

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	Accounts Payable	Commons 1st Floor Administration	Accounts Payable files	Files of check copies and attached documentation giving information in regards to Vendor, Vendor #, PO#, check amount, invoices for goods and services received. The current Fiscal Year's files are located in Room 108 of the Administrative Building. Prior Fiscal Year's files are located in Room 002A of the Administrative Building.	05/06-Present	Paper	ACC 1000	4 years
3	Finance & Administration	Controller	Accounts Payable	Commons 1st Floor Administration	AP Pending files	File cabinet at Account Clerk desk - Any AP check copy that needs more documentation. EX: receipt from a hotel, signature sheet for meal money, filed alphabetical	05/06-Present	Paper	ACC 1000	4 years
4	Finance & Administration	Controller	Accounts Payable	Commons 1st Floor Administration	Cash Requirements	Listing of transaction including Vendor - Vendor #, date and check amount. These are filed daily in cardboard binder color coded to the fiscal year. The current Fiscal Year's files are located in Room 108 of the Administrative Building. Prior Fiscal Year's files are located in Room 002A of the Administrative Building.	05/06-Present	Paper	ACC 1000	4 years
5	Finance & Administration	Controller	Accounts Payable	Commons 1st Floor Administration	Travel Advance	Listing of travel and amounts of encumbrance for travel expenses filed alphabetical. The current Fiscal Year's files are located in Room 108 of the Administrative Building. Prior Fiscal Year's files are located in Room 002A of the Administrative Building.	05/06-Present	Paper	ACC 1000	4 years
6	Finance & Administration	Controller	Accounts Payable	Commons 1st Floor Administration	Void Checks	Checks to vendors that have been voided are filed numerically. The checks are filed in Room 108 of the Administrative Building.	05/06-Present	Paper	ACC 1000	4 years
7	Finance & Administration	Controller	Accounts Payable	Commons 1st Floor Administration	1099 Records	Listing of vendors with 1099 information pertaining to fax information, 1099s issued to vendors and the summary report issued to IRS - W9 returned forms, filed by year. Records are maintained in Room 108 of the Administrative Building.	1996 - 2/1/10	Paper	LEG 5000	6 years

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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

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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

Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Campus Master Plan	All information associated with compilation & completion of Campus Master Plan, filed alphabetically	FY 1999 - Present	Paper & Elec.	ADM 1020	Active + 1
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Committees/Organizations/Meetings	APPA, OAPPA, MAPPA, and campus committee information; monthly board reports (<i>project status reports</i>), filed alphabetically	1995 - Present	Paper	ADM 9910	3 years
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Contracts	Records of contracts with vendors	1999 - Present	Paper	LEG 2000	Active + 5
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Gasoline Bills	Monthly gasoline bills for University, filed monthly	2004 - Present	Paper	ACC 1000	4 years
Finance & Administration	Facilities	Facilities	ATC Building Room 146 & Quonset Hut	Grounds Equipment Inventory	Movers, snow removal equipment, blowers, tow motors, etc., filed by date of purchase	thru 2009	Paper	ACC 2000	Active + 6
Finance & Administration	Facilities	Facilities	ATC Building Room 142	Minutes and Action Items	Minutes of meetings (<i>weekly</i>) Audits (<i>weekly</i>), filed by year and month	1995 - Present	Paper	ADM 9910	3 years
Finance & Administration	Facilities	Facilities	ATC Building Room 146	OBR Miscellaneous correspondence & CAS Distribution	OBR Correspondence & CAS Distribution filed by date	1994 - Present	Paper	ADM 9910	3 years
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Personnel/Employee Records	Custodial, maintenance, administration, office, and student personnel records, employee evaluations, training records, and timesheets, filed alphabetical by last name	2007 - Present (Active)	Paper	REF 0000	Active
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Policies/Procedures	Campus policies and procedures filed alphabetically	1994 - Present	Paper	ADM3000	Active + 10
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Project files	All information on every project on campus (<i>new construction; renovations; upgrades, etc.</i>) from bidding process to certificates of completion, filed by project/building	1999 - Present	Paper	ADM 2030	Active + 6
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Property Deeds/Land Acquisitions	Old deeds & titles to land acquired by SSU, filed alphabetically	1994 - Present	Paper	ACC 2000	Active + 6
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Safety	Fire evacuation drawings; boiler and elevator inspections; OSHA files; safety committee info; safety training; safety certifications; safety policies & procedures MSDS, filed alphabetically and/or by date	1993 - Present	Paper	ADM 3030	Active + 10

Finance & Administration	Facilities	Facilities	ATC Building Room 146	Uniforms	Uniforms ordered yearly, filed by year	2005-Present	Paper	ACC 1000	4 years
Finance & Administration	Facilities	Facilities	ATC Building Room 149	University Facilities Drawings	Archives; plans & specs of all projects; filed by project/building		Paper	ADM 2030	Active + 6
Finance & Administration	Facilities	Facilities	ATC Building Room 146	University Signage	Records of campus signage, filed by building	2003-Present	Paper / Elec	ADM 2030	Active + 6
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Utilities	Bills for Natural Gas & Water/Sewage, filed by month	2002-Present	Binder / Paper	REF 0000	Active
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Vehicle Registrations	Registrations for vehicles "copies" of titles and registrations, filed by year of vehicle	1996-Present	Paper	ACC 2000	Active + 6
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Vendor specifications/material & service bids	Specs and bids on service and materials from various vendors filed alphabetically by vendor	1999-Present	Paper	REF 0000	Active
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Warranties	Roof warranties; construction warranties; materials warranties associated with new construction projects, filed by project/building	1994 - Present	Paper	LEG 2000	Active + 5
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Workorders	Contains completed workorders (<i>maintenance and repairs on campus</i>), filed numerically by year	2004-Present	Electronic	MIS 2000	Active + 1
Finance & Administration	Maintenance	Facilities	Q Hut	Grounds Maintenance Records	Grounds Maintenance Records filed by building	8/90-Present	Paper / binder	MIS 2000	Active + 1
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Campus Recycling Program Grant	File folders, grant accounting purposes, records are still created, 1/2 file cabinet drawer.	04/2007 to Present	Paper	LEG2000	Active + 5
Finance & Administration	Facilities	Facilities	ATC Building Room 147	Purchasing Card Records	Monthly credit card statement, original receipts for each employee department wide with a monthly summary spreadsheet. Used for budget and audit purposes. Filed monthly beginning July 2005. Records are still created. 4 file cabinet drawers	07/2005 to Present	Paper	ACC1000	4 years
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Building Maintenance Records	Maintenance records of buildings, filed by building	1999-Present	Paper	MIS 2000	Active + 1
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Construction Project Meeting Minutes	Minutes of Construction Progress meetings, filed by project	1999-Present	Paper	ADM 9910	Active + 1

Finance & Administration	Facilities	Facilities	ATC Building Room 146	Employee Records	Maintenance records, job description, job applicants, employee records, grievances filed, insurance claims, maintenance apprenticeship program, filed alphabetically	2007 - Present (Active)	Paper	REF 0000	3 years
Finance & Administration	Facilities	Facilities	ATC Building Room 149	Operation and Maintenance Manuals	Operating & Equipment manuals, service manuals, parts manuals, balance reports, vehicle manuals, test logs (<i>fire/sprinkler</i>) shop drawings, operation instructions, filed by building	1990- Present	Paper/Binder/ Electronic	ADM 3010	Active
Finance & Administration	Facilities	Facilities	ATC Building Room 146	State Accounting / Controlling Board	Encumbrance & vouchers for State Projects Controlling Board requests & releases, filed by project	1994 - Present	Paper	ADM 2030	4 years
Finance & Administration	Facilities	Facilities	ATC Building Room 146	Key Control Records	Key request forms and key cards filed alphabetically by name	1994- Present	Paper	ADM4000	3 years
Finance & Administration	Facilities	Facilities	ATC Building Room 147	Radio Records	Maintenance and Custodial radio serial numbers and service records	2005- Present	Paper/ Electronic	REF 0000	Active

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Finance & Administration	Vice President	VP Office	1st Floor Administration	Annual Financial Report	Year end financial spreadsheet reports	1975 - 2009	Paper	FIN 7000	4 years
3	Finance & Administration	Vice President	VP Office	1st Floor Administration	Correspondence	All correspondence files maintained by V.P. for Business Affairs and secretary, filed alphabetical	1975 - 2010	Paper	ADM 9910	3 years
4	Finance & Administration	Vice President	VP Office	1st Floor Administration	F&F agendas/minutes	Agendas and minutes and other miscellaneous documents for the Board of Trustees Finance and Facilities Committee, filed by date	1979 - 7/9/10	Paper	ADM 9910	3 years
5	Finance & Administration	Vice President	VP Office	1st Floor Administration	Budget - Institutional	Institutional budget and supporting documents for board approved budgets, filed by date	1975 - 7/1/10	Paper	FIN 2000	Active + 1
6	Finance & Administration	Vice President	VP Office	1st Floor Administration	Insurance	University property and casualty insurance. Coverage binders and correspondence filed by year.	2003-2010	Paper	LEG 3000	Active + 5
7	Finance & Administration	Vice President	VP Office	1st Floor Administration	Policies/Procedures	Handbooks and manuals used by department copies of adopted policies	1975 - 6/30/10	Paper	ADM 3000	Active + 10
8	Finance & Administration	Vice President	VP Office	1st Floor Administration	Property, land	Copies of deeds to University Property, list of all properties owned by University, property tax exemption records, filed chronological by date	1968 - 6/30/10	Paper	ACC 2000	Active + 6
9	Finance & Administration	Vice President	VP Office	1st Floor Administration	Records destruction	Listing of records destroyed by department, filed by date	1975 - 6/30/10	Paper	ADM 3020	10 years
10	Finance & Administration	Vice President	VP Office	1st Floor Administration	Tuition and fees	Tuition and fees approved by the Board, filed by date	1975 -3/19/10	Paper	EDU 3000	Indefinite
11	Finance & Administration	Vice President	VP Office	1st Floor Administration	Vehicle Titles	Titles to vehicles owned by University	6/30/2010	Paper	ACC 2000	Active + 6

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Finance & Administration	Human Resources	Assistant Director	Administration 021	General Business Information	General records for retirement, procedures, policies, HRIS/Payroll system info, etc.	1990 to 6/2009	paper and electronic	PER 3000	Active + 6
3	Finance & Administration	Human Resources	Assistant Director	Administration 021	Position classification files - Active positions	Classified and Unclassified staff job analysis/position information files and job descriptions	1988 to 6/2009	paper and electronic	PER 2000	3 years
4	Finance & Administration	Human Resources	Benefits Area	Administration 021	Applicant/Testing records - Support Staff	Support Staff Applications & Test data records (resumes, vol disclosure info, job number, etc.), exam agreements & correspondence, misc benefits info.	1999 to 6/2009	Electronic	PER 2000	3 years
5	Finance & Administration	Human Resources	Benefits Area	Administration 021	Employee Benefits & Medical Records - Active	Active employee medical/benefits files, filed alphabetically by last name	09/1967 - 6/2009	Paper	PER 1020	6 years
6	Finance & Administration	Human Resources	Benefits Area	Administration 021	Motor Vehicle Reports	Authorization form and validation report to drive SSU students or employees on behalf of SSU in notebook	to 6/2009	paper	MIS1010	until superceded
7	Finance & Administration	Human Resources	HR Director	Administration 021	ADA Records	Requests for accommodation information material	1990 to 4/2008	Paper	LEG 9900	3 years
8	Finance & Administration	Human Resources	HR Director	Administration 021	Affirmative action plan	Narrative & Statistical affirmative action data	1990 to 6/2009	Paper	LEG 5000	6 years
9	Finance & Administration	Human Resources	HR Director	Administration 021	Complaint files	Staff complaints on equal opportunity, AAP, CWA grievances (in progress and settled), related working papers, etc.	1990 to 6/2009	Paper	LEG 5000	6 years
10	Finance & Administration	Human Resources	HR Director	Administration 021	Employee Benefits & Medical Records - Inactive	Inactive employee medical/benefits files, filed alphabetically by last name	09/1967 - 6/2009	Paper	PER 1020	6 years
11	Finance & Administration	Human Resources	HR Director	Administration 021	General Business Correspondence	Matters of official business on compensation, union, veterans, affirmative action, staff meetings, various information, etc.	1990 to 6/2009	Paper	PER 3000	Active + 6
12	Finance & Administration	Human Resources	HR Main Lobby Area	Administration 021	Adm and Faculty Job Search Files - open positions	Open job searches, vol disclosure information, job ads, requisition, related bills, etc.	07/2007 to 6/2009	Paper	PER 2000	3 years
13	Finance & Administration	Human Resources	HR Main Lobby Area	Administration 021	Background Authorizations	Authorization form to run background check prior to offer of employment in notebook and stored electronically.	2006 to 6/2009	paper and SRV 0095	PER2000	3 years

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14	Finance & Administration	Human Resources	HR Main Lobby Area	Administration 021	General Files	Copies of HR related contracts (AAA, copier maintenance, etc.), misc compensation materials, CWA contracts side letters and memo of understanding, information requests, phone charges, classified staff notifications, force reduction information, appointing authority, background check information, etc.	1988 to 6/2009	Paper	LEG 2000	Active + 5
15	Finance & Administration	Human Resources	HR Main Lobby Area	Administration 021	Government reports/surveys	Annual government reports and surveys -	1985 to 6/2009	paper and SRV 0095	LEG 5000	6 years
16	Finance & Administration	Human Resources	HR Main Lobby Area	Administration 021	Job Requisitions	Records of requisitions for faculty, adm and hourly support staff jobs, by PCN#	1988 - 6/2009	paper and SRV 0095	PER 2000	3 years
17	Finance & Administration	Human Resources	HR Main Lobby Area	Administration 021	Position Advertisements	ADS folders on dept server for various positions	1995 to 6/2009	Elec	PER 2000	3 years
18	Finance & Administration	Human Resources	HR Main Lobby Area	Administration 021	Union Dues Membership List - Report	Bi-weekly lists of employees paying union dues	07/1998 to 6/2009	electronic	ACC 1000	4 years
19	Finance & Administration	Human Resources	Payroll	Administration 021	Insurance information, FMLA records	Group health, life and voluntary life/ltd insurance information, agent records, benefit consultants info, FMLA files, etc.	1998 to 6/2009	Paper	PER 1010	Active + 6
20	Finance & Administration	Human Resources	Payroll	Administration 021	Payroll Bills	Working copies of payroll billings check requests (orig in AP 4 yrs); child support orders; garnishment orders; deduction requests (SRA's, Desco, foundation contributions, OEA membership/deduction forms, OPEDCP deduction forms, poised for tomorrow contributions, stars campaign contributions, VRCFA tickets, united way, AAA, etc.); direct deposit authorization forms; voided payroll checks information (copies), etc.	1998 to 6/2009	Paper and Electronic (in HRIS)	PER1020	6 years
21	Finance & Administration	Human Resources	Payroll	Administration 021	Payroll Reports	All payroll reports, computed pay register, pay register, adjustment register, time/benefit report, etc. reside in the HRIS/Payroll system.	01/2001 to 6/2009	Electronically in HRIS/Payroll System	PER6000	5 years
22	Finance & Administration	Human Resources	Payroll	Administration 021	Payroll Taxes	Copies of quarterly and annual filed taxes (federal, kentucky, ohio, pennsylvania, new boston, portsmouth, west virginia, and ohio school districts), year-end balancing and related working papers.	2003 to 6/2009	Paper	PER6000	5 years

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23	Finance & Administration	Human Resources	Payroll	Administration 021	Vacation/Sick Reports	Vacation/Sick reports amount used and accrued by payroll	1988 - 6/2009	electronic	PER 3000	Active + 6
24	Finance & Administration	Human Resources	Payroll	Administration 021	W-2's	Copies of W-2's, scanned by year	1984-2007	SRV 0095	LEG 5000	6 years
25	Finance & Administration	Human Resources	Payroll	Administration 021	Workers Compensation	New Employee input worksheet verifications, filed alphabetically by last name in drawer 4 of black 4 drawer filing cabinet	2005 to 6/2009	Paper	PER 3000	Active + 6
26	Finance & Administration	Human Resources	Payroll	Administration 021	Timesheets, Leave Forms	Timesheets (hours worked for hourly and student employees), Leave files (sick and vacation leave forms).	1985 to 6/2009	SRV 0095	PER6000	5 years
27	Finance & Administration	Human Resources	Storage Area	Administration 021	Adm and Faculty Job Search Files - closed positions	Closed administrative and faculty job search records (requisition, job ads, resumes, related bills, short lists, requests to hire, etc.)	01/2001 to 6/2009	SRV 0095	PER 2000	3 years
28	Finance & Administration	Human Resources	Storage Area	Administration 021	EEO Voluntary Disclosure forms/Unsolicited Applications	voluntary data forms from job searches and unsolicited applications	7/2003 to 6/2009	SRV 0095	PER 3000	Active + 6
29	Finance & Administration	Human Resources	Storage Area	Administration 021	I-9 Information (Homeland Security)	I-9 Information for active and inactive employees	1990 to 6/2009	SRV 0095	PER3020	Active + 6
30	Finance & Administration	Human Resources	Storage Area	Administration 021	New Employee Packet Materials	New or prospective employee packet materials including benefit summaries, retirement materials, health/life insurance summaries, etc.	June-09	paper	PER9900	3 years
31	Finance & Administration	Human Resources	Storage Area	Administration 021	Personnel Files (Archived)	Newly archived inactive employee personnel files (retirement, taxes, address changes, request to hire, resume, etc.) kept until scanned into Feith doc imaging system	1999 to 6/2009	SRV 0095	PER 3000	Active + 6
32	Finance & Administration	Human Resources	Storage Area	Administration 021	Personnel Files (hired after Jan 2007)	New employees' personnel information (retirement, taxes, address changes, request to hire, resume, etc.)	date of hire to 2 weeks after imaging	SRV 0095	PER 3000	Active + 6
33	Finance & Administration	Human Resources	Storage Area	Administration 021	Personnel Files (hired before Jan 2007)	Active employees' personnel information (retirement, taxes, address changes, request to hire, resume, evaluations, etc.)	date of hire to 6/2009	SRV 0095	PER 3000	Active + 6
34	Finance & Administration	Human Resources	Storage Area	Administration 021	Position classification files - Inactive positions	Classified and Unclassified staff job analysis/position information files, and related Job descriptions.	1988 to 6/2009	Paper	PER 2000	3 years
35	Finance & Administration	Human Resources	Storage Area	Administration 021	President Search files	Presidential search records	2001 to 2002	SRV 0095	PER 2000	3 years

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36	Finance & Administration	Human Resources	Storage Area	Administration 021	Retirement history records	OPERS Personal History Record and Request for Optional Exemption forms for previous employees	date of hire to 6/2009	paper and electronic	PER1030	Active + 6
37	Finance & Administration	Human Resources/Security	Storage Area	Administration 021	Parking Violation Tickets (Yr 2002 - June, 2009)	Security Filing Cabinet containing Violations of SSU Vehicle Parking Policy	1/1/2002 - 6/24/2009	paper	ACC 1000	4 years
38	Finance & Administration	Human Resources/Security	Storage Area	Administration 016B	All Family and Medical Leave Act related employee records	All Family and Medical Leave Act related employee records. To track FMLA leave per DOL regulations	1993 to 6/30/2010	SRV 0095	PER 3000	Active +5 Years

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Finance & Administration	Purchasing & Mail Services	Purchasing Ofc	Admin Building	Purchase Orders	Copy of all purchase orders processed each fiscal year, filed alphabetically. Current year (08/09) in ADM103 file cabinet, 03/04 and 07/08 scanned in Feith, 04/05 - 07/08 boxed in ADM storeroom.	03/04 - Present	Paper and Electronic	ACC 1000	5 years
3	Finance & Administration	Purchasing & Mail Services	Purchasing Ofc	Admin Building	PCard Documentation	Documentation of PCard expenditures made by staff members in the Purchasing Dept., filed by monthly billing cycle, in binders in ADM103	May 2005 - present	Paper	ACC1000	5 years
4	Finance & Administration	Purchasing & Mail Services	Purchasing Ofc	Admin Building	PCard Addendum Forms	PCard addendum forms for every temporary increase granted to a university PCard holder. Filed by date in ADM103 in binders and scanned into Feith	May 2005 - Present	Paper and Electronic	ACC1000	5 years
5	Finance & Administration	Purchasing & Mail Services	Purchasing Ofc	Admin Building	MSDS Sheets (Material Safety Data Sheet)	Information on chemicals used by different departments, filed in ADM103 file cabinet	1991 - present	Paper	ADM 3030	5 years
6	Finance & Administration	Purchasing & Mail Services	Purchasing Ofc	Admin Building	University Bids	Bids issued by the purchasing department for different University projects, such as custodial supplies, security service, etc. 2007 - present in ADM103 file cabinet, 1996 - 2006 in ADM storeroom to be scanned into Feith	1996 - Present	Paper	FIN 8000	5 years
7	Finance & Administration	Purchasing & Mail Services	Purchasing Ofc	Admin Building	State Reports (MBE, EDGE, IUC, STS)	List expenditures to MBE, EDGE, IUC and STS companies, filed in ADM 103 file cabinet	2003 - present	Paper	LEG 5000	5 years
8	Finance & Administration	Purchasing & Mail Services	Purchasing Ofc	Admin Building	PCard Applications & Cardholder Agreements	Cardholder agreement and PCard application for every PCard holder. Filed alphabetically in ADM103 in locked filing cabinet and scanned in Feith	May 2005 - Present	Paper and Electronic	LEG2000	5 years
9	Finance & Administration	Purchasing & Mail Services	Purchasing Ofc	Admin Building	Insurance Certificates	Insurance certificates for vendors who are required to provide evidence of insurance to the University. Filed alphabetically in ADM103 file cabinet	Feb 2005 - Present	Paper	LEG3000	5 years
10	Finance & Administration	Purchasing & Mail Services	Mail Services	Service Building	Bulk Mail	Copies of bulk mailings filed by year. 2004-2008 filed in box in storeroom, present year in file cabinet in Mailroom office, all years filed on computer	2006-Present	Paper and Electronic	ACC 1000	5 years
11	Finance & Administration	Purchasing & Mail Services	Mail Services	Service Building	End of year reports	Yearly balance of postage accounts at Post Office & Mail Machine by year. 2005-2008 filed in box in storeroom, present year in file cabinet in Mailroom office	2005 - Present	Paper	ACC 1000	5 years

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12	Finance & Administration	Purchasing & Mail Services	Mail Services	Service Building	Inter-Departmental Charges	Monthly departmental mail fees filed by year. 2005-2008 filed in box in storeroom, present year in file cabinet in Mailroom office	2006 - Present	Paper	ACC 1000	5 years
13	Finance & Administration	Purchasing & Mail Services	Mail Services	Service Building	Mail Record	Accut-Rac Mail Management daily record of postage accounts and postage fees arranged daily. Filed in Mailroom office computer	2006-Present	Electronic	ACC 1000	5 years
14	Finance & Administration	Purchasing & Mail Services	Mail Services	Service Building	Postage Receipts	Receipts for account deposits at Post Office - Refunds - spoiled postage. 2005-2007 filed in box in storeroom, present year in file cabinet in Mailroom office	2006 - Present	Paper	ACC 1000	5 years
15	Finance & Administration	Purchasing & Mail Services	Mail Services	Service Building	Phone Information	Phone quick reference: 1989-present, voice mail messages: 1998-present. Filed in file cabinet in Mailroom office.	2009-Present	Paper	MIS 1000	1 year
16	Finance & Administration	Purchasing & Mail Services	Mail Services	Service Building	Delivery Receipts/ Student Signature Sheets	Receipts for delivery of mail and packages, signed by SSU staff members and students, 2003-present; filed by month in Receiving office	2006 - present	Paper	ACC 1000	5 years
17	Finance & Administration	Purchasing & Mail Services	Storeroom	Service Building	Monthly Reports	Storeroom reports, business reply, UPS reports. Filed in storeroom file cabinet	2006 - Present	Paper	ACC1000	5 years

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Finance & Administration	Security	Security	ATC 190	AED Prescription	AED 'Prescription for Use" annual renewal of standing order authorizes trained employees of SSU to utilize the Automated External Defibrillator to assist svictimes	2005 - 2008	Paper	ADM3030	Active + 10 years
3	Finance & Administration	Security	Security	ATC 190	Campus Security Act Reports	Clery Act Report; Campus Security Act Reports and Supporting Documents	2007 - 2008	Computer & Paper	LEG5000	Active + 6 years
4	Finance & Administration	Security	Security	ATC 190 & Security Web Page	Crime Log	Log of criminal acts committed within SSU campus boundaries; recorded and published in compliance with the Clery Act; listed by incident date	1/14/2007 - Present	Electronic	LEG5000	Active + 6 years
5	Finance & Administration	Security	Security	ATC 190	Incident Report	Records of incidents on campus, filed by date; supporting documentation for Campus Security Act Reporting	2003 - Present	Computer & Paper	LEG5000	Active + 6 years
6	Finance & Administration	Security	Security	ATC 190	Lost & Found and Impound Property Disposition	Log for Lost & Found items and tracking record of impound property disposition	11/06/2008 - Present	Paper	ADM9900	1 year
7	Finance & Administration	Security	Security	ATC 190	Monthly Security Checklist	Duties Checklist	2006 - Present	Paper	ADM9900	1 year
8	Finance & Administration	Human Resources	Security	Admin 021 - Storage Area	Parking Tickets	Tickets issued for violations of SSU Vehicle Parking Policy, filed by ticket number	2002-Present	Paper	ACC1000	4 years
9	Finance & Administration	Human Resources	Security	Admin 021 - Storage Area	Parking Violation Appeals	Parking & Transportation Appeals & Resolutions	2002-Present	Paper	ADM9900	1 year
10	Finance & Administration	Human Resources	Security	Admin 021 - Storage Area	Shift Logs	Daily log of each Security Officer's service calls; includes all shifts	2003 - Present	Paper	ADM4000	3 years
11	Finance & Administration	Human Resources	Security	ATC 190	Vehicle Assistance Waivers	White 3-Ring binder. Waiver of liability signed by individual receiving vehicle assistance from Security Dept.	1/1/09-7/15/10	Paper	LEG4000	Active +6 years
12	Finance & Administration	Human Resources	Security	Admin 021 - Storage Area	P-Card Reconciliation	P-Card expenses with receipts. Reconciliation of Security Department Procurement Card	1/1/2009-12/31/2009	Paper	ACC1000	4 Years

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Records Inventory

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Finance & Administration	UIS	UIS Office	Off-site storage	Backup tapes	Backup tapes of administrative system, filed in fireproof safe	Weekly	Disk	ADM 9900	1 year
3	Finance & Administration	UIS	UIS Office	Massie 035A	Qwest Calling Cards	Records of individuals signing for their calling cards - used for reference - no filing arrangement necessary, just one folder. 1 Hanging folder (1 lin ft.)	03/1999 - 06/2010	Paper	ACC 1000	4 years
4	Finance & Administration	UIS	UIS Office	Electronic	UIS Guidelines	Guidelines for Computer Usage	Current	Web	ADM3000	Active + 10
5	Finance & Administration	UIS	UIS Office	Electronic	Computer Inventories	Departmental list of computer replacement information	Current	Electronic	ADM9910	3 years
6	Finance & Administration	UIS	UIS Office	Electronic	Data Back-Up Strategy	Data Backup & Media Management Plan	1-Jun-06	Electronic	ADM3000	Active + 10
7	Finance & Administration	UIS	UIS Office	Electronic	Student Computer Inventory	List of student used computers ie, labs & replacement information	Current	Electronic	ADM9910	3 years
8	Finance & Administration	UIS	UIS Office	Electronic	Disaster Recovery Documents	Plan for recovery of data in an emergency	Current	Electronic	ADM3000	Active + 10
9	Finance & Administration	UIS	UIS Office	Electronic	HEAT Records	List of HEAT Tickets	N/A	Electronic	ADM9910	3 years
10	Finance & Administration	UIS	UIS Office	Electronic	Microsoft Student Vouchers	List of students with Microsoft Products	Current	Electronic	ADM9910	3 years
11	Finance & Administration	UIS	UIS Office	ADM / 005B	Custody Forms	Paper trail of computer equipment delivered or moved	Current	Electronic	ADM9900	1 year

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Finance & Administration	Vern Rife Center For the Arts	Administration	VRCFA 209 & 210	Minutes of meetings	VRCFA Meetings, directors committee meetings filed alphabetically in director's file cabinet	1995-present	Paper	ADM9900	1 year
3	Finance & Administration	Vern Rife Center For the Arts	Administration	VRCFA 209 & 210	Personnel Records	Administrative staff - technical & student records - box office, filed alphabetically in director's file cabinet	1995-present	Paper	PER3010	5 years
4	Finance & Administration	Vern Rife Center For the Arts	Administration	VRCFA 210 & 304	Space Reservation Forms	Record of requests for events in VRCFA, Main theater, Selby lobby are filed FY by month, Room 210(current) Trap Room 012 (Storage)	2005-Present	Paper	ADM9900	1 year
5	Finance & Administration	Vern Rife Center For the Arts	Administration	VRCFA 209	Event Budgets & Schedules of Events	one binder each for Event Budgets and Schedules of Events	2000 to Present	paper	FIN2000	Active + 1
6	Finance & Administration	Vern Rife Center For the Arts	Administration	VRCFA 209	Committee Records	Current & past season committee records, campus community minutes, financial records, event information, marketing, association minutes, sales summaries. 4 drawers in cabinet 1 (gray)	1995-present	paper	ADM9900	1 year
7	Finance & Administration	Vern Rife Center For the Arts	Administration	VRCFA 209	Event Files	Current and next season event files including marketing, 4 drawers in cabinet 2	2007-present	paper	ADM9910	3 years
8	Finance & Administration	Vern Rife Center For the Arts	Administration	VRCFA 209	Portsmouth Orchestra Files	administration, evaluations, event attendance records, ticketing system files. 2 drawers in cabinet 4	1996-Present	paper	ADM9900	1 year
9	Finance & Administration	Vern Rife Center For the Arts	Administration	VRCFA 214	Ad Video Tapes	video advertisement of VRCFA programs. 2 boxes filed by year	2005-present	video tape	ADM9900	1 year
10	Finance & Administration	Vern Rife Center For the Arts	Administration	VRCFA 214	Event Posters	archive of 14 boxes of printed posters for VRCFA events filed by year	1995 to present	paper	ADM9900	1 year
11	Finance & Administration	Vern Rife Center For the Arts	Administration	VRCFA 214	Event Printed Materials	45 boxes of brochures and programs filed by year	1995 to present	paper	ADM9900	1 year
12	Finance & Administration	Vern Rife Center For the Arts	Administration	Trap Room 012	Deposits/Customer Data	13 boxes of customer data filed by year	1996 to 2007	paper	ACC1000	4 years
13	Finance & Administration	Vern Rife Center For the Arts	Administration	Trap Room 012	Event Production Records	Lease agreements, payroll and administrative production files - 20 boxes. Filed by year	1996 - 2005	paper	LEG2000	Active + 5
14	Finance & Administration	Vern Rife Center For the Arts	Administration	VRCFA 214 & 304 & trap room 012	Ticket stubs; Concert program files	Concert program files; filed FY month; current are filed in trap room 012 and storage is in room 304. 23 boxes	2005-present	Paper	ADM9900	1 year

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15	Finance & Administration	Vern Rife Center For the Arts	Box Office	VRCFA 104	Event Settlements	Excel spreadsheet within My Documents that holds reconciliation of events sold through the Box Office	8/30/08 to present	electronic	ACC3000	4 years
16	Finance & Administration	Vern Rife Center For the Arts	Box Office	VRCFA 103	Prologue Reports	Daily Prologue reports, cash, check, receipts, daily financial reports. Arranged by date.	July 2007-Present	paper and electronic	ACC1000	4 years
17	Finance & Administration	Vern Rife Center For the Arts	Box Office	VRCFA 105	ReportPro Reports	Weekly reports from ReportPro ticketing machine; filed within My Documents in Excel	8/31/08 to present	electronic	ACC3000	4 years
18	Finance & Administration	Vern Rife Center For the Arts	Box Office	VRCFA 103	Season Subscriptions	Season subscription order forms ordered by date received.	2009-present	paper	ADM1020	Active + 1
19	Finance & Administration	Vern Rife Center For the Arts	Box Office	VRCFA 103	TicketMaster Reports	Excel spreadsheet documenting credit card transactions and the fees taken out; filed by date	8/15/08 to present	electronic	ACC4000	4 years
20	Finance & Administration	Vern Rife Center For the Arts	Secretary	VRCFA 210	Grants	Grant materials information filed alphabetically in file cabinet	1998-present	Paper	LEG2000	Active + 5
21	Finance & Administration	Vern Rife Center For the Arts	Secretary	VRCFA 210	Marketing brochures	Marketing information, filed alphabetically in file cabinet. 3 drawers amd 5 binders	2000-present	paper	MIS1010	until superceded
22	Finance & Administration	Vern Rife Center For the Arts	Secretary	VRCFA 210	SOPAA	List of organization names; subscription information; renewals	2005-present	paper	ADM9900	1 year
23	Finance & Administration	Vern Rife Center For the Arts	Secretary	VRCFA 210	Usher Lists	Golden Bear usher list; volunteer names; volunteer events ushered.	2005-present	paper	ADM9900	1 year
24	Finance & Administration	Vern Rife Center For the Arts	Secretary	VRCFA 210	Room Usage	Track use of Room 208 conference room.	2005-present	paper	ADM9900	1 year
25	Finance & Administration	Vern Rife Center For the Arts	Secretary	VRCFA 210	Program Ads	Program ads, SOPPA records	2000-present	paper	ADM9900	1 year
26	Finance & Administration	Vern Rife Center For the Arts	Secretary	VRCFA 210	Volunteer Time Sheets	RSVP volunteer time sheets.	2006-present	paper	ADM9900	1 year