

Shawnee State University

Records Inventory

	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	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