



Department: Department of Higher Education

Division: Missouri State University

Agency Records Disposition Schedule

Section: Office of Publications

Sub-Section:

TITLE: Art Files - mechanical artwork stored	CUTOFF:	
DESCRIPTION: Art Files - mechanical artwork stored	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12184	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Budget information (copy) - original in Financial Services	CUTOFF:	
DESCRIPTION: Budget information (copy) - original in Financial Services	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12189	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Job Files - request form, printing costs, typesetting costs, sample of printed piece	CUTOFF:	
DESCRIPTION: Job Files - request form, printing costs, typesetting costs, sample of printed piece	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12183	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Ozarko yearbook files	CUTOFF:	
DESCRIPTION: Ozarko yearbook files	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12188	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



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Sub-Section:

TITLE: Personnel Records - job descriptions, etc. (copy) - original in Personnel Office	CUTOFF:	
DESCRIPTION: Personnel Records - job descriptions, etc. (copy) - original in Personnel Office	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12185	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
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TITLE: Photography files - prints only	CUTOFF:	
DESCRIPTION: Photography files - prints only	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12187	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
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TITLE: Sample art files	CUTOFF:	
DESCRIPTION: Sample art files	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12186	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
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TITLE: Southwest Standard Files	CUTOFF:	
DESCRIPTION: Southwest Standard Files	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13165	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
