

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 | Academic | Arts/Sciences | Mathematical Science | Overhead Cabinet #1 | Current Syllabi | One 3" black binder in overhead cabinet #1 - held 1 year then moved to Massie 435 | July 200-June 2009 | Paper/CD | EDU3000 | Indefinite |
| 3 | Academic | Arts/Sciences | Mathematical Science | Massie 435, Bookcase | Past years Syllabi | 3" black binders in Massie 435 Bookcase | Various | Paper | EDU3000 | Indefinite |
| 4 | Academic | Arts/Sciences | Mathematical Science | Cabinet #1 Drawer #3 | Faculty Files | Hanging folders in alphabetical order. | 1990-Present | Paper | PER2000 | 3 years |
| 5 | Academic | Arts/Sciences | Mathematical Science | Cabinet #1 Drawer #3 | Adjunct Files | Hanging folders in alphabetical order | Various | Paper | PER2000 | 3 years |
| 6 | Academic | Arts/Sciences | Mathematical Science | Cabinet #1, Drawer #3 | Student Evaluations | Student evaluations of professors: filed alphabetically within the department, filed in cabinet #1, drawer #3, teal folders | Various | Paper/CD | PER3010 | 5 years |
| 7 | Academic | Arts/Sciences | Mathematical Science | Cabinet #1 Drawer #4 | Student Information | Advisee list (list of majors/degree audits) - filed alphabetically in yellow hanging files. Senior seminar presentation papers - filed alphabetically in pink hanging folders | Various | Paper/CD | EDU1000 | Indefinite |
| 8 | Academic | Arts/Sciences | Mathematical Science | Cabinet #1 Drawer #2 | Annual Reports | Filed in chronological order | 1992-Present | Paper | ADM1020 | Active + 1 |
| 9 | Academic | Arts/Sciences | Mathematical Science | Cabinet #1 Drawer #2 | Memberships/Outside Organizations | Red hanging files organized alphabetically | Various | Paper | ADM9900 | 1 year |
| 10 | Academic | Arts/Sciences | Mathematical Science | Cabinet #1 Drawer #2 | Equipment | Red hanging files organized alphabetically. Includes information on department equipment such as copier, fax, laptops, etc. | Various | Paper | ADM3010 | 4 years |
| 11 | Academic | Arts/Sciences | Mathematical Science | Overhead Cabinet #1 | Calculator Rental | 3" Black binder containing all information regarding calculator rentals | Various | Paper | ADM3000 | Active + 10 |
| 12 | Academic | Arts/Sciences | Mathematical Science | Massie 435, Bookcase | Math 105,130,140 and Calculus Workbooks | 4-2" black binders divided by course | Various | Paper | EDU3000 | Indefinite |
| 13 | Academic | Arts/Sciences | Mathematical Science | Overhead Cabinet #1 | Developmental Math Series | 5" black binder containing study guides/finals for developmental math sequence | Various | Paper/CD | EDU3000 | Indefinite |
| 14 | Academic | Arts/Sciences | Mathematical Science | Overhead Cabinet #1 | Minutes | 2" Maroon binder containing department meeting minutes Filed chronologically | 2005-Current | Paper/CD | ADM9900 | 1 year |
| 15 | Academic | Arts/Sciences | Mathematical Science | Overhead Cabinet #1 | Math Competitions | 2-1" Red binders listed MATH 24 and SUMS. Contains registration templates, round rotation, confirmation. Etc. | Various | Paper/CD | ADM9900 | 1 year |