

Shawnee State University

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Audit Reports	Final reports by state and independent auditors, filed by year	1972 - 6/30/09	Paper	FIN 7010	4 years
3	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Bank reconciliation	Bank statements, information used to reconcile bank statements filed by month and year	1995 - 5/31/10	Paper	FIN 1000	4 years
4	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Board of Regents Reports	Board of Regents reports, including fee surveys, budgets and estimated budgets, specialized reports, financial reports	1975 - 3/01/10	Paper	EDU 3000	Indefinite
5	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Bond information	Records related to University bonds issued, bond book, and statements and records of payment issued	2007 - 2009	Paper	FIN 5000	Active + 6
6	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Bookstore sales tax	Records of sales tax charged and reports submitted	1999-2009	Paper	LEG 5010	10 years
7	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Bursar Reconciliation	Bursar Reconciliation	2/06-5/10	Paper	FIN 1000	4 years
8	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Chart of Accounts	System of chart of accounts and list of account numbers and object codes used, by account	1975-5/31/10	Paper	ACC 3000	4 years
9	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Compensated absence	Compensated absence	6/30/04 - 6/30/09	Paper	PER 3000	Active + 6
10	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	EOY Reports	Printouts showing EOY records, marked permanent Final EOY balances and reports, filed by year	1975 - 6/30/09	Paper	FIN 7000	4 years
11	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Grants	Files on all grants awarded, and all files related to awarded grants, filed by grant and account number	1995 - 3/31/10	Paper	LEG 2000	Active + 5
12	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Inventory	Print shop year end, Central stores year end	6/30/2009	Paper	ACC 2000	Active + 6
13	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Inventory, equipment	All inventory records, including entries and posts, transactions for backup, inventory tag listing, inventory transfer sheets, etc.	1975- 6/30/09	Paper	ACC 2000	Active + 6
14	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Investments	Bank statements, investment accounts, spreadsheets and backup for investment accounts, filed by account and year	1994 - 5/31/10	Paper	FIN 3000	Active + 6

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15	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	IPEDS Reports	Finance survey portion of IPEDS reports, filed by date	1987 - 6/30/09	Paper	EDU 3000	Indefinite
16	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Journal Entries	Journal entries and backup, interdepartmental transfer entries and backup, budget transfer cards, other monthly backup and entries, filed by month and year	1996 - 5/31/2010	Paper	ACC 3000	4 years
17	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Lease Schedule	Lease schedule	2009	Paper	LEG 2000	Active + 5
18	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	OBM Report	Office of budget and management final annual report, filed by year	1992 - 6/30/09	Paper	FIN 7010	4 years
19	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	Receipt books	Receipt books and check out sheets for miscellaneous receipt use, filed by book number	2004-2009	Paper	ACC 1000	4 years
20	Finance & Administration	Controller	Controller	Commons 1st Floor Administration	State Construction	State construction project encumbrance, State construction project vouchers	2001-05/31/2010	Paper	ADM 2030	Active + 6