

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	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