

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	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