

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	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