



### Agency Records Disposition Schedule

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

Section: Food Services  
Sub-Section:

<b>TITLE:</b> Application for Employment	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Application for Employment	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13285 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Bid Sheets	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Bid Sheets	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13287 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Food Service Transfers	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Food Service Transfers	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13290 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Inventories - running inventory	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Inventories - running inventory	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13292 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



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Sub-Section:

<b>TITLE:</b> Menus	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Menus	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13284	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	02/04/1975
<b>TITLE:</b> Purchase Orders	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Purchase Orders	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13289	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	02/04/1975
<b>TITLE:</b> Purchase Requisitions	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Purchase Requisitions	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13288	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	02/04/1975
<b>TITLE:</b> Sales Records - Daily register sales	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Sales Records - Daily register sales	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13291	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	02/04/1975



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<b>TITLE:</b> Snack Bar Report Sheets - Daily Sales records	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Snack Bar Report Sheets - Daily Sales records	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13294	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	02/04/1975

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<b>TITLE:</b> Time Cards and Time Sheets	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Time Cards and Time Sheets	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13286	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	02/04/1975

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<b>TITLE:</b> Work Schedule Sheets - Students	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Work Schedule Sheets - Students	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13293	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	02/04/1975

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