



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Instructional Media Center

Division: Missouri Western State University

Sub-Section:

TITLE: Budgetary transactions/accounting ledgers copies, orig. in Business Office	CUTOFF:	
DESCRIPTION: Budgetary transactions/accounting ledgers copies, orig. in Business Office	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12823	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Catalog of office procedures/services	CUTOFF:	
DESCRIPTION: Catalog of office procedures/services	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12831	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Copyright agreements	CUTOFF:	
DESCRIPTION: Copyright agreements	RETENTION: Years: 2 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12830	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Employee hiring/time sheet/recommendation information	CUTOFF:	
DESCRIPTION: Employee hiring/time sheet/recommendation information	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12827	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



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Sub-Section:

TITLE: Equipment operating manuals	CUTOFF:	
DESCRIPTION: Equipment operating manuals	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12835	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Equipment repair invoices including descriptions of work completed	CUTOFF:	
DESCRIPTION: Equipment repair invoices including descriptions of work completed	RETENTION: Years: 2 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12825	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Equipment warranties	CUTOFF:	
DESCRIPTION: Equipment warranties	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12836	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Equipment/materials inventory	CUTOFF: EOSFY	
DESCRIPTION: Equipment/materials inventory	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 12829	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



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Sub-Section:

TITLE: Equipment/materials use schedules/records	CUTOFF:		
DESCRIPTION: Equipment/materials use schedules/records	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12832	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: External correspondence	CUTOFF:		
DESCRIPTION: External correspondence	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12828	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Future budget requests/formulation papers copies, original in Business Office	CUTOFF:		
DESCRIPTION: Future budget requests/formulation papers copies, original in Business Office	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12826	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Instructional materials production records	CUTOFF:		
DESCRIPTION: Instructional materials production records	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12833	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983



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Sub-Section:

TITLE: Mid-year/year-end reports	CUTOFF:
DESCRIPTION: Mid-year/year-end reports	RETENTION: Years: 2 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12834	SERIES STATUS: Approved
	APPROVAL DATE: 05/18/1983
TITLE: Purchase orders/invoices copies, originals in Purchasing Dept.	CUTOFF:
DESCRIPTION: Purchase orders/invoices copies, originals in Purchasing Dept.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12824	SERIES STATUS: Approved
	APPROVAL DATE: 05/18/1983
