



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Educator Quality

Division: Learning Services

Sub-Section:

TITLE: Budget Formulation and Fiscal Records File

CUTOFF: EOSFY

DESCRIPTION: File on Division budget

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21920

SERIES STATUS: Approved

APPROVAL DATE:

7/15/2005

TITLE: Career Ladder

CUTOFF: EOSFY

DESCRIPTION: Files relevant to payments to school districts.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21926

SERIES STATUS: Approved

APPROVAL DATE:

7/15/2005

TITLE: Missouri Teacher's Certificate Application

CUTOFF: LSAD

DESCRIPTION: Original application required by statute for applicant's future certification needs.

RETENTION: Years: 61 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21923

SERIES STATUS: Approved

APPROVAL DATE:

7/15/2005



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Educator Quality

Division: Learning Services

Sub-Section:

TITLE: Organization File

CUTOFF: WSO

DESCRIPTION: File on organizations which have relevance to programs of the office.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21921

SERIES STATUS: Approved

APPROVAL DATE:

7/15/2005

TITLE: Scholarship Program Files

CUTOFF: LSAD

DESCRIPTION: Files relevant to scholarship recipients. Must be tracked for repayment purposes.

RETENTION: Years: 15 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21924

SERIES STATUS: Approved

APPROVAL DATE:

7/15/2005

TITLE: Special Projects

CUTOFF: DWSO

DESCRIPTION: File and related urban education material. Files on task force or committee formed which have relevance to.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21922

SERIES STATUS: Approved

APPROVAL DATE:

7/15/2005



Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section: Office of Educator Quality

Division: Learning Services

Sub-Section:

TITLE: Tuition Reimbursement

CUTOFF: EOSFY

DESCRIPTION: Files pertaining to payment for special education classes taken in the summer.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21925

SERIES STATUS: Approved

APPROVAL DATE:

7/15/2005
