

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	Legal Counsel	Legal Counsel	Admin.Bldg. 103	Board of Trustee Materials	Folders of Trustee materials - filed by date	1994-present	paper	ADM3000	Active + 10
3	Executive	Legal Counsel	Legal Counsel	Admin.Bldg. 103	Contracts	Filed alphabetically	1994-present	paper	LEG2010	5 years
4	Executive	Legal Counsel	Legal Counsel	Admin.Bldg. 103	Disciplinary Files	Filed alphabetically	1994-present	paper	LEG4000	Active + 6
5	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
6	Executive	Legal Counsel	Legal Counsel	Admin.Bldg. 103	Insurance Files	Filed alphabetically	1994-present	paper	LEG3000	Active + 5
7	Executive	Legal Counsel	Legal Counsel	Admin.Bldg. 103	Liquor Permits	permits in file folders - 3 inches - filed in alphabetical order by	1994-present	paper	LEG5020	Active + 3
8	Executive	Legal Counsel	Legal Counsel	Admin.Bldg. 103	Real Estate	information on real estate purchases for SSU	1994-present	paper	LEG2000	Active + 5
9	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
10	Executive	Legal Counsel	Legal Counsel	Admin.Bldg. 103	Union Files	Filed alphabetically	1994-present	paper	LEG2000	Active + 5
11	Executive	Legal Counsel	Legal Counsel	Admin.Bldg. 103	P-Card Files (VISA)	Filed alphabetically	2005-present	paper	ACC1000	4 years