



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Department of Social Sciences

Division: Missouri Western State University

Sub-Section:

TITLE: ACT computer printouts - for recruitment and placement	CUTOFF:		
DESCRIPTION: ACT computer printouts - for recruitment and placement	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12996	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Active faculty records - official records in Provost's Office - Evaluations Job Descriptions Credentials (copies) Course Syllabi Testbook requests	CUTOFF:		
DESCRIPTION: Active faculty records - official records in Provost's Office - Evaluations Job Descriptions Credentials (copies) Course Syllabi Testbook requests	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 13000	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Attendance and travel records (faculty)	CUTOFF:		
DESCRIPTION: Attendance and travel records (faculty)	RETENTION: Years: 2 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 13014	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Current majors - degree declaration forms, advisors	CUTOFF:		
DESCRIPTION: Current majors - degree declaration forms, advisors	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12998	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983



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Department: Department of Higher Education
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Section: Department of Social Sciences
Sub-Section:

TITLE: Curriculum Proposals and action taken (departmental proposals, departmental and institutional action) Degree programs and general studies Certification requirements Class schedules (departmental, back 10 years)	CUTOFF:
DESCRIPTION: Curriculum Proposals and action taken (departmental proposals, departmental and institutional action) Degree programs and general studies Certification requirements Class schedules (departmental, back 10 years currently)	RETENTION: Years: 2 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13006 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Enrollment data - computer printouts	CUTOFF:
DESCRIPTION: Enrollment data - computer printouts	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13007 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Equipment inventory Audio visual hardware and software Office furniture and machines	CUTOFF: EOSFY
DESCRIPTION: Equipment inventory Audio visual hardware and software Office furniture and machines	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13013 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Faculty recruitment Recruiting and hiring guidelines Applications	CUTOFF:
DESCRIPTION: Faculty recruitment Recruiting and hiring guidelines Applications	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13002 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



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Section: Department of Social Sciences
Sub-Section:

TITLE: Faculty workload reports	CUTOFF:		
DESCRIPTION: Faculty workload reports	RETENTION: Years: 2 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 13004	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Financial records - Original in Business Office Agency accounts Department budget - proposals and working budgets Faculty travel allowances and expenditures Purchase orders	CUTOFF:		
DESCRIPTION: Financial records - Original in Business Office Agency accounts Department budget - proposals and working budgets Faculty travel allowances and expenditures Purchase orders	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 13012	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Grade appeals - procedures and records	CUTOFF:		
DESCRIPTION: Grade appeals - procedures and records	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12997	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Graduates - departmental	CUTOFF:		
DESCRIPTION: Graduates - departmental	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12999	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983



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Department: Department of Higher Education
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Section: Department of Social Sciences
Sub-Section:

TITLE: Guidelines for tenure, promotion, professional leave, and professional grants	CUTOFF:	
DESCRIPTION: Guidelines for tenure, promotion, professional leave, and professional grants	RETENTION: Years: 2 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13003	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Inactive faculty records - official records in Provost's Office - Evaluations Credentials (copies) Course Syllabi Testbook requests	CUTOFF:	
DESCRIPTION: Inactive faculty records - official records in Provost's Office - Evaluations Credentials (copies) Course Syllabi Testbook requests	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13001	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Institutional publications - copies	CUTOFF:	
DESCRIPTION: Institutional publications - copies	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13008	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Minutes Faculty Senate Department Committee Mtgs. Department Meetings Dean/Dept. Chairperson Mtgs. CGAC	CUTOFF:	
DESCRIPTION: Minutes Faculty Senate Department Committee Mtgs. Department Meetings Dean/Dept. Chairperson Mtgs. CGAC	RETENTION: Years: 2 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13005	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education

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Division: Missouri Western State University

Sub-Section:

TITLE: Organizations and committees (institutional, divisional, and departmental) – membership and minutes	CUTOFF:	
DESCRIPTION: Organizations and committees (institutional, divisional, and departmental) – membership and minutes	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13009	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
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TITLE: Policies and guidelines (institutional, divisional, departmental)	CUTOFF:	
DESCRIPTION: Policies and guidelines (institutional, divisional, departmental)	RETENTION: Years: 2 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13010	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
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TITLE: Scholarships - classification, guidelines, records of awards	CUTOFF:	
DESCRIPTION: Scholarships - classification, guidelines, records of awards	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12995	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
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TITLE: Work study records Time sheets Budget/salary expenditures	CUTOFF:	
DESCRIPTION: Work study records Time sheets Budget/salary expenditures	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13011	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
