



### Agency Records Disposition Schedule

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

Section: Treasurer  
Sub-Section:

<b>TITLE:</b> Abstracts, Titles and Deeds	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Abstracts, Titles and Deeds	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11271 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Accounts Payable Transaction File	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Accounts Payable Transaction File	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11280 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Annual Enrollment Report to Missouri Coordinating Board for Higher Education	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Annual Enrollment Report to Missouri Coordinating Board for Higher Education	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11264 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Applications for Federal Grants	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Applications for Federal Grants	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11278 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Treasurer

Division: Northwest Missouri State University

Sub-Section:

<b>TITLE:</b> Budget Formulation Papers - sent from various university departments (copy)	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Budget Formulation Papers - sent from various university departments (copy)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11258	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Budget, Executive (1 copy)	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Budget, Executive (1 copy)	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11273	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Budget, Executive (1 copy)	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Budget, Executive (1 copy)	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11275	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Budget, Internal Operating	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Budget, Internal Operating	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11274	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983



**Agency Records Disposition Schedule**

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

Section: Treasurer  
Sub-Section:

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<b>TITLE:</b> Budget, Legislative Requests	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Budget, Legislative Requests	<b>RETENTION:</b> Years:    Months:    Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11272 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
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<b>TITLE:</b> Check Registers	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Check Registers	<b>RETENTION:</b> Years: 3    Months: 0    Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11281 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
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<b>TITLE:</b> Construction Project Files	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Construction Project Files	<b>RETENTION:</b> Years:    Months:    Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11277 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
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<b>TITLE:</b> Contracts, Legal Documents Relating to construction projects	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Relating to construction projects	<b>RETENTION:</b> Years:    Months:    Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11268 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983

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### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Treasurer

Division: Northwest Missouri State University

Sub-Section:

<b>TITLE:</b> Contracts, Legal Documents Relating to vending and food operations, rental properties leases	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Relating to vending and food operations, rental properties leases	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11269	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Copies of State Audits	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Copies of State Audits	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11257	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Departmental Purchase Requisitions, Purchase Orders, Direct Payment Vouchers, Travel Expense Vouchers	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Departmental Purchase Requisitions, Purchase Orders, Direct Payment Vouchers, Travel Expense Vouchers	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11284	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Directories - List of Faculty and Staff members with campus office location, office and home phone numbers	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Directories - List of Faculty and Staff members with campus office location, office and home phone numbers	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11285	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983



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

### Agency Records Disposition Schedule

Section: Treasurer  
Sub-Section:

<b>TITLE:</b> Encumbrance Listings	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Encumbrance Listings	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11282	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Equal Employment Opportunity Information Requests	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Equal Employment Opportunity Information Requests	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11286	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Faculty Files - Intra - University correspondence with faculty	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Faculty Files - Intra - University correspondence with faculty	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11263	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Financial Reports - Education and General Housing System, Grants and Loans	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Financial Reports - Education and General Housing System, Grants and Loans	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11276	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Treasurer

Division: Northwest Missouri State University

Sub-Section:

<b>TITLE:</b> Insurance Policies	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Insurance Policies	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11270	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Legislative Fiscal Office Grant Files - concerns Legislative Fiscal Official Committee information	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Legislative Fiscal Office Grant Files - concerns Legislative Fiscal Official Committee information	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11266	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> North Central Association - file contains working papers on accreditation process	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> North Central Association - file contains working papers on accreditation process	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11259	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Requests for Participation in Federal Programs (copy), Programs administered by Missouri Coordinating Board for Higher Education	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Requests for Participation in Federal Programs (copy), Programs administered by Missouri Coordinating Board for Higher Education	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11261	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983



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

### Agency Records Disposition Schedule

Section: Treasurer  
Sub-Section:

<b>TITLE:</b> Securities Receipts	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Securities Receipts	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11279	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Semester Enrollment Report to Missouri Coordinating Board for Higher Education	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Semester Enrollment Report to Missouri Coordinating Board for Higher Education	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11265	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> State Accounting Department Ledger Sheets	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> State Accounting Department Ledger Sheets	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11283	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Statistical Reports sent to Higher Education General Information Survey (HEGIS) - contains student enrollment, program enrollment, financial documentation to HEW	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Statistical Reports sent to Higher Education General Information Survey (HEGIS) - contains student enrollment, program enrollment, financial documentation to HEW	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11260	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Treasurer

Division: Northwest Missouri State University

Sub-Section:

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**TITLE:** Title I - VI Files - allotment of title money at the University (copy) Program administered by Missouri  
Coordinating Board for Higher Education

**CUTOFF:**

**DESCRIPTION:** Title I - VI Files - allotment of title money at the University (copy) Program administered by Missouri  
Coordinating Board for Higher Education

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 11262

**SERIES STATUS:** Approved

**APPROVAL DATE:**

05/18/1983

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