

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	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