



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Missouri Western State University

Section: Division of Education and Psychology
Sub-Section:

| | | |
|---|--|----------------------------------|
| TITLE: Catalog Changes for Division | CUTOFF: | |
| DESCRIPTION: Catalog Changes for Division | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12754 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: CGAC Proposals and Reports - copies - Originals in Provost's office (College Governance Advisory Council) | CUTOFF: | |
| DESCRIPTION: CGAC Proposals and Reports - copies - Originals in Provost's office (College Governance Advisory Council) | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12746 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Cooperating Teacher Pay Record | CUTOFF: | |
| DESCRIPTION: Cooperating Teacher Pay Record | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12757 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Department Chairpersons' Meeting Minutes | CUTOFF: | |
| DESCRIPTION: Department Chairpersons' Meeting Minutes | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12740 | 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:

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| TITLE: Department Meeting Minutes | CUTOFF: | |
| DESCRIPTION: Department Meeting Minutes | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12760 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Discontinued Faculty Files (Faculty no longer employed at MWSC) | CUTOFF: | |
| DESCRIPTION: Discontinued Faculty Files (Faculty no longer employed at MWSC) | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12744 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Division Faculty Files | CUTOFF: | |
| DESCRIPTION: Division Faculty Files | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12743 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Division Meeting Minutes | CUTOFF: EOSFY | |
| DESCRIPTION: Division Meeting Minutes | RETENTION: Years: Months: Days: | |
| NOTES: | DISPOSITION ACTION: Permanent | |
| SERIES #: 12742 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Education and Psychology

Division: Missouri Western State University

Sub-Section:

| | | |
|---|--|----------------------------------|
| TITLE: Division Office Purchase Orders - copies | CUTOFF: | |
| DESCRIPTION: Division Office Purchase Orders - copies | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12758 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Divisional budget Materials File | CUTOFF: | |
| DESCRIPTION: Divisional budget Materials File | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12745 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Divisional Comparison Enrollment Data Reports | CUTOFF: | |
| DESCRIPTION: Divisional Comparison Enrollment Data Reports | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12753 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Divisional Curriculum Changes | CUTOFF: | |
| DESCRIPTION: Divisional Curriculum Changes | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12755 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |



Agency Records Disposition Schedule

Department: Department of Higher Education
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Section: Division of Education and Psychology
Sub-Section:

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|--|--|----------------------------------|
| TITLE: Divisional Faculty Load Reports | CUTOFF: | |
| DESCRIPTION: Divisional Faculty Load Reports | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12752 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Educational Conference Minutes and Materials | CUTOFF: | |
| DESCRIPTION: Educational Conference Minutes and Materials | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12747 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Individual Teacher Education Graduate Files | CUTOFF: EOSFY | |
| DESCRIPTION: Individual Teacher Education Graduate Files | RETENTION: Years: Months: Days: | |
| NOTES: | DISPOSITION ACTION: Permanent | |
| SERIES #: 12738 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Minutes Teacher Education Advisory Council | CUTOFF: | |
| DESCRIPTION: Minutes Teacher Education Advisory Council | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12748 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Education and Psychology

Division: Missouri Western State University

Sub-Section:

| | | |
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| TITLE: Missouri Student Teacher Certificates (issued each semester) | CUTOFF: | |
| DESCRIPTION: Missouri Student Teacher Certificates (issued each semester) | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12761 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Missouri Teacher Certificates Issued by MWSC | CUTOFF: EOSFY | |
| DESCRIPTION: Missouri Teacher Certificates Issued by MWSC | RETENTION: Years: Months: Days: | |
| NOTES: | DISPOSITION ACTION: Permanent | |
| SERIES #: 12756 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: NCATE File (National Council for Accreditation on Teacher Education) | CUTOFF: | |
| DESCRIPTION: NCATE File (National Council for Accreditation on Teacher Education) | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12739 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Professional Associations File | CUTOFF: | |
| DESCRIPTION: Professional Associations File | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12762 | 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:

| | | | |
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| TITLE: Reimbursement for Travel in Supervising Teacher Education and Leisure Management Students | CUTOFF: | | |
| DESCRIPTION: Reimbursement for Travel in Supervising Teacher Education and Leisure Management Students | RETENTION: Years: 3 Months: 0 Days: 0 | | |
| NOTES: | DISPOSITION ACTION: Destroy | | |
| SERIES #: 12749 | SERIES STATUS: Approved | APPROVAL DATE: | 05/18/1983 |
| TITLE: Sick Leave Reports - copies - Originals in Business Office | CUTOFF: | | |
| DESCRIPTION: Sick Leave Reports - copies - Originals in Business Office | RETENTION: Years: 3 Months: 0 Days: 0 | | |
| NOTES: | DISPOSITION ACTION: Destroy | | |
| SERIES #: 12741 | SERIES STATUS: Approved | APPROVAL DATE: | 05/18/1983 |
| TITLE: State Certification Requirements | CUTOFF: | | |
| DESCRIPTION: State Certification Requirements | RETENTION: Years: 3 Months: 0 Days: 0 | | |
| NOTES: | DISPOSITION ACTION: Destroy | | |
| SERIES #: 12751 | SERIES STATUS: Approved | APPROVAL DATE: | 05/18/1983 |
| TITLE: Student Grade Appeals | CUTOFF: | | |
| DESCRIPTION: Student Grade Appeals | RETENTION: Years: 3 Months: 0 Days: 0 | | |
| NOTES: | DISPOSITION ACTION: Destroy | | |
| SERIES #: 12750 | SERIES STATUS: Approved | APPROVAL DATE: | 05/18/1983 |



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Education and Psychology

Division: Missouri Western State University

Sub-Section:

TITLE: Teacher Education Graduate Record of Employment File

CUTOFF: EOSFY

DESCRIPTION: Teacher Education Graduate Record of Employment File

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 12759

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983
