



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: College of Arts and Letters

Division: Missouri State University

Sub-Section:

TITLE: Annual Reports - shows growth of professional faculty and development of curriculum (1 copy)	CUTOFF: EOSFY		
DESCRIPTION: Annual Reports - shows growth of professional faculty and development of curriculum (1 copy)	RETENTION: Years: Months: Days:		
NOTES:	DISPOSITION ACTION: Permanent		
SERIES #: 12138	SERIES STATUS: Approved	APPROVAL DATE:	10/14/1987
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TITLE: Budget (copy) - original in Financial Services	CUTOFF:		
DESCRIPTION: Budget (copy) - original in Financial Services	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12121	SERIES STATUS: Approved	APPROVAL DATE:	10/14/1987
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TITLE: Contracts with Individual School Districts - Evaluations and workshop reports	CUTOFF:		
DESCRIPTION: Contracts with Individual School Districts - Evaluations and workshop reports	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 13535	SERIES STATUS: Approved	APPROVAL DATE:	10/14/1987
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TITLE: Course Substitution or Waiver - for students; includes student petitions	CUTOFF:		
DESCRIPTION: Course Substitution or Waiver - for students; includes student petitions	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12128	SERIES STATUS: Approved	APPROVAL DATE:	10/14/1987



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Missouri State University

Section: College of Arts and Letters
Sub-Section:

TITLE: Enrollment Reports (copy) - original in Admissions and Records Office	CUTOFF:	
DESCRIPTION: Enrollment Reports (copy) - original in Admissions and Records Office	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12139	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Enrollment, Credit Hours (copy) - by department, course, institutions; original in Admissions and Records Office	CUTOFF:	
DESCRIPTION: Enrollment, Credit Hours (copy) - by department, course, institutions; original in Admissions and Records Office	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12120	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Excess Student Hours	CUTOFF:	
DESCRIPTION: Excess Student Hours	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12130	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Faculty Personnel Files - contains information concerning special achievements of faculty members	CUTOFF:	
DESCRIPTION: Faculty Personnel Files - contains information concerning special achievements of faculty members	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12134	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Missouri State University

Section: College of Arts and Letters
Sub-Section:

TITLE: Faculty Senate (copy) - original in Faculty Senate Office **CUTOFF:**

DESCRIPTION: Faculty Senate (copy) - original in Faculty Senate Office **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 12123 **SERIES STATUS:** Approved **APPROVAL DATE:** 10/14/1987

TITLE: Faculty Travel Requests and Amounts Requested **CUTOFF:**

DESCRIPTION: Faculty Travel Requests and Amounts Requested **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 12133 **SERIES STATUS:** Approved **APPROVAL DATE:** 10/14/1987

TITLE: Federally Funded Programs with US Office - Institutes - All records as required by contracts, participant expenditures, evaluation and reports **CUTOFF:**

DESCRIPTION: Federally Funded Programs with US Office - Institutes - All records as required by contracts, participant expenditures, evaluation and reports **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 13533 **SERIES STATUS:** Approved **APPROVAL DATE:** 10/14/1987

TITLE: Graduate Council (copy) - original in Office of Dean of Graduate School **CUTOFF:**

DESCRIPTION: Graduate Council (copy) - original in Office of Dean of Graduate School **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 12124 **SERIES STATUS:** Approved **APPROVAL DATE:** 10/14/1987



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Missouri State University

Section: College of Arts and Letters
Sub-Section:

TITLE: Incomplete Grades	CUTOFF:	
DESCRIPTION: Incomplete Grades	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12129	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Off-Campus Classes - Records of classes, rolls, receipts, withdrawals, refunds, grades	CUTOFF:	
DESCRIPTION: Off-Campus Classes - Records of classes, rolls, receipts, withdrawals, refunds, grades	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13534	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Periodic Reports - Reports for President and Deans concerning activities of School Services	CUTOFF: EOSFY	
DESCRIPTION: Periodic Reports - Reports for President and Deans concerning activities of School Services	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 13529	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Personnel Action Forms - copy - original in Personnel Office	CUTOFF:	
DESCRIPTION: Personnel Action Forms - copy - original in Personnel Office	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12140	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: College of Arts and Letters

Division: Missouri State University

Sub-Section:

TITLE: Programs with State Department of Education - Records as required by proposal - participant expenditures, evaluation and reports	CUTOFF:	
DESCRIPTION: Programs with State Department of Education - Records as required by proposal - participant expenditures, evaluation and reports	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13536	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
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TITLE: Public School Scheduling and Grade Reporting by Computer Contracts	CUTOFF:	
DESCRIPTION: Public School Scheduling and Grade Reporting by Computer Contracts	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13530	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
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TITLE: Purchase Requisitions (copy) - original in Financial Services	CUTOFF:	
DESCRIPTION: Purchase Requisitions (copy) - original in Financial Services	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12137	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
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TITLE: Scholastic Action Cards for Majors (copy) original in Admissions and Records Office	CUTOFF:	
DESCRIPTION: Scholastic Action Cards for Majors (copy) original in Admissions and Records Office	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12126	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: College of Arts and Letters

Division: Missouri State University

Sub-Section:

TITLE: School Council (Arts and Letters)	CUTOFF: EOSFY
DESCRIPTION: School Council (Arts and Letters)	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12125 SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Secondary School Principals Association - Membership, general correspondence, financial records, and programs	CUTOFF:
DESCRIPTION: Secondary School Principals Association - Membership, general correspondence, financial records, and programs	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13531 SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Secondary School Principals Association Minutes	CUTOFF:
DESCRIPTION: Secondary School Principals Association Minutes	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13532 SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Staff Needs and Recruitment - AP-1 Forms sent to Personnel concerning faculty personnel requests	CUTOFF:
DESCRIPTION: Staff Needs and Recruitment - AP-1 Forms sent to Personnel concerning faculty personnel requests	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12135 SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: College of Arts and Letters

Division: Missouri State University

Sub-Section:

TITLE: Student Schedule Changes	CUTOFF:	
DESCRIPTION: Student Schedule Changes	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12131	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Student Schedules	CUTOFF:	
DESCRIPTION: Student Schedules	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12132	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Supply List - information concerning instructors hired on an irregular basis (copy) - original in Personnel Office	CUTOFF:	
DESCRIPTION: Supply List - information concerning instructors hired on an irregular basis (copy) - original in Personnel Office	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12136	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: University Conferences - Financial reports and programs	CUTOFF:	
DESCRIPTION: University Conferences - Financial reports and programs	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13537	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987