

Shawnee State University

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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	Logos/Slogans	Logos and slogans frequently used with printed publications. Filed alphabetically by title.	10/29/96 to present	Electronic	PUB2000	Indefinite
6	Executive	Communications	Printing Services	Administration - Room 020	Job Files	Job files for various campus publications	1987 - present	paper and electronic	PUB2000	Indefinite
7	Executive	Communications	Printing Services	Administration - Room 034	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
11	Executive	Governance	Student Government Association (SGA)	UC, Student Activities Suite 221, SGA Office	Meeting Minutes	In white folders inside hanging file folders in the Secretary's drawer of the file cabinet. Minutes are used to keep track of attendance, officer reports, matters of old and new business, and public views. Some folders contained burned CDs of the original files.	09/1998-present	Paper & Computer	ADM9910	Indefinite, review for historical purposes
12	Executive	Governance	University Administrative Assembly (UAA)	SSU Home web page	Meeting Minutes	on-line records of meeting minutes	8/16/2001 - present	electronic	ADM9910	Indefinite, review for historical purposes
13	Executive	Governance	University Faculty Senate (UFS)	ATC322	EPCC Course Approval Forms	EPCC's course/program approval forms are kept by the current UFS President and passed on to the next President. 3 file boxes in 4' shelf space. Current copy in notebook, historical in file boxes	2003 to present	paper	ADM9910	Indefinite, review for historical purposes

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14	Executive	Governance	University Faculty Senate (UFS)	ATC322	UFS Constitution	Organization's constitution & bylaws are kept by the current UFS President and passed on to the next President. 3 file boxes in 4' shelf space. Current copy in notebook, historical in file boxes	2003 to present	paper	ADM9910	Indefinite, review for historical purposes
15	Executive	Governance	University Faculty Senate (UFS)	ATC322	UFS Minutes	Organization's minutes are kept by the current UFS President and passed on to the next President. 3 file boxes in 4' shelf space. Current copy in notebook, historical in file boxes	2003 to present	paper	ADM9910	Indefinite, review for historical purposes
16	Executive	Governance	University Faculty Senate (UFS)	ATC322	UFS Treasurer's Report	Organization's treasurer's report is kept by the current UFS President and passed on to the next President. 3 file boxes in 4' shelf space. Current copy in notebook, historical in file boxes	2003 to present	paper	ADM9910	Indefinite, review for historical purposes
17	Executive	Governance	University Staff Assembly (USA)	Server USA\$/Massie	Constitution and bylaws; Newsletters	USA constitution and bylaws and newsletters	1997-present	Electronic	ADM9910	Indefinite, review for historical purposes
18	Executive	Governance	University Staff Assembly (USA)	CFA210 and USA\$ server	Meeting Minutes/ Committee Lists	on-line and in one white 3-ring binder	Jan 2006 - present	Paper & Computer	ADM9910	Indefinite, review for historical purposes
19	Executive	Legal Counsel	Legal Counsel	Admin.Bldg. 103	Board of Trustee Materials	Folders of Trustee materials - filed by date	1994-present	paper	ADM3000	Active + 10
20	Executive	Legal Counsel	Legal Counsel	Admin.Bldg. 103	Contracts	Filed alphabetically	1994-present	paper	LEG2010	5 years
21	Executive	Legal Counsel	Legal Counsel	Admin.Bldg. 103	Disciplinary Files	Filed alphabetically	1994-present	paper	LEG4000	Active + 6
22	Executive	Legal Counsel	Legal Counsel	Admin.Bldg. 103	Grievances	Grievance file folders - 2 feet - filed alphabetically by grievant's name	1994-present	paper	LEG4000	Active + 6
23	Executive	Legal Counsel	Legal Counsel	Admin.Bldg. 103	Insurance Files	Filed alphabetically	1994-present	paper	LEG3000	Active + 5
24	Executive	Legal Counsel	Legal Counsel	Admin.Bldg. 103	Liquor Permits	permits in file folders - 3 inches - filed in alphabetical order by event name	1994-present	paper	LEG5020	Active + 3
25	Executive	Legal Counsel	Legal Counsel	Admin.Bldg. 103	P-Card Files (VISA)	Filed alphabetically	2005-present	paper	ACC1000	4 years
26	Executive	Legal Counsel	Legal Counsel	Admin.Bldg. 103	Real Estate	information on real estate purchases for SSU	1994-present	paper	LEG2000	Active + 5

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27	Executive	Legal Counsel	Legal Counsel	Admin.Bldg. 103	Student Disciplinary Files	Student disciplinary files - filed alphabetically by student name	1994-present	paper	LEG4000	Active + 6
28	Executive	Legal Counsel	Legal Counsel	Admin.Bldg. 103	Union Files	Filed alphabetically	1994-present	paper	LEG2000	Active + 5
29	Executive	OACHE	EOC	CFA131	Grants	Grant applications, award notifications, EDGAR guidelines, reports and budget records, filed chronological, in 3-ring binder	1994 - Present	Paper	LEG2000	Active + 5
30	Executive	OACHE	EOC	OACHE/EOC; ground floor OACHE storage; server SRV0096	Participant Files	Personal information/applications of EOC participants and records of services provided to participants, filed chronological then alpha by participants. Current - 15 boxes	2002 - 2005 paper; 2006-present electronic	Paper and Electronic	EDU1000	Active + 7
31	Executive	OACHE	OACHE	Server SRV0096	Access Grants	Applications, correspondence, reports, etc. for OACHE access grants to K12 schools in Ohio Appalachia and ten member colleges, Filed alpha by school, chronological within the school file. Approximately 20 linear feet	2005 - Present	electronic	LEG2000	Active + 5
32	Executive	OACHE	OACHE	CFA131	Budget	Financial records (RFP, PO, budget reports, information on state funds appropriated to OACHE, filed chronologically. Approximately 4 linear feet	2009 - Present	Paper	FIN2000	Active + 1
33	Executive	OACHE	OACHE	OACHE Server SRV0017	Conference	Notes, agendas, evaluations, brochures, photos, etc. of annual OACHE conference (incl. registration forms and Invoices) Filed chronologically, approximately 7 linear feet	2009 - Present	electronic	ADM9900	1 year
34	Executive	OACHE	OACHE	Server SRV0096	OACHE Meeting Minutes	Meeting notes of the OACHE board of directors meetings; files documenting the creation of OACHE and personnel, filed Chronologically. Approximately 6 linear ft.	1990 - Present	electronic	ADM9910	3 years
35	Executive	OACHE	OACHE	OACHE Server SRV0017	Subject files	Correspondence, reports, and descriptions of programs and/or organizations. Used as reference materials in writing applications for grant funding, filed alpha by subject. Approximately 16 linear feet	2009 - Present	electronic	ADM9900	1 year

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36	Executive	President	President - Executive Secretary	Administration 1st floor, room #179, work room	BOT materials	BOT minutes, committee reports, and correspondence; minutes are in fire-proof cabinet in notebooks/binders, filed reverse chronological in hallway and workroom in cabinets # 11,2,3, & 7. Minutes are also scanned and indexed on Feith server under President's Cabinet, BOT minutes.	1969-Present	paper and electronic	ADM3000	Indefinite
37	Executive	President	President - Executive Secretary	SRV0096	Ohio Public Records Request	Various information requested that is releasable under Ohio Public Records Act. In file folders, filed alphabetical by name of requestor. Records are still created.	1999 - Present	electronic	ADM3000	Active + 10
38	Executive	President	President - Executive Secretary	Administration 1st floor, room #179, work room	Policies & Procedures	Policies & Procedures Manual and related correspondence in Blue 3-ring binder filed in workroom, numerical by policy number, cabinet #11.	1980-Present	Paper	ADM3000	Active + 10
39	Executive	President	President - Executive Secretary	Administration 1st floor, room #179, work room	Policies & Procedures - Accreditation	Accreditation records, reports and correspondence, workroom cabinet #3.	1975-Present	Paper	ADM3000	Active + 10
40	Executive	President	President - Executive Secretary	Administration 1st floor, room #179, work room	President's Activities	Correspondence, reports, memorandums, etc., documenting activities of the President's Office, filed by subject, reverse chronological in , hallway cabinet #11	1987-Present	Paper	ADM9910	3 years
41	Executive	President	President - Executive Secretary	Administration 1st floor, room #179, work room, cabinet #5	Purchase Card (Pcard)	Monthly paymentnet statements, order receipts, filed in individual folders for each month. Used for Audits. Filed in reverse chronological order. Records are still created.	2005 - Present	Paper	ACC1000	4 years
42	Executive	President	President - Executive Secretary	Administration 1st floor, room #179, work room	University Governance Files	University Senate records, committees and correspondence, filed reverse chronological, subject in workroom cabinet #4.	1992-Present	Paper	ADM9910	3 years
43	Executive	President	Strategic Collaborations	ATC323	Academic Programs Advisory Committees	email items/archive folders in My Documents on computer and in desk file drawer	July 2009-present	electronic and paper	ADM9910	3 years

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44	Executive	President	Strategic Collaborations	ATC323	Academic Support Team	Minutes of meetings and pertinent emails, on computer in Mail Items/Archive Folders and My Documents and in desk file drawer, filed by date	5/20-09 to present	electronic and paper	ADM9910	3 years
45	Executive	President	Strategic Collaborations	ATC323	Adams County Study	email archives in My Documents on computer and in desk file drawer	12/09 - 7/10	electronic and paper	ADM9910	3 years
46	Executive	President	Strategic Collaborations	ATC323	Articulation Agreements	White paper on Articulation Agreements in computer/Mail Items/Archive Folders, My Documents and desk file drawer, filed by date	6/9/09 to present	electronic and paper	ADM9910	3 years
47	Executive	President	Strategic Collaborations	ATC323	Collaborations and Database Information	Strategic collaborations database and back-up emails, etc. filed in computer/Mail Items/Archive Folders, database in Access in My Documents and file drawer in desk	2/2/09 to 3/2/10	electronic and paper	ADM9910	3 years
48	Executive	President	Strategic Collaborations	ATC323	Educate the Tri-State	email archives in My Documents on computer and in desk file drawer	9/09 - present	electronic and paper	ADM9910	3 years
49	Executive	President	Strategic Collaborations	ATC323	Scioto Cooperative	email archives in My Documents on computer and in desk file drawer	3/10 - present	electronic and paper	ADM9910	3 years
50	Executive	President	Strategic Collaborations	ATC323	Southern State Collaborations	email concerning collaborations in computer/Mail Items/Archive Folders, filed by date	2/27/09 to present	electronic	ADM9910	3 years