

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	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

Shawnee State University

	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