

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	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and validation report to drive SSU students or employees on behalf of SSU in notebook	to 6/2009	paper	MIS1010	until superceded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