



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Inventory and Property Control

Division: Missouri State University

Sub-Section:

<b>TITLE:</b> Equipment Warranty Cards	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Equipment Warranty Cards	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13160	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Inventory Worksheets and Original Inventory Printouts	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Inventory Worksheets and Original Inventory Printouts	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 12071	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Property Control and Disposal Records	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Property Control and Disposal Records	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 12073	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Purchase Orders, report papers (copy)	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Purchase Orders, report papers (copy)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12072	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987