



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Lincoln University

Section: Infirmary  
Sub-Section:

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<b>TITLE:</b> Annual Reports - Annual reports on work and operations of the Infirmary (original is PR in Archives.)	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Annual Reports - Annual reports on work and operations of the Infirmary (original is PR in Archives.)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10790	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
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<b>TITLE:</b> Departmental Direct Orders - Purchase orders for drugs, bandages, medical supplies, office supplies	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Departmental Direct Orders - Purchase orders for drugs, bandages, medical supplies, office supplies	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10788	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
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<b>TITLE:</b> Inventory - Running inventory on medications supplies, drugs, equipment, miscellaneous and supplies	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Inventory - Running inventory on medications supplies, drugs, equipment, miscellaneous and supplies	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 10789	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
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<b>TITLE:</b> Student Medical Folder - Clinical record, beside notes, correspondence, laboratory reports, X-ray reports, health examination forms	<b>CUTOFF:</b> Graduation or date of last attendance	
<b>DESCRIPTION:</b> Student Medical Folder - Clinical record, beside notes, correspondence, laboratory reports, X-ray reports, health examination forms	<b>RETENTION:</b> Years: 1 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10787	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992

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