



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

### Agency Records Disposition Schedule

Section: Security and Safety  
Sub-Section:

<b>TITLE:</b> Automobile Registration Records	<b>CUTOFF:</b> LIFE OF AUTOMOBILE	
<b>DESCRIPTION:</b> Automobile Registration Records	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11299	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Checking and Maintenance of all fire equipment and hos	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Checking and Maintenance of all fire equipment and hos	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11303	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Daily Records of Security Officer activity	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Daily Records of Security Officer activity	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11301	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Issuing of safety equipment	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Issuing of safety equipment	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11304	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983



### Agency Records Disposition Schedule

Department: Department of Higher Education  
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Section: Security and Safety  
Sub-Section:

<b>TITLE:</b> Operation Files - General Orders, Special Orders, Equipment	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Operation Files - General Orders, Special Orders, Equipment	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11302 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Payroll Records - copy - original in Purchasing Dept.	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Payroll Records - copy - original in Purchasing Dept.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11297 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Police and Security Case Files	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Police and Security Case Files	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11298 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Safety and Accident Reports	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Safety and Accident Reports	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11305 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983



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### Agency Records Disposition Schedule

Section: Security and Safety  
Sub-Section:

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**TITLE:** Traffic Fine Records

**CUTOFF:**

**DESCRIPTION:** Traffic Fine Records

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 11300

**SERIES STATUS:** Approved

**APPROVAL DATE:**

05/18/1983

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