

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	Finance & Administration	Bursar	Bursar's Office	Massie 026	Accounting daily activity report	Daily activity report	7/06-6/10	Paper	ACC 3000	4 years
3	Finance & Administration	Bursar	Bursar's Office	Massie 026	Alpha Strans.	Detailed listing of student accounts	1997 - 2010	Paper	ACC 3000	4 years
4	Finance & Administration	Bursar	Bursar's Office	Massie 026	Bad debt/past due letters	Letters sent to students who owed past due amounts	07/06 - 06/10	Paper	ACC 1000	4 years
5	Finance & Administration	Bursar	Bursar's Office	Massie 026	Budget payment plan	Budget payment plan application form	07/06 - 06/10	Paper	ACC 1000	4 years
6	Finance & Administration	Bursar	Bursar's Office	Massie 026	Course Credit By Arrangement/Exam	Course credit by arrangement/exam forms used to process payment for instructors	07/06 - 06/10	Paper	ACC 1000	4 years
7	Finance & Administration	Bursar	Bursar's Office	Massie 026	Dad debt/past due letters	Letters sent to students who owed past due amounts	07/06 - 06/10	Paper	FIN 6000	4 years
8	Finance & Administration	Bursar	Bursar's Office	Massie 026	Debt Actions/bad checks	File of bad checks returned from bank	07/06 - 06/10	Paper	FIN 6000	4 years
9	Finance & Administration	Bursar	Bursar's Office	Massie 026	Emergency Loan Records	Black notebook in box - contains documentation of students with emergency loan	07/06 - 06/10	Paper	ACC 1000	4 years
10	Finance & Administration	Bursar	Bursar's Office	Massie 026	Paid Invoices	Copy of all the 3 part paid billings	07/06 - 06/10	Paper	ACC 1000	4 years
11	Finance & Administration	Bursar	Bursar's Office	Massie 026	Parent Plus	Record of Parent Plus Checks	07/06 - 06/10	electronic	ACC 1000	4 years
12	Finance & Administration	Bursar	Bursar's Office	Massie 026	Sales Receipts	Yellow copy of the hand receipts and/or deposit transmittal form	07/06 - 06/10	Paper	ACC 3000	4 years
13	Finance & Administration	Bursar	Bursar's Office	Massie 026	Student write offs	List of student accounts who were written off	07/06 - 06/10	Paper	ACC 1000	4 years
14	Finance & Administration	Bursar	Bursar's Office	Massie 026	Unpaid Invoices	Copy of all unpaid 3 party billings	07/06 - 06/10	Paper	ACC 1000	4 years
15	Finance & Administration	Bursar	Bursar's Office	Massie 026	Withdrawal Forms	1 brown bankers box - bursar copy of student withdrawals	07/06 - 06/10	Paper	ACC 1000	4 years