

## Records Inventory

## Shawnee State University

2010	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	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
3	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
4	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
5	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
6	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
7	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
8	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