to present	Electronic	PUB2000	Indefinite
7	Executive	Communications	Printing Services	Administration - Room 101	P-Card Records	Monthly P-Card records filed by monthly billing cycle, .5 linear ft.	May 2005 - Present	paper	ACC1000	4 years
8	Executive	Communications	Secretary	Adm Bldg. 101	Digital Photos	Photos stored electronically on the PR\$ server for reference and future use.	July 2006 to present	electronic	PUB3000	Indefinite
9	Executive	Communications	Secretary	Adm Bldg. 101	Office Correspondence	multiple correspondence files stored electronically on the PR\$ server.	July 2005 to present	electronic	PUB4000	3 years
10	Executive	Communications	Secretary	Adm Bldg. 101	P-Card Records	P-card transaction retention - one binder on gray bookshelves.	July 2006 to present	paper	ACC1000	4 years