

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	Student	Athletics	Athletic Director	Rhodes 111	Budget forms & Information for Each Sport	Copies of budget records and yearly sports records filed in blue storage cabinet & blue file cabinet	Current + 3 years	Paper	FIN2000	Active + 1
3	Student	Athletics	Athletic Director	Rhodes 111	Guidelines for Student Athletes	Copies of Guidelines for Student Athletes, filed in blue storage cabinet & file cabinet, September 1999	1-Aug-07	Paper	ADM3000	Active + 10
4	Student	Athletics	Athletic Director	Rhodes 111	Membership Lists Athletic Booster Clubs	Copies of Booster Club Lists filed in blue file cabinet	Current + 1yr	Paper	ADM9900	1 year
5	Student	Athletics	Athletic Director	Rhodes 111	NAIA Student Athletic Eligibility Forms	NAIA Student Eligibility Forms filed in blue file cabinet	Current + 3 years	Paper	ADM3000	Active + 1
6	Student	Athletics	Athletic Director	Rhodes 111	NAIA Substance Abuse Certification of Compliance	NAIA 1995-96 through 1998-99 substance Abuse records filed in blue file cabinet	Current +3 Years	Paper	ADM3000	Active + 1
7	Student	Athletics	Athletic Director	Rhodes 111	P CARD records	In white file cabinet drawers.	July 2005-Present	Paper	ACC1000	4 years
8	Student	Athletics	Athletic Director	Rhodes 111	Financial Aid Year End Report	NAIA Year End Report, filed in blue file cabinet	Current + 3 years	Paper	FIN2000	Active + 1
9	Student	Athletics	Athletics	Rhodes 115	Student Athletic Medical Information	Physical forms, Medical History. Health Insurance, Dr. Appointment information. Medical History, filed alphabetical by student athlete. Records are still created. There is 3.5 linear ft.	1/2003 - Present	Paper	END1000	Indefinite
10	Student	Athletics	Athletics	Rhodes - file cabinet in downstairs training room.	Previous Student Athletic Medical Information	Physical form, Medical History, Health Insurance, Dr. Appointment information. Medical History, filed alphabetical by student athlete name. Records are still created. There is 3.5 linear ft.	1/2003 - Present	Paper	EDU1000	Indefinite
11	Student	Athletics	Health Club	Rhodes Sports Center	Health Club Membership	Membership records filed in 1 notebook in Sports Center Office, by date	January 2007 - present	Paper	ADM9900	1 year
12	Student	Athletics	Health Club	Rhodes Sports Center	Health Department	Certificates for Operation are posted on bulletin board Records of Pool & spa inspections, along with daily records of chemical analysis. In notebook form (2 notebooks) on pool deck with lifeguard, filed by date, most current on top	Jan 1, 1999 - present	Paper	ADM3000	Active + 10
13	Student	Athletics	Health Club	Rhodes Sports Center	Monthly & Year End Reports	Monthly and year end reports in notebook form - monthly totals of membership & revenue yearly totals taken from monthly report	Jan 1994 - present	Paper	ADM1020	Active + 1

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14	Student	Athletics	Health Club	Rhodes Sports Center/Records Room	Golden Bears Membership	Current Membership records filed in 1 notebook in Secretary's Office, Athletic Director. Prior Year in Records room	January 2008 - present	Paper	ADM9900	1 year