



### Agency Records Disposition Schedule

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

Section: Offices of Field Services and Public Information  
Sub-Section:

<b>TITLE:</b> Advertising Receipts for Books and Newspaper	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Advertising Receipts for Books and Newspaper	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13256 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Back Issues of the Capaha Arrow (1 copy)	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Back Issues of the Capaha Arrow (1 copy)	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13259 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Expense Files - Purchase requests, purchase orders, expense printouts	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Expense Files - Purchase requests, purchase orders, expense printouts	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13248 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> General Activities	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> General Activities	<b>RETENTION:</b> Years: 0 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13247 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



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

### Agency Records Disposition Schedule

Section: Offices of Field Services and Public Information  
Sub-Section:

<b>TITLE:</b> Hometown News Releases	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Hometown News Releases	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13246	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> News Releases	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> News Releases	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13252	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Newspaper Staff Statements and Contracts	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Newspaper Staff Statements and Contracts	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13257	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Photo File - Historical value	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Photo File - Historical value	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 13249	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



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

### Agency Records Disposition Schedule

Section: Offices of Field Services and Public Information  
Sub-Section:

<b>TITLE:</b> Public Information and Field Services	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Public Information and Field Services	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13245 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Publications - Draft Copy	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Publications - Draft Copy	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13250 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Publications Reference File - final copy	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Publications Reference File - final copy	<b>RETENTION:</b> Years:    Months:    Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13251 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Purchase Requests and Orders	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Purchase Requests and Orders	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13258 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



### Agency Records Disposition Schedule

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

Section: Offices of Field Services and Public Information  
Sub-Section:

<b>TITLE:</b> Sports Information - Correspondence	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Sports Information - Correspondence	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13254 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Sports Releases	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Sports Releases	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13253 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Sports Statistics The Capaha Arrow (School Newspaper)	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Sports Statistics The Capaha Arrow (School Newspaper)	<b>RETENTION:</b> Years:    Months:    Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13255 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975