



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Accreditation Reviews and Applications for Title IV Student Financial Aid

CUTOFF: EOSFY

DESCRIPTION: Reviews of the programs in the area career centers in Missouri. As of 7/2006, Title IV is under North Central Association.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21929

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Active Accredited Schools, Chapters 34-36, Title 38, U.S. Code

CUTOFF: EOCY

DESCRIPTION: Copies of the schools' applications, official approval acts, supervisors' reports and other correspondence related to the approval of courses.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21994

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Active Business Establishments, Chapters 34-36, Title 38, U.S. Code

CUTOFF: EOCY

DESCRIPTION: Copies of the establishments' applications, official approval actions, supervisors' reports and other correspondence related to the approval of apprenticeship and other on-the-job training.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21998

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Active Non-Accredited Schools, Chapters 34-36, Title 38, U.S. Code

CUTOFF:EOCY

DESCRIPTION: Copies of the school applications, official approval actions, supervisors' reports and other correspondence related to the approval of courses.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21996

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Adult Basic Education Evaluations

CUTOFF:EOSFY

DESCRIPTION: Evaluation report of the Adult Basic Education Program.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21953

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Adult Basic Education Financial Books

CUTOFF:EOSFY

DESCRIPTION: Record of receipts and expenditures of the Adult Basic Education Program.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21968

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Adult Basic Education Law

CUTOFF: EOFFY

DESCRIPTION: A copy of federal law pertaining to Adult Basic Education.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21972

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Adult Basic Education Operations Manuals

CUTOFF: EOSFY

DESCRIPTION: Publication of Adult Basic Education Regulations and forms used by administrators of Adult Basic Education programs in Missouri.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21952

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Adult Basic Education Program Files

CUTOFF: EOSFY

DESCRIPTION: Application for program, reimbursement form, quarterly attendance and other pertinent information.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21954

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Adult Basic Education Workshops

CUTOFF: EOSFY

DESCRIPTION: Location and information on teacher - Training workshops in Missouri.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21969

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Adult Education Surveys

CUTOFF: EOSFY

DESCRIPTION: Publication listing information concerning adult education courses offered by the public schools in Missouri.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21950

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Annual Contract File

CUTOFF: EOCY

DESCRIPTION: Copies of contracts between official Missouri Testing Centers and the American Council on Education.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21975

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Annual Descriptive Report

CUTOFF: EOFFY

DESCRIPTION: Report made annually to the Federal Government.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22042

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Annual Financial Report for Adult Basic Education Classes

CUTOFF: EOFFY

DESCRIPTION: Actual expenditures of federal funds for Adult Basic Education.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21958

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Annual Report - Career Education

CUTOFF: EOSFY

DESCRIPTION: A descriptive and statistical report of the activities of the career education section for each previous year, prepared at the close of the fiscal year.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21927

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Annual Report File

CUTOFF:EOCY

DESCRIPTION: Report to American Council on Education of all General Educational Development Tests administered in Missouri.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21974

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Annual Report of Adult Basic Education Classes

CUTOFF:EOSFY

DESCRIPTION: Annual report to the U.S. Office of Education giving figures on the attendance in Adult Education during the year.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21959

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Apprenticeship Bulletins

CUTOFF:EOSFY

DESCRIPTION: Regulations governing apprentice programs for the U.S. Bureau of approved training.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22036

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Association Material

CUTOFF: EOSFY

DESCRIPTION: Information of all professional associations which professional staff for this office are involved.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22037

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Audit. Report

CUTOFF: EOCY

DESCRIPTION: Audit. reports on the civilian and military programs of the high school equivalence programs.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21981

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Bank Deposits

CUTOFF: EOCY

DESCRIPTION: Deposit slips on the high school equivalence fees collected and deposited.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21989

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Bibliography of Materials in Adult Education and Literacy

CUTOFF: EOSFY

DESCRIPTION: Publication listing materials to be used in teaching Adult Basic Education.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21949

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Budget Estimates for Fiscal Periods

CUTOFF: EOSFY

DESCRIPTION: FBLA and PBL individual chapter budgets for each fiscal year.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22018

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Budget Formulation Files

CUTOFF: EOSFY

DESCRIPTION: Budget summaries of teacher education, secondary, postsecondary, adult and supervision programs.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22029

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Career Education Business Office

CUTOFF: EOSFY

DESCRIPTION: Education program files, inventory and other data concerning local educational agencies.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22020

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Career Education Data

CUTOFF: EOSFY

DESCRIPTION: File contains all data from prior fiscal year concerning reimbursements at the local level. This data is used for numerous studies.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21940

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Career Education Salary and Equipment Budget File for Area Career Centers and Comprehensive High Schools

CUTOFF: EOSFY

DESCRIPTION: File contains active budget information, current correspondence concerning budget, etc. After closing of fiscal year the information is stored in a historical file. Data from original document is punched into database.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21937

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Carl D. Perkins Vocational Education Allocations-School District Files and Budgets

CUTOFF: EOSFY

DESCRIPTION: Files from school districts requesting money for reimbursement of purchases.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22055

SERIES STATUS: Approved

APPROVAL DATE: 4/11/1988

TITLE: Census Data

CUTOFF: EOSFY

DESCRIPTION: Census figures pertaining to Adult Education.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21963

SERIES STATUS: Approved

APPROVAL DATE: 4/11/1988

TITLE: Comprehensive Planning for the State Department of Education

CUTOFF: EOSFY

DESCRIPTION: Planning guidelines for the Department.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21965

SERIES STATUS: Approved

APPROVAL DATE: 4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Conference and Workshop Files

CUTOFF: EOSFY

DESCRIPTION: Material prepared for use by workshop.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22011

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Conference Program Materials

CUTOFF: EOSFY

DESCRIPTION: Planning for future and reference of past conferences.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22038

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Construction Projects

CUTOFF: EOSFY

DESCRIPTION: Financial Reports, Correspondence

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21933

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Contracted Service Report

CUTOFF: EOSFY

DESCRIPTION: Financial reimbursement provided to sending district (beginning 2005--
electronic copy only)

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21932

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Current Records

CUTOFF: EOSFY

DESCRIPTION: Budgets, reimbursements, enrollments and statistical information needed
for operating career education programs throughout the state.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22043

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Curricular Resource File

CUTOFF: EOSFY

DESCRIPTION: Used to help teachers with program development.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22024

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Curriculum Material

CUTOFF: EOSFY

DESCRIPTION: File used in upgrading and developing career education programs.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22046

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Delayed Certification File

CUTOFF: EOCY

DESCRIPTION: File in which record of General Educational Development (GED) Tests taken and certificate delayed until applicant is eligible to receive it. Also includes certificates which could not be delivered by the post office but were returned.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21980

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Directories

CUTOFF: EOSFY

DESCRIPTION: State directories and national directories, informational content.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22039

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Enhancement Grant Application Guidelines

CUTOFF: EOSFY

DESCRIPTION: Guidelines that schools are required to use in order to get reimbursement through the Enhancement Grant.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21936

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Excess Property

CUTOFF: EOFFY

DESCRIPTION: This file contains all records pertaining to the request, inventory and utilization for Federal Excess Personal Property.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21992

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Fair and District Show Financial Record and Related Files

CUTOFF: EOSFY

DESCRIPTION: Financial records for shows and fairs for use by students.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22012

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Federal Funds for Adult Basic Education

CUTOFF: EOSFY

DESCRIPTION: Telegrams from the U.S. Office of Education informing of the continuation of the Adult Basic Education Program.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21957

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Fee Collection Ledger

CUTOFF: EOCY

DESCRIPTION: Ledger in which the fees collected on the civilian and military programs of the high school equivalence programs are listed.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21979

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: FFA Reference Files

CUTOFF: EOSFY

DESCRIPTION: Teaching aids, leadership material.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22003

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Filing of Scoring Keys (confidential)

CUTOFF:EOCY

DESCRIPTION: Keys by which the General Educational Development (GED) Tests are graded. Electronic files.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21978

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: FV-2 Salary and Equipment Reimbursement Forms for Area Career Centers and Comprehensive High Schools

CUTOFF:EOSFY

DESCRIPTION: File contains reimbursement forms sent in by the local district for salary and equipment purchased during the school year. This information is punched into the database and is used to print out the payment statement.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21939

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: GED Record Card File

CUTOFF:EOCY

DESCRIPTION: Records of General Educational Development tests taken in Missouri and in the U.S. Armed Forces Institute.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21973

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: General Educational Development (GED) Answer Sheet & Duplicate Report of Results

CUTOFF:EOCY

DESCRIPTION: Application answers to the GED Test and their Report of Results.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21990

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: General Educational Development (GED) Test Authorization File

CUTOFF:EOCY

DESCRIPTION: Applications are held in this file until individuals complete the GED Tests.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21982

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: General Educational Development (GED) Test booklets

CUTOFF:EOCY

DESCRIPTION: Booklets used to administer the General Educational Development (GED) Tests (confidential).

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21987

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: General Educational Development (GED) Test Inventory File

CUTOFF:EOCY

DESCRIPTION: Inventory of test batteries in each testing center in Missouri.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21976

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: General Information on Adult Basic Education

CUTOFF:EOSFY

DESCRIPTION: Statistical data on the Adult Basic Education Program during the last few years.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21961

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Goodwill Tour Itinerary Files

CUTOFF:EOSFY

DESCRIPTION: Materials and records of FFA goodwill tours kept as a historic record.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22005

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Grants through Section

CUTOFF: EOSFY

DESCRIPTION: Copies of application Guidelines and Administrative Procedures

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22035

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Growth and Expansion Request (GER)

CUTOFF: EOSFY

DESCRIPTION: Record of requests from Adult Basic Education programs for additional money for their programs.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21956

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: History Files, FCCLA

CUTOFF: EOSFY

DESCRIPTION: A record of printed materials and releases prepared for local chapters of Family, Career and Community Leaders of America.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22034

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Inactive Accredited Schools

CUTOFF:EOCY

DESCRIPTION: Copies of the schools' applications, official approval actions, supervisors' reports and other correspondence related to the approval of courses that are inactive.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21995

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Inactive Business Establishments

CUTOFF:EOCY

DESCRIPTION: Copies of the establishments applications, official approval actions, supervisors' reports and other correspondence related to the approval of apprenticeship and other on-the-job training that are inactive.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21999

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Inactive Non-Accredited Schools

CUTOFF:EOCY

DESCRIPTION: Copies of the school applications, official approval actions, supervisors' reports and other correspondence related to the approval of courses that are inactive.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21997

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Individual Referral Files

CUTOFF: EOSFY

DESCRIPTION: This file contains all records pertaining to public and private school utilization for individual referrals, includes school catalogs, tuition costs, trainee referral records, payment requests, etc.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21993

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Instruction Sheets for Club Contest

CUTOFF: DWSO

DESCRIPTION: The competitive activities of the club program total about 28 different contests. Tests, rating sheets, rules for directing the events and certificates for awards to contestants are produced in quantity to supply the needs of the contest.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22021

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Invitation for Bid (IFB) for Adult Basic Education Program

CUTOFF: EOSFY

DESCRIPTION: Record of requests for an Adult Basic Education Program

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21955

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Issuing Office Publications

CUTOFF: EOSFY

DESCRIPTION: Guidance bulletin, any publications.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22056

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Leadership Training Reference File

CUTOFF: EOSFY

DESCRIPTION: Materials used in leadership training.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22015

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Legislative Material

CUTOFF: EOSFY

DESCRIPTION: Any material pertaining to Adult Education sent out by the Legislature.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21962

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Missouri Schools Publication

CUTOFF: EOFY

DESCRIPTION: Monthly publication of activities and information of the Department of Elementary and Secondary Education.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21964

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Missouri State Plans

CUTOFF: EOSFY

DESCRIPTION: Contents for determining appropriate operation of career education programs out of state.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22041

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: News Media and Releases File

CUTOFF: EOSFY

DESCRIPTION: Copies of materials sent to news media.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22013

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: News Media and Speech Files

CUTOFF: EOSFY

DESCRIPTION: Releases prepared for newspapers, magazines and radio-TV, speeches given at conferences, etc.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22032

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: News Releases of the State Department of Education

CUTOFF: EOSFY

DESCRIPTION: Monthly publication of news items of the Department.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21966

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Office for Civil Rights

CUTOFF: EOFFY

DESCRIPTION: The file contains all activities of the OCR, including correspondence, budget materials, etc. (All items that are subject to federal regulations are to be kept as long as federal rules dictate--if that is longer than state requirements.)

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21934

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Official Testing Centers File

CUTOFF:EOCY

DESCRIPTION: List of Official General Educational Development (GED) testing centers in the United States.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21977

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Payment Statements File

CUTOFF:EOSFY

DESCRIPTION: File contains all career education payments made during fiscal year. Data from original document is punched into database.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21938

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Payroll Records

CUTOFF:EOCY

DESCRIPTION: Records of payroll for the high school equivalence program.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21988

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Pending Card Files

CUTOFF:EOCY

DESCRIPTION: Record of persons who have applied for the certificate of high school equivalence but have not yet taken the General Educational Development (GED) Tests.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21983

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Policy and Precedent Files

CUTOFF:EOCY

DESCRIPTION: Publications relating to career education.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22019

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Printing Materials

CUTOFF:EOSFY

DESCRIPTION: Copies of Adult Education and Literacy materials that are periodically sent to the printing room for printing.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21948

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Program File

CUTOFF: EOSFY

DESCRIPTION: Annual reports, correspondence and reviews of GED, Adult Education and Literacy, Veterans Education and Training and Community Education Sections

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21947

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Program Planning Files

CUTOFF: EOSFY

DESCRIPTION: Program planning materials used by supervisor.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22006

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Program Promotional Materials

CUTOFF: EOSFY

DESCRIPTION: Policies and procedures concerning the development and administering of disadvantaged and handicapped programs.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22049

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Project Files

CUTOFF: EOSFY

DESCRIPTION: Narratives describing the proposed program; correspondence relative to designing the project; budget forms describing the financial commitment supporting the project.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22047

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Project Files - Active

CUTOFF: EOSFY

DESCRIPTION: Contains all projects funded with local workforce areas or schools to operate a specific JTPA/WIA project.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21991

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Projects File

CUTOFF: EOFFY

DESCRIPTION: Contains individual records on research and curriculum. (All items that are subject to federal regulations are to be kept as long as federal rules dictate--if that is longer than state requirements.)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21930

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Publications Background Files

CUTOFF: EOSFY

DESCRIPTION: Working copy of curriculum guides in various stages of development.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22028

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Report Visitations Files

CUTOFF: EOSFY

DESCRIPTION: Contains current reports from school statistical and financial.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22008

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Schedule of Adult Basic Education Classes

CUTOFF: EOSFY

DESCRIPTION: This file gives location, time and dates of all Adult Basic Education classes.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21967

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: School Evaluations

CUTOFF: EOSFY

DESCRIPTION: Documents prepared on school sites in evaluating effectiveness of their career education programs.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22044

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: School Reference Files

CUTOFF: EOCY

DESCRIPTION: Contain correspondence and publications from accrediting agencies, federal and state agencies, government officials and State Department of Education Divisions and Sections.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22000

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Score Conversion Table File

CUTOFF: EOCY

DESCRIPTION: Tables on the General Educational Development (GED) Tests by which the raw score is converted to the standard score in reporting out the results of the test.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21985

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Special Projects in Adult Basic Education

CUTOFF: EOSFY

DESCRIPTION: Special demonstrative projects in Adult CSA Basic Education.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21970

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: State Department of Education Evaluation of Adult Basic Education

CUTOFF: EOSFY

DESCRIPTION: An annual evaluation report is submitted by each Adult Education and Literacy Program.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21960

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: State Plan for Adult Basic Education

CUTOFF: EOSFY

DESCRIPTION: A copy of the U.S. Department of Education's approved Missouri State Plan for Adult Education and Literacy.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21971

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: State Plan for Career Education

CUTOFF: EOSFY

DESCRIPTION: The State Plan for Career Education sets up the guidelines for the career education program. This is revised yearly.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21928

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Student Organizational Financial Records

CUTOFF: EOSFY

DESCRIPTION: FFA, Young Farmer's organization's financial records.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22017

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Supply Inventory File

CUTOFF: EOCY

DESCRIPTION: Record of supplies on hand for use on the equivalence test program.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21986

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Teacher Certification File

CUTOFF: EOSFY

DESCRIPTION: Computer printouts of all teachers being funded in handicapped programming.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22048

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Teacher Tenure Record Files

CUTOFF: EOSFY

DESCRIPTION: Current transcript and tenure records.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22016

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Teacher Training Program Files

CUTOFF: EOSFY

DESCRIPTION: Program development in the teacher training institutions, related correspondence, placement of graduates and plans for directed teaching.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22033

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Teachers Manuals for Adult Basic Education

CUTOFF: EOSFY

DESCRIPTION: Publication listing instructional materials which may be used by Adult Basic Education Teachers.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21951

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Teaching Aids Reference File

CUTOFF: EOSFY

DESCRIPTION: Items developed by staff and received from others.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22014

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Testing Center Report Sheet File

CUTOFF: EOCY

DESCRIPTION: Record of General Educational Development (GED) Tests administered by the official testing centers listing scores on each test, plus certificate numbers and failures (copies) Original on Computer Tape.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21984

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Title IV-B (21st Century Grants) - Active Projects

CUTOFF: EOCY

DESCRIPTION: Project applications and related correspondence which are currently being funded and are active.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21942

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Title IV-B (21st Century Grants) - Director's Title IV-B General File

CUTOFF: EOCY

DESCRIPTION: Miscellaneous information by subject or organization directly related to the administration of the program.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21945

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Title IV-B (21st Century Grants) - Evaluation Data

CUTOFF: EOCY

DESCRIPTION: Data collected in a statewide survey and evaluation of school libraries.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21946

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Title IV-B (21st Century Grants) - Finance - Active Projects

CUTOFF: EOCY

DESCRIPTION: Administrative financial data for all active projects.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21943

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Title IV-B (21st Century Grants) - Finance - Terminated Projects

CUTOFF: EOCY

DESCRIPTION: Card files of projects approved and payments to LEAs

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21944

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Title IV-B (21st Century Grants) - Terminated Projects

CUTOFF: EOCY

DESCRIPTION: Project applications and related correspondence and financial data which have terminated, and are no longer active.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21941

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: U.S. Office of Education Bulletins

CUTOFF: EOSFY

DESCRIPTION: Policies regulating operation of career education programs.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22040

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: U.S. Office of Education File

CUTOFF: EOFFY

DESCRIPTION: Contains copy of correspondence, proposals, financial reports and printed material regarding grants and other miscellaneous data sent to or received from the U.S. Office of Education. (All items that are subject to federal regulations are to be kept as long as federal rules dictate--if that is longer than state requirements.)

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21931

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Vendor File

CUTOFF: EOSFY

DESCRIPTION: Resource material for approving items for career education programs.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22045

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Veterans Administration Report Files

CUTOFF:EOCY

DESCRIPTION: Contain monthly reports to the Veterans Administration of visits and approval actions and records of vouchers for the reimbursement of expenses.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22001

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Visitation Reference Files

CUTOFF:EOSFY

DESCRIPTION: Materials used in program evaluation report written to school.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22004

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Vocational Agriculture Program Annual Report

CUTOFF:EOSFY

DESCRIPTION: Contains current report, statistical and financial information.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22007

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Vocational Data System (VEDS)

CUTOFF: EOFFY

DESCRIPTION: Contains summary data on program enrollments and follow-up information, correspondence, budget materials, etc. pertaining to the program. (All items that are subject to federal regulations are to be kept as long as federal rules dictate--if that is longer than state requirements.)

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21935

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Vocational Department Record of Family and Consumer Sciences

CUTOFF: EOSFY

DESCRIPTION: Records of consumer education and homemaking programs including plans for development and evaluations.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22027

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Vocational Department Record of Wage Earning Courses

CUTOFF: EOSFY

DESCRIPTION: Reports of vocational programs designed to train people in food service child care workers, dressmakers, homemaker's assistants, etc. (updated every 5 years).

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22023

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Vocational Program Conference Reference File

CUTOFF: EOSFY

DESCRIPTION: Plans for and summaries of conferences and meetings.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22025

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Vocational Program Descriptive Report File

CUTOFF: EOSFY

DESCRIPTION: Notebooks of program evaluations from teacher training, city and state supervision.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22030

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Vocational Program History Files

CUTOFF: EOSFY

DESCRIPTION: Papers and materials distributed by the section.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22026

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Vocational Program Organization Files

CUTOFF: EOSFY

DESCRIPTION: Programs of conferences arranged by the state staff. Includes: Missouri Council on Home Economics Education and Missouri Home Economics Teachers Association.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22031

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Vocational Program Reports File

CUTOFF: EOSFY

DESCRIPTION: Contains current reports from schools, statistical and financial.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22010

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988

TITLE: Vocational Program Special Studies

CUTOFF: EOSFY

DESCRIPTION: Contains current reports from schools, statistical and financial.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22009

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of College and Career Readiness

Division: Learning Services

Sub-Section:

TITLE: Wage Earnings Reference File

CUTOFF: EOSFY

DESCRIPTION: Publications, brochures, and other resources to be used in development of occupational, Family and Consumer Sciences.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22022

SERIES STATUS: Approved

APPROVAL DATE:

4/11/1988