

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	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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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