

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	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