

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

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2	Student	Community Service	Americorps/VI STA	University Center Room 124	Midwest Campus Compact Citizen-Scholar (M3C) Grant	file folders with various entry documents, plus time sheets that continue to be added as students complete their service; 9 folders filed alphabetically by student name	10/1/08 to present	paper	EDUC2000	Active + 6 years
3	Student	Community Service	Americorps & VISTA	University Center Suite 124	Volunteer Events	4 file drawers of volunteer lists for specific events	2005 - present	paper - computer	ADM9900	1 year

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 216	AIDS Education Committee	Minutes of committee meetings. Used to track committee meeting events. Files are in chronological order in 4 drawer file cabinet. Records are still created. There are .3 foot	1991 - 2010	Paper	ADM9900	1 year
3	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 210	Annual Reports	Departmental Annual Reports delineating services, activities, projects, etc. developed and implemented during the academic year. Filed in chronological order in tall storage cabined in Room 210. There is 1 foot.	1997-2010	Paper	ADM1020	Active + 1
4	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 216	Budget	Departmental Annual Reports delineating services, activities, projects, etc. developed and implemented during the academic year. Filed in chronological order in 2 drawer file cabinet. Records are still created. There is 2 feet.	1997 - 2009	Paper	FIN2000	Active + 1
5	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 216	Drug-Free Campus Act Report	Copies of Federal mandated bi-ennial reports. Reports are in chronological order on a bookcase in room 216. Reports are still being created. There is 1.1 linear feet.	1990-2008	Paper	ADM#020	10 years
6	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 214	Clinical Records	Confidential counseling records which include: Permission for Treatment, Data tracking sheets, intake, treatment plans, progress notes and evaluation / assessment. Use clinical files to track sessions. Files are in chronological order in 2 drawer locked file cabinet in room 214. Records are still created. There is 4.6 feet.	2006 - 2010	Paper	EDU1000	7 years

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7	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 216	Clinical Records	Confidential counseling records which include: Permission for Treatment, Data tracking sheets, intake, treatment plans, progress notes and evaluation / assessments. Use clinical files to track sessions. Filed in chronological order in 2 drawer locked file cabinet in room 216. Records are still created. 1.6 linear feet.	2003 - 2010	Paper	EDU1000	7 years
8	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 216	Drug Education Committee	Minutes of committee meetings (outreach) used to track meeting minutes. Files are in chronological order in 4 drawer file cabinet in room 216. Records are still created. There are .5 linear foot.	1991-2010	Paper	ADM9900	1 year
9	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 216	Veterans Recognition Committee	Minutes of committee meetings, community correspondence, financial records, contracts, photos and video of annual events. Used to track meeting minutes. Files are in chronological order in 4 drawer file cabinet in room 216. Records are still created. There are 2 linear feet.	1993 - 2010	Paper	ADM9900	1 year
10	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 214	Suicide Prevention Coalition	Records include information on programs for primary, secondary, community, and higher education as well as assessment information.	4/10/2009 to Present	Paper	ADM9910	3 years
11	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 214	Alcohol Programming and Research	Files include information on programs for higher education, e-chug, Alcohol-Response-Ability Foundations for athletes, Basic,s Choices, and survey data.	2007-2009	Paper	ADM9910	3 years

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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; AAAP; 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

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Student	Career and Placement Services	Office of Career Services	University Center Room 213	Annual Reports	Computer files - Filed in computer of Director. Reports containing information of yearly progress on department goals. Yearly goals report. Filed in computer chronological order by date. Maintain yearly reporting record for the Vice-President of Student Affairs. Records are still created. The is one computer folder.	2004 - 2010	Computer	ADM1020	Active + 1
3	Student	Career and Placement Services	Office of Career Services	University Center Room 211	Resume Database	Computer files. Computer database containing resumes on current students and alumni. Keep resumes on file for current students and alumni who are seeking employment. Send to employers upon request. Students sign release of information. Computer (60 file folders) - filed by degree / alphabetical order by student last name. Records are still created. 60 files labeled by degree.	2000 - 2010	Computer	EDU1000	Indefinite
4	Student	Career and Placement Services	Office of Career Services	University Center Room 210 and Room 215	Student Employment Applications / Authorization to Hire Forms	Applications front office area - Hanging files and computerized. Filed in alphabetical order by student last name. Authorization forms front office hanging files - Keep track of students who are hired in on-campus departments. All files are in alphabetical order. Records are still created. There are 1.5 linear feet.	2009- 2010	Paper	PER3000	Active + 1 Year
5	Student	Career and Placement Services	Office of Career Services	University Center Room 211	Graduate Surveys	Annual Graduate Surveys, from SSU graduates/salary and future professional studies. Manila envelopes for annual years when surveys were conducted; 3 linear feet, lateral file cabinets, drawer 1	8/1/02 to present	paper and electronic	MIS1010	Until superceded
6	Student	Career and Placement Services	Office of Career Services	University Center Room 211	P-card	Annual P-card documentation, stored in manila envelopes marked with fiscual year outside; chonological order; front office file cabinet, drawer 1	7/1/99 to present	paper	ACC1000	4 years
7	Student	Career and Placement Services	Office of Career Services	University Center Room 211	Job Fair	files include databases, brochures, employers and students who attended. Employer and student evaluations. Front office file cabinet, drawer 3; 2 linear ft; chronological order	3/1/04 to present	paper	MIS2000	Active + 6 years

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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

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3	Student	Community Service	Americorps & VISTA	University Center Suite 124	Volunteer Events	4 file drawers of volunteer lists for specific events	2005 - present	paper - computer	ADM9900	1 year

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3	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 210	Annual Reports	Departmental Annual Reports delineating services, activities, projects, etc. developed and implemented during the academic year. Filed in chronological order in tall storage cabined in Room 210. There is 1 foot.	1997-2010	Paper	ADM1020	Active + 1
4	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 216	Budget	Departmental Annual Reports delineating services, activities, projects, etc. developed and implemented during the academic year. Filed in chronological order in 2 drawer file cabinet. Records are still created. There is 2 feet.	1997 - 2009	Paper	FIN2000	Active + 1
5	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 216	Drug-Free Campus Act Report	Copies of Federal mandated bi-ennial reports. Reports are in chronological order on a bookcase in room 216. Reports are still being created. There is 1.1 linear feet.	1990-2008	Paper	ADM#020	10 years
6	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 214	Clinical Records	Confidential counseling records which include: Permission for Treatment, Data tracking sheets, intake, treatment plans, progress notes and evaluation / assessment. Use clinical files to track sessions. Files are in chronological order in 2 drawer locked file cabinet in room 214. Records are still created. There is 4.6 feet.	2006 - 2010	Paper	EDU1000	7 years

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8	Student	Counseling & Psychological Services	Office of Counseling & Psychological Services	University Center Room 216	Drug Education Committee	Minutes of committee meetings (outreach) used to track meeting minutes. Files are in chronological order in 4 drawer file cabinet in room 216. Records are still created. There are .5 linear foot.	1991-2010	Paper	ADM9900	1 year
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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
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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
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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

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1	Division	Area	Department	Location	Record Series Title	Record Series Description	Span Dates	Format	Group	Retention
2	Student	Career and Placement Services	Office of Career Services	University Center Room 213	Annual Reports	Computer files - Filed in computer of Director. Reports containing information of yearly progress on department goals. Yearly goals report. Filed in computer chronological order by date. Maintain yearly reporting record for the Vice-President of Student Affairs. Records are still created. The is one computer folder.	2004 - 2010	Computer	ADM1020	Active + 1
3	Student	Career and Placement Services	Office of Career Services	University Center Room 211	Resume Database	Computer files. Computer database containing resumes on current students and alumni. Keep resumes on file for current students and alumni who are seeking employment. Send to employers upon request. Students sign release of information. Computer (60 file folders) - filed by degree / alphabetical order by student last name. Records are still created. 60 files labeled by degree.	2000 - 2010	Computer	EDU1000	Indefinite
4	Student	Career and Placement Services	Office of Career Services	University Center Room 210 and Room 215	Student Employment Applications / Authorization to Hire Forms	Applications front office area - Hanging files and computerized. Filed in alphabetical order by student last name. Authorization forms front office hanging files - Keep track of students who are hired in on-campus departments. All files are in alphabetical order. Records are still created. There are 1.5 linear feet.	2009- 2010	Paper	PER3000	Active + 1 Year
5	Student	Career and Placement Services	Office of Career Services	University Center Room 211	Graduate Surveys	Annual Graduate Surveys, from SSU graduates/salary and future professional studies. Manila envelopes for annual years when surveys were conducted; 3 linear feet, lateral file cabinets, drawer 1	8/1/02 to present	paper and electronic	MIS1010	Until superceded
6	Student	Career and Placement Services	Office of Career Services	University Center Room 211	P-card	Annual P-card documentation, stored in manila envelopes marked with fiscual year outside; chonological order; front office file cabinet, drawer 1	7/1/99 to present	paper	ACC1000	4 years
7	Student	Career and Placement Services	Office of Career Services	University Center Room 211	Job Fair	files include databases, brochures, employers and students who attended. Employer and student evaluations. Front office file cabinet, drawer 3; 2 linear ft; chronological order	3/1/04 to present	paper	MIS2000	Active + 6 years

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	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	Student Activities	Housing & Resident Life	University Center Room 222	Auxiliary Contracts	Information in file folders, food service and vending contracts filed alphabetically (Copies of originals are in business office)	1983 - present	Paper	LEG2000	Active + 5
3	Student	Student Activities	Housing & Resident Life	University Center Room 222	Current Housing Residents	To maintain information on current students living on campus, one file per student containing application for housing, meal plan request and room inventory forms, filed alphabetically by last name in housing office file cabinet.	current year	Paper	EDU1000	Indefinite
4	Student	Student Activities	Housing & Resident Life	University Center Room 222	Previous Housing Residents/Disciplinary Records	One record per student containing application for housing, meal plan request, room inventory forms and any correspondence concerning	1999 - present	electronic	EDU1000	Indefinite
5	Student	Student Activities	Student Activities Sect'y	University Center Room 222	Greek Life	To track Greek Involvement, file folders containing Greek GPA information and rosters.	Present	Paper	EDU1000	Indefinite
6	Student	Student Activities	Student Activities Sect'y	University Center Room 222	Student Organizations	One folder per student organization containing constitution, by-laws, recognition forms, funding application, membership roster and other fact sheets. Maintain required information for recognized organizations filed alphabetically by organization, in bottom front desk drawer	2008-Present	Paper Electronic	ADM9910	3 years
7	Student	Student Activities	Multicultural Student Affairs	University Center Room 222	Student Case Notes and Files	Manila folders served by Multicultural Student Affairs. Academic improvement and mentoring services. Filed by last name and notes; kept under lock and key in a four drawer file cabinet. Notes consist of counseling notes.	2/20/2004-6/1/2010	Paper	EDU1000	Indefinite

	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	Student Support Services	Trio Center	Administration 1st Floor	Activities Book	Binders with activity information, including sign up sheets, evaluations of activity, related brochures, activity rationale form, etc., filed by academic year in 4 binders. Filed chronological in 6 binders.	98/99 to 08/2009	Paper	ADM9900	1 year
3	Student	Student Support Services	Trio Center	Administration 1st Floor	Annual Performance Report (ARP)	Annual performance report filed chronologically by year in 10 folders.	95/96 to 07/08	Paper and SSU server 'svr0017' F:\Data base/...	ADM1020	Active + 1
4	Student	Student Support Services	Trio Center	Administration 1st Floor	Grant Proposal	Grant Proposal 1993; Grant Proposal 1998; Grant Proposal 2002; Grant Protosal 2006, 4 books.	1993 - July 2007	Paper and Word software 'svr0017' F:\Grant 2006	LEG2000	Active + 5
5	Student	Student Support Services	Trio Center	Administration 1st Floor	Mid-term Grade Reports	Mid-term grade check from instructors, filed chronological by year, then quarter in 2 binders	05/06 - 06/07	Paper	EDU1000	Indefinite
6	Student	Student Support Services	Trio Center	Administration 1st Floor	Newsletter File	All newsletters created and distributed to SSS members, filed chronological by year then month in 1 binder	9/96 to May 2009	Paper and Word software	ADM9900	1 year
7	Student	Student Support Services	Trio Center	Administration 1st Floor	Objectives Notebooks	Notebook where we keep track of the objectives that we must meet and complete to complete our grant requirements, filed chronological by year in 6 binders .	96/97 - 07/08	Paper	ADM3020	10 years
8	Student	Student Support Services	Trio Center	Administration 1st Floor	Policies and Procedures Manual	Binder with proper procedures for performance of the secretarial position, and related procedures for the office, filed by subject in 1 binder	Present	Paper and Word software	ADM3000	Active + 10
9	Student	Student Support Services	Trio Center	Administration 1st Floor	Scrapbooks	Contains newspaper articles re: students and programs,3 binders, filed chronological	93/94 - 08/09	Paper	ADM9900	Indefinite - review for historical purposes
10	Student	Student Support Services	Trio Center	Administration 1st Floor	Student Database	All student demographics and related information (<i>GPA, hours, etc.</i>)	93/94 - 08/09	SSU Server	EDU1000	Indefinite
11	Student	Student Support Services	Trio Center	Administration 1st Floor	Student files	Manila folders with student applications, intake paperwork, and other pertinent information, filed alphabetically by name. Name of students and type of services they received are filed. 14 drawers.	93/94 - 08/09	Paper	EDU1000	Indefinite

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	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	Talent Search (Educational)	Pre-Collegiate Program	Administration 032	Educational Talent Search	Student files, student list database, student attendance database, staff schedules, monthly workshops, ETS forms, staff schedule, budget files, equipment files, correspondence, Graduate files	August 1995 - August 2010	Paper / Computer	EDU1000	Indefinite
3	Student	Talent Search (Educational)	Pre-Collegiate Program	Administration 032	Program Activity information	Program Activity Info, Act software program, Discover, & Enchanted software program, Policies & Procedures manual	August 1999- August 2010	Computer / Disk	MIS2000	Active + 1
4	Student	Talent Search (Educational)	Pre-Collegiate Program	Administration 032	Personnel	Payroll schedules, administrative files, Tutor informational files, Academic files, Personnel contracts	1998-August 2010	Paper / Computer	PER2000	3 years
5	Student	Talent Search (Educational)	Pre-Collegiate Program	Administration 032	Publicity Items	Newsletter file copies, news clippings, photographs, news releases, paintshop flyers, mailing list, ETS informational flyer copies	August 1998- August 2010	Paper / Computer	MIS2000	Active + 1

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	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	Upward Bound Pre-College Programs	Administrator's Office	Commons 1st Floor	Program Activity information	Program Activity Information; H Drive	2000 - 07/23/10	electronic	MIS2000	Active + 1
3	Student	Upward Bound Pre-College Programs	Administrator's Office	Commons 1st Floor	Personnel	Academic, summer & administrative files, tutor data, payroll schedules; H drive	1999-2010	electronic	PER2000	3 years
4	Student	Upward Bound Pre-College Programs	Administrator's Office	Commons 1st Floor	Publicity Items	Printshop flier copies, reprographics data, print shop data price list, newscli0pings, photographs, news releases, newsletter file copies, mailing list, other UB program newsletters. H Drive	1999 - 2010	electronic	MIS2000	Active + 1
5	Student	Upward Bound Pre-College Programs	Administrator's Office	Commons 1st Floor	Upward Bound	Student files, student list, database scholarships, orientation, staff email staff schedules, fact sheets, yearly activities forms book, correspondence; H drive	1998-2010	electronic	EDU1000	Indefinite
6	Student	Upward Bound Pre-College Programs	Secretaries Office	Commons 1st Floor	Program Activity information	Program Activity Information, archived for tracking purpose. Server.	Sept 1999 - present	electronic	MIS2000	Active + 1
7	Student	Upward Bound Pre-College Programs	Secretaries Office	Commons 1st Floor	Personnel	Academic year and summer program administrative files, archived for enrollment history, filed alphabetically	Sep 1999 - present	Paper	PER2000	3 years
8	Student	Upward Bound Pre-College Programs	UBMS Office	ATC 2nd Floor	Publicity Items	News clippings, photos, program newsletter. Archived for revise of ideas & historical keeping.	1999 - present	Paper/ electronic	MIS2000	Active + 1
9	Student	Upward Bound Pre-College Programs	UBMS Office	ATC 2nd Floor	Upward Bound / Math Science	Student files, student database, activities, forms, archived for tracking purposes, student records arranged alphabetically.	1999 - present	Paper/ electronic	EDU1000	Indefinite
10	Student	Upward Bound Pre-College Programs	Secretaries Office	Administration Building - Trio Center (<i>Cabinet by secretary's desk</i>) & Human Resource	Personnel	Academic year, summer, and administrative files including tutors and resident advisor information, used to consult resumes / syllabi also for back-up for grant from federal government, filed alphabetical order - separated by active/inactive tabs. There is 3 ft 1 1/2 lateral file drawers.	2004 - 2010	Paper / Electronic	PER3010	5 years

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	A	B	C	D	E	F	G	H	I	J
11	Student	Upward Bound Pre-College Programs	Secretaries Office	Administration Building - Trio Center - (<i>File cabinet</i>) UIS "H" Drive	Program Activities	Program activity information in graphs of activities based on months throughout the year, Back-up for federal government. Filed by month and year, there is approximately 10 ft in lateral file drawers.	2000-2010	Paper / Electronic	MIS2000	Active + 1
12	Student	Upward Bound Pre-College Programs	Secretaries Office	Administration Building - Trio Center (<i>File Cabinets</i>) UIS "H" drive	Publicity Items	Program fliers, news releases (on & off campus). Program blank applications & UB program newsletters. Filed in file folders by category in each area.	2000-2010	Paper / Electronic	MIS2000	Active + 1
13	Student	Upward Bound Pre-College Programs	Secretaries Office	Administration Building - Trio Center (<i>Cabinets / file organizers</i>) & UIS "H" Drive	Upward Bound	Student files, student databases, yearly activities forms book ("H") drive. All UB forms are maintained in paper forms in student files and on "H" drive, filed by program dates in file cabinets A-G.	2000-2010	Paper / Electronic	EDU1000	Indefinite
14	Student	Upward Bound Pre-College Programs	Secretaries Office	Administration Building - Trio Center Hutch & Resource room/Cars	Budget	Expenditures by object code/copies of all RFP/PO and back-up documentation including stipend sign-in sheets to account for all grant expenditures kept in large 3-ring binders by year and object code. There are 15 binders (6 linear ft)	Sept 2000 - July 2010	Paper	FIN2000	Active + 1

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	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	Counseling & Psychological Services	Office of Career Services/Veterans Services	University Center, Room 213	Veteran's Intake and Program Records	Files include information on current or former students at Shawnee State University. Intake information, counseling notes, assessment results, academic transcripts, and DD214 forms.	6/5/2009-7/12/2010	Paper	EDU1010	Active +3 years

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	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	Student Activities	Housing & Resident Life	University Center Room 222	Auxiliary Contracts	Information in file folders, food service and vending contracts filed alphabetically (Copies of originals are in business office)	1983 - present	Paper	LEG2000	Active + 5
3	Student	Student Activities	Housing & Resident Life	University Center Room 222	Current Housing Residents	To maintain information on current students living on campus, one file per student containing application for housing, meal plan request and room inventory forms, filed alphabetically by last name in housing office file cabinet.	current year	Paper	EDU1000	Indefinite
4	Student	Student Activities	Housing & Resident Life	University Center Room 222	Previous Housing Residents/Disciplinary Records	One record per student containing application for housing, meal plan request, room inventory forms and any correspondence concerning	1999 - present	electronic	EDU1000	Indefinite
5	Student	Student Activities	Student Activities Sect'y	University Center Room 222	Greek Life	To track Greek Involvement, file folders containing Greek GPA information and rosters.	Present	Paper	EDU1000	Indefinite
6	Student	Student Activities	Student Activities Sect'y	University Center Room 222	Student Organizations	One folder per student organization containing constitution, by-laws, recognition forms, funding application, membership roster and other fact sheets. Maintain required information for recognized organizations filed alphabetically by organization, in bottom front desk drawer	2008-Present	Paper Electronic	ADM9910	3 years
7	Student	Student Activities	Multicultural Student Affairs	University Center Room 222	Student Case Notes and Files	Manila folders served by Multicultural Student Affairs. Academic improvement and mentoring services. Filed by last name and notes; kept under lock and key in a four drawer file cabinet. Notes consist of counseling notes.	2/20/2004-6/1/2010	Paper	EDU1000	Indefinite

	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	Student Support Services	Trio Center	Administration 1st Floor	Activities Book	Binders with activity information, including sign up sheets, evaluations of activity, related brochures, activity rationale form, etc., filed by academic year in 4 binders. Filed chronological in 6 binders.	98/99 to 08/2009	Paper	ADM9900	1 year
3	Student	Student Support Services	Trio Center	Administration 1st Floor	Annual Performance Report (ARP)	Annual performance report filed chronologically by year in 10 folders.	95/96 to 07/08	Paper and SSU server 'svr0017' F:\Data base/...	ADM1020	Active + 1
4	Student	Student Support Services	Trio Center	Administration 1st Floor	Grant Proposal	Grant Proposal 1993; Grant Proposal 1998; Grant Proposal 2002; Grant Protosal 2006, 4 books.	1993 - July 2007	Paper and Word software 'svr0017' F:\Grant 2006	LEG2000	Active + 5
5	Student	Student Support Services	Trio Center	Administration 1st Floor	Mid-term Grade Reports	Mid-term grade check from instructors, filed chronological by year, then quarter in 2 binders	05/06 - 06/07	Paper	EDU1000	Indefinite
6	Student	Student Support Services	Trio Center	Administration 1st Floor	Newsletter File	All newsletters created and distributed to SSS members, filed chronological by year then month in 1 binder	9/96 to May 2009	Paper and Word software	ADM9900	1 year
7	Student	Student Support Services	Trio Center	Administration 1st Floor	Objectives Notebooks	Notebook where we keep track of the objectives that we must meet and complete to complete our grant requirements, filed chronological by year in 6 binders .	96/97 - 07/08	Paper	ADM3020	10 years
8	Student	Student Support Services	Trio Center	Administration 1st Floor	Policies and Procedures Manual	Binder with proper procedures for performance of the secretarial position, and related procedures for the office, filed by subject in 1 binder	Present	Paper and Word software	ADM3000	Active + 10
9	Student	Student Support Services	Trio Center	Administration 1st Floor	Scrapbooks	Contains newspaper articles re: students and programs,3 binders, filed chronological	93/94 - 08/09	Paper	ADM9900	Indefinite - review for historical purposes
10	Student	Student Support Services	Trio Center	Administration 1st Floor	Student Database	All student demographics and related information (<i>GPA, hours, etc.</i>)	93/94 - 08/09	SSU Server	EDU1000	Indefinite
11	Student	Student Support Services	Trio Center	Administration 1st Floor	Student files	Manila folders with student applications, intake paperwork, and other pertinent information, filed alphabetically by name. Name of students and type of services they received are filed. 14 drawers.	93/94 - 08/09	Paper	EDU1000	Indefinite

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	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	Talent Search (Educational)	Pre-Collegiate Program	Administration 032	Educational Talent Search	Student files, student list database, student attendance database, staff schedules, monthly workshops, ETS forms, staff schedule, budget files, equipment files, correspondence, Graduate files	August 1995 - August 2010	Paper / Computer	EDU1000	Indefinite
3	Student	Talent Search (Educational)	Pre-Collegiate Program	Administration 032	Program Activity information	Program Activity Info, Act software program, Discover, & Enchanted software program, Policies & Procedures manual	August 1999- August 2010	Computer / Disk	MIS2000	Active + 1
4	Student	Talent Search (Educational)	Pre-Collegiate Program	Administration 032	Personnel	Payroll schedules, administrative files, Tutor informational files, Academic files, Personnel contracts	1998-August 2010	Paper / Computer	PER2000	3 years
5	Student	Talent Search (Educational)	Pre-Collegiate Program	Administration 032	Publicity Items	Newsletter file copies, news clippings, photographs, news releases, paintshop flyers, mailing list, ETS informational flyer copies	August 1998- August 2010	Paper / Computer	MIS2000	Active + 1

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	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	Upward Bound Pre-College Programs	Administrator's Office	Commons 1st Floor	Program Activity information	Program Activity Information; H Drive	2000 - 07/23/10	electronic	MIS2000	Active + 1
3	Student	Upward Bound Pre-College Programs	Administrator's Office	Commons 1st Floor	Personnel	Academic, summer & administrative files, tutor data, payroll schedules; H drive	1999-2010	electronic	PER2000	3 years
4	Student	Upward Bound Pre-College Programs	Administrator's Office	Commons 1st Floor	Publicity Items	Printshop flier copies, reprographics data, print shop data price list, newscli0pings, photographs, news releases, newsletter file copies, mailing list, other UB program newsletters. H Drive	1999 - 2010	electronic	MIS2000	Active + 1
5	Student	Upward Bound Pre-College Programs	Administrator's Office	Commons 1st Floor	Upward Bound	Student files, student list, database scholarships, orientation, staff email staff schedules, fact sheets, yearly activities forms book, correspondence; H drive	1998-2010	electronic	EDU1000	Indefinite
6	Student	Upward Bound Pre-College Programs	Secretaries Office	Commons 1st Floor	Program Activity information	Program Activity Information, archived for tracking purpose. Server.	Sept 1999 - present	electronic	MIS2000	Active + 1
7	Student	Upward Bound Pre-College Programs	Secretaries Office	Commons 1st Floor	Personnel	Academic year and summer program administrative files, archived for enrollment history, filed alphabetically	Sep 1999 - present	Paper	PER2000	3 years
8	Student	Upward Bound Pre-College Programs	UBMS Office	ATC 2nd Floor	Publicity Items	News clippings, photos, program newsletter. Archived for revise of ideas & historical keeping.	1999 - present	Paper/ electronic	MIS2000	Active + 1
9	Student	Upward Bound Pre-College Programs	UBMS Office	ATC 2nd Floor	Upward Bound / Math Science	Student files, student database, activities, forms, archived for tracking purposes, student records arranged alphabetically.	1999 - present	Paper/ electronic	EDU1000	Indefinite
10	Student	Upward Bound Pre-College Programs	Secretaries Office	Administration Building - Trio Center (<i>Cabinet by secretary's desk</i>) & Human Resource	Personnel	Academic year, summer, and administrative files including tutors and resident advisor information, used to consult resumes / syllabi also for back-up for grant from federal government, filed alphabetical order - separated by active/inactive tabs. There is 3 ft 1 1/2 lateral file drawers.	2004 - 2010	Paper / Electronic	PER3010	5 years

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	A	B	C	D	E	F	G	H	I	J
11	Student	Upward Bound Pre-College Programs	Secretaries Office	Administration Building - Trio Center - <i>(File cabinet)</i> UIS "H" Drive	Program Activities	Program activity information in graphs of activities based on months throughout the year, Back-up for federal government. Filed by month and year, there is approximately 10 ft in lateral file drawers.	2000-2010	Paper / Electronic	MIS2000	Active + 1
12	Student	Upward Bound Pre-College Programs	Secretaries Office	Administration Building - Trio Center <i>(File Cabinets)</i> UIS "H" drive	Publicity Items	Program fliers, news releases (on & off campus). Program blank applications & UB program newsletters. Filed in file folders by category in each area.	2000-2010	Paper / Electronic	MIS2000	Active + 1
13	Student	Upward Bound Pre-College Programs	Secretaries Office	Administration Building - Trio Center <i>(Cabinets / file organizers)</i> & UIS "H" Drive	Upward Bound	Student files, student databases, yearly activities forms book ("H") drive. All UB forms are maintained in paper forms in student files and on "H" drive, filed by program dates in file cabinets A-G.	2000-2010	Paper / Electronic	EDU1000	Indefinite
14	Student	Upward Bound Pre-College Programs	Secretaries Office	Administration Building - Trio Center Hutch & Resource room/Cars	Budget	Expenditures by object code/copies of all RFP/PO and back-up documentation including stipend sign-in sheets to account for all grant expenditures kept in large 3-ring binders by year and object code. There are 15 binders (6 linear ft)	Sept 2000 - July 2010	Paper	FIN2000	Active + 1

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	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	Counseling & Psychological Services	Office of Career Services/Veterans Services	University Center, Room 213	Veteran's Intake and Program Records	Files include information on current or former students at Shawnee State University. Intake information, counseling notes, assessment results, academic transcripts, and DD214 forms.	6/5/2009-7/12/2010	Paper	EDU1010	Active +3 years

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	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	Vice President	VP Student Affairs Ofc	University Center Room 200	Athletics	All sports, buildings & area of athletic files, filed alphabetically, Cabinet #2	1995-Present	Paper	EDU1000	Indefinite
3	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Banned from Campus	Stand up files on desk - keep current people banned from campus, current only, 1 file folder	Current	Paper / Computer	EDU1000	Indefinite
4	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Bear Run (SSU)	on 2 drawer file cabinet in stand up file folder, used for records, filed by year.	1999 - 2010	Paper	ADM9900	1 year
5	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Budget	Student Affairs Budget - filed alphabetically in file cabinet 1	1997-2010	Paper	FIN2000	Active + 1
6	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Campus Compact, VISTA Volunteer	File cabinet #1, 2nd drawer, record purpose - names /events. There are 10 file folders.	2005 - Present	Paper	LEG2000	Active + 5
7	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Clubs and Organizations	Guidelines - filed alphabetically in file cabinet 1		Paper	ADM9910	3 years
8	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Disciplinary Files	Student disciplinary files; 2 drawer file cabinet; 18"; filed alphabetically by student name	6/08-Present	paper	LEG4000	Active + 6
9	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Emergency Procedures	Procedures to be followed, in file cabinet #1. Arranged 2007-Present	4/07 to Indefinite	Paper	ADM4000	3 years
10	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Excused Absence	Standup files on desk, record forms that students turn into faculty, arranged, numerical, Feb 07 thru current date. There is 1 file folder.	Feb 07 - Present	Paper	ADM9900	1 year
11	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Financial Aid	All files pertaining to FA office operation filed alphabetically in file cabinet 1	1990-Present	Paper	ADM9910	3 years
12	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Housing	All student housing files, filed alphabetically in file cabinet 1	1996-Present	Paper	EDU1000	Indefinite
13	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Pepsi Contract	Contract with Pepsi, filed alphabetically in file cabinet 1	1998-2001 & 2010	Paper	LEG2000	Active + 5
14	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Shawnee 20/20	1 file of meetings & retention ideas/actions in file cabinet #1, 4th drawer.	4/07 - Present	Paper	ADM1020	Active + 1
15	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Staff Evaluations 07/08 to Present	1 File in cabinet #2, drawer 2, filed alphabetically.	05/06 - Present	Paper	PER3010	5 years
16	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Student Affairs Directors Meetings	Meeting minutes and notes; 3rd drawer of file cabinet #2; 12 files; filed by date	7/1/08-Present	paper	ADM9910	3 years
17	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Student Affairs Division	Department files, filed alphabetically in file cabinet 2	1990-Present	Paper	ADM9910	3 years
18	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	Student Affairs Staff - Active	Each members individual file, filed alphabetically in file cabinet 2, 2nd drawer.	1986-Present	Paper	PER3000	Active + 6

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	A	B	C	D	E	F	G	H	I	J
19	Student	Vice President	VP Student Affairs Ofc	University Center Room 200	University Center Expansion Plans	1 File in file cabinet #1, drawer #5, filed alphabetically.	01/07 - Present	Paper	ADM2030	Active + 6
20	Student	Vice President	VP Student Affairs Ofc	University Center Room 223	Enrollment Management	Cabinet #1, drawer #3; Keep for future use/meetings.	2008-Present	Paper	ADM9910	3 years
21	Student	Vice President	VP Student Affairs Ofc	University Center Room 223	Maxient Contract	Cabinet #2, drawer #3; A contract we plan to continue to renew regarding our disciplinary program.	2009-Present	Paper	LEG4000	Active +6
22	Student	Vice President	VP Student Affairs Ofc	University Center Room 223	Mercer Report	Cabinet #1, drawer #3; Administrative salaries report	2008-Present	Paper	LEG5000	6 years
23	Student	Vice President	VP Student Affairs Ofc	University Center Room 223	Mid-Term Grade Report	Cabinet #1, drawer #2; Notes on this report help if student has a disciplinary issue.	2010-Present	Paper	LEG4000	Active +6
24	Student	Vice President	VP Student Affairs Ofc	University Center Room 223	Campus Security Act	Cabinet #1, drawer #2; Legal description on campus security.	2008-Present	Paper	LEG5000	6 years
25	Student	Vice President	VP Student Affairs Ofc	University Center Room 223	Choices	Cabinet #1, drawer #2; Program administered to athletes concerning alcohol.	2009-Present	Paper	ADM9910	3 years
26	Student	Vice President	VP Student Affairs Ofc	University Center Room 223	Assessment Committee	Cabinet #1, drawer #2; University wide committee on assessment.	2009-Present	Paper	EDU1010	Active +1
27	Student	Vice President	VP Student Affairs Ofc	University Center Room 223	14th Street Community Center	Cabinet #1, drawer #3; Information to stay involved with the 14th Street Community Center.	2010-Present	Paper	ADM9910	3 years
28	Student	Vice President	VP Student Affairs Ofc	University Center Room 223	Health Clinic	Changes and upkeep with the Health Clinic, including contract. Cabinet #1, drawer #2.	2003-Present	Paper	ADM9910	3 years