

Shawnee State University

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Student	Institutional Research & Assessment	Director	VRCFA 131	Facts & Figures	Facts & Figures regarding SSU - profile enrollment- degrees - employees - finances - resources & alumni - 1 booklet file folder located to the right of the computer on the desk	1999-present	electronic	ADM1020	Active + 1
3	Student	Institutional Research & Assessment	Director	VRCFA 131	Non-Persisted Report	1 file folder to the left of the computer on the desk. To present data, analysis, & conclusions relating to a survey of non-persisting students from 1994-1995 to ascertain factors that might assist SSU in reducing attrition and improving services	1994-1995	Paper	EDU3000	Indefinite
4	Student	Institutional Research & Assessment	Director	VRCFA 131	P-Card Purchases	One folder documenting p-card purchases	2007-present	paper	ACC1000	4 years
5	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Academic Profile score diskettes	Original disks from ETS containing score data on the Academic Profile, filed chronological in box on bookshelf	12-1995 to 6-2001	Disk -3.5	EDU1000	Active + 6
6	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	AIR ( <i>Association of Institutional Research</i> )	Newsletters, information regarding the practice of Institutional Research	1998 - 2001 (ongoing)	Paper	ADM9900	1 year
7	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Assessment/Academic Profile	Materials related to Assessment and Academic Profile; Report provided on Academic Profile, filed chronological by date in desk file cabinet	1998 - 2001	Paper	EDU1000	Active + 6
8	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Athletic Aid Reports	File cabinet - athletic aid reports used to update database tables for IPEDS GRS (graduation rate survey), filed chronological	July 1996 - 2001	Paper	EDU3000	Indefinite
9	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Back-UP Databases (IR)	6-2GB JAZ Disks used for making periodical back-ups of databases used for institutional research purposes, filed in Credenza chronological by date of back-up	1999 - 2001	Electronic - JAZ Disks	EDU3000	Indefinite
10	Student	Institutional Research & Assessment	Research Analyst	VRCFA 318	Back-UP Databases (IR)	160GB External Drive used for making periodical back-ups of databases used for institutional research purposes	1999-2009	160GB External Maxtor Drive	EDU3001	Indefinite
11	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Economic Performance Report	Materials for compiling "EPR" Actual Expense Reports; Budgeted expenses; enrollment data; faculty data; copies of old and new reports; filed chronological in windowsill/computer	1995 - 2001	Paper/ Electronic	EDU3000	Indefinite

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12	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Enrollment Projections	Reports on projecting enrollments at SSU, filed alphabetically in file cabinet/computer	1999 - 2001	Paper/ Electronic	ADM1020	Indefinite
13	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Enrollment Reports	Enrollment reports generated on a quarterly basis, filed chronological in file cabinet	8/1998 - 2001	Paper	EDU3000	Indefinite
14	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	External Surveys	External Surveys - Peterson's; U.S. News; Wintergreen-Orchardhouse, ACT; CUPA; AAVP; IPEDS; NCES; Key facts, Market Data Retrieval, AAES-engineering Workforce; Baron's; Chronicle Guidance; Cincinnati Chamber of Commerce; College Board; Open Doors; BMI; Falcon TFS; National Beta Club, arranged alphabetical by Title/ Chronological by date.	1988 - 2001 (Ongoing)	Paper	EDU3000	Indefinite
15	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Fact Book	File cabinet: Materials for compiling annual fact book; paper copy of original; copy of published fact book. Computer: Files for fact book sections. Filed chronological by date; alpha by section.	1998 - 2001 (ongoing)	Paper / Electronic	EDU3000	Indefinite
16	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	HERI	HERI Report/Survey, filed in file cabinet	1995	Paper	EDU3000	Indefinite
17	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	High School Reports	Reports related to students attending SSU from surrounding high schools, chronological in file cabinet	1996 - 2001	Paper	EDU3000	Indefinite
18	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Internal Reports	Reports written for AdHoc in-house requests. Computer files are stored in folders by department/office. Chronological by date	1995 - Sept. 2001 (Ongoing)	Paper/ Electronic	EDU3000	Indefinite
19	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	OBR - Faculty	Files and reports regarding faculty for OBR: Faculty salaries; Faculty improvement Reports; Faculty Service Reports; Faculty Workload. Filed alphabetically in file cabinet	1996-1999	Paper	EDU3000	Indefinite
20	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	OBR - HEI	File cabinet - File containing information related to HEI: success challenge, resource analysis, restricted queries, subsidy calculation	1995 - 2001	Paper	EDU3000	Indefinite
21	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	OBR - Subsidy	File cabinet - OBR subsidy reports, filed alphabetical	1992-1999	Paper	EDU3000	Indefinite
22	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Ohio Association for Institutional Research & Planning (OAIRP)	Informational materials regarding OAIRP, filed chronologically in file cabinet	1998 - 2001	Paper	EDU3000	Indefinite

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23	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Postsecondary Opportunities Reports	Black Notebook: Reports on studies of postsecondary education filed on bookshelf in chronological order by date	1997-2001 (ongoing)	Paper	EDU3000	Indefinite
24	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Research Databases	Databases used for maintaining and compiling data for institutional & reporting purposes: Academic Profile Database; Regdat Database. Filed by student ID#, Academic Term in computer files.	1975 - 2001 (ongoing)	Electronic	EDU3000	Indefinite
25	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Retention Studies	A variety of reports on the study of retention at SSU, filed alphabetically by report in file cabinet	9/1995 to 4/1999	Paper	EDU3000	Indefinite
26	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	SPSS Information	SPSS Information update codes informational brochures, filed chronological	1998 - 2001	Paper	EDU3000	Indefinite
27	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Strategic Planning	Documents related to strategic planning committee; master plan; planning documents; correspondence with committee. Filed in desk file cabinet chronological by date	1999 - 2000	Paper	ADM1020	Active + 1
28	Student	Institutional Research & Assessment	Research Analyst	VRCFA 317	Transfer out Report	List of students transferring from SSU: the number of students and students and which institution they are transferring to. Filed chronological in file cabinet	1997 - Present	Paper	EDU3000	Indefinite
29	Student	Institutional Research & Assessment	Secretary	VRCFA 131	P-Card Purchases	P-card receipts and statements; one binder in desk drawer	2008-present	paper	ACC1000	4 years
30	Student	Institutional Research & Assessment	Secretary	VRCFA 131	Records Inventory	Master lists of Records Inventory submitted from around campus, including forms completed for tracking documents and document destruction. 2nd drawer file cabinet, one linear foot and on server - 12MB.	2007-present	paper and electronic	ADM3020	Indefinite
31	Student	Institutional Research & Assessment	Secretary	VRCFA 132	Voluntary System of Accountability	Drafts and backup materials to complete the VSA online. 6" in file cabinet and on server 4.4MB.	2008-present	paper and electronic	ADM9910	3 years