



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: University of Central Missouri

Section: Computer Services  
Sub-Section:

<b>TITLE:</b> ACADVSE Job Accounting backup	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> ACADVSE Job Accounting backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11008	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996
<b>TITLE:</b> Accounting Files - Account number, beginning balances, purchase orders, current balances, encumbrances for each account, disbursements for each account, journal voucher entries for each account,	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Accounting Files - Account number, beginning balances, purchase orders, current balances, encumbrances for each account, disbursements for each account, journal voucher entries for each account, name and number of vendors and titles for each account.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10976	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996
<b>TITLE:</b> ACT Data	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> ACT Data	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11018	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996
<b>TITLE:</b> Alumni Data Base - Identification number, name, address, biographical data and history of Central's alumni and friends.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Alumni Data Base - Identification number, name, address, biographical data and history of Central's alumni and friends.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10982	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Services

Division: University of Central Missouri

Sub-Section:

---

**TITLE:** Alumni/Development system backup

**CUTOFF:**

**DESCRIPTION:** Alumni/Development system backup

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

---

**SERIES #:** 10988

**SERIES STATUS:** Approved

**APPROVAL DATE:**

03/21/1996

---

**TITLE:** Check Register File - Identification number, name and amount of refund checks written to students out of the Revenue system.

**CUTOFF:**

**DESCRIPTION:** Check Register File - Identification number, name and amount of refund checks written to students out of the Revenue system.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

---

**SERIES #:** 10983

**SERIES STATUS:** Approved

**APPROVAL DATE:**

03/21/1996

---

**TITLE:** CODE file backup

**CUTOFF:**

**DESCRIPTION:** CODE file backup

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

---

**SERIES #:** 11020

**SERIES STATUS:** Approved

**APPROVAL DATE:**

03/21/1996

---

**TITLE:** CUFS Monthly Closing backup

**CUTOFF:**

**DESCRIPTION:** CUFS Monthly Closing backup

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

---

**SERIES #:** 10996

**SERIES STATUS:** Approved

**APPROVAL DATE:**

03/21/1996



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Services

Division: University of Central Missouri

Sub-Section:

<b>TITLE:</b> CUFS System backup	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> CUFS System backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10997	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> Cumulative Student Drop backup	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Cumulative Student Drop backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11021	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> Daily Log File - Record of entries made from various administrative terminals during a day which will result in information being changed on the Master Schedule File, Financial Information file, Student Data Base,	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Daily Log File - Record of entries made from various administrative terminals during a day which will result in information being changed on the Master Schedule File, Financial Information file, Student Data Base, and Payroll Data Base.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10968	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> Daily Receipt Journal File - Receipt number, name and number of individual receipted, amount of receipt and terminal generating receipt.	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Daily Receipt Journal File - Receipt number, name and number of individual receipted, amount of receipt and terminal generating receipt.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10975	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Services

Division: University of Central Missouri

Sub-Section:

<b>TITLE:</b> Degree Audit File - Contains requirements for each degree and program offered at Central.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Degree Audit File - Contains requirements for each degree and program offered at Central.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10985	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996
<b>TITLE:</b> Degree Audit Reporting System (DARS) backup	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Degree Audit Reporting System (DARS) backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11027	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996
<b>TITLE:</b> Enrollment Master File - Social Security Number, name, home address, local address, statistical data, pull number for courses for a possibility of three terms of enrollment.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Enrollment Master File - Social Security Number, name, home address, local address, statistical data, pull number for courses for a possibility of three terms of enrollment.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10965	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996
<b>TITLE:</b> Enrollment Master File (FMF) backup	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Enrollment Master File (FMF) backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11014	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Services

Division: University of Central Missouri

Sub-Section:

---

<b>TITLE:</b> Facilities Inventory data Base - Identifies all buildings, floors, and rooms at Central containing space, equipment and physical data for each of these.	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Facilities Inventory data Base - Identifies all buildings, floors, and rooms at Central containing space, equipment and physical data for each of these.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10980	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<hr/>		
<b>TITLE:</b> Facilities Inventory System backup	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Facilities Inventory System backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11031	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<hr/>		
<b>TITLE:</b> Facilities System backup	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Facilities System backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10992	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<hr/>		
<b>TITLE:</b> Faculty File and CRS File backup	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Faculty File and CRS File backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11003	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<hr/>		



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Services

Division: University of Central Missouri

Sub-Section:

<b>TITLE:</b> Financial Aid Applicant File - Identification number name, address, biographical data and financial data for all financial aid applicants at Central.	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Financial Aid Applicant File - Identification number name, address, biographical data and financial data for all financial aid applicants at Central.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10986	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> Financial Aids (SAS) File Backup	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Financial Aids (SAS) File Backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11002	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> Financial Aids Information System backup	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Financial Aids Information System backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11000	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> Financial Information File - Social Security Number, name, charge type, date charge was paid, receipt number used in payment and miscellaneous billing information.	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Financial Information File - Social Security Number, name, charge type, date charge was paid, receipt number used in payment and miscellaneous billing information.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10967	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996



Department: Department of Higher Education  
Division: University of Central Missouri

### Agency Records Disposition Schedule

Section: Computer Services  
Sub-Section:

<b>TITLE:</b> Financial Information File (FIF) backup	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Financial Information File (FIF) backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11015	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> Financial System backup	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Financial System backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10993	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> Grade Reporting backup	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Grade Reporting backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11028	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> Inactive Student File backup	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Inactive Student File backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11017	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 03/21/1996



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Services

Division: University of Central Missouri

Sub-Section:

<b>TITLE:</b> Indexed Code File - High School name and code, state name and code, county name and code, major name and code, degree name and code, religion name and code and dormitory name and code.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Indexed Code File - High School name and code, state name and code, county name and code, major name and code, degree name and code, religion name and code and dormitory name and code.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10974	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996
<b>TITLE:</b> Library CICS Usage Statistics backup	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Library CICS Usage Statistics backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11010	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996
<b>TITLE:</b> Management Source Programs - Source code for all operational management information programs and JCL.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Management Source Programs - Source code for all operational management information programs and JCL.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10978	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996
<b>TITLE:</b> Master Schedule File - Course pull number, section number, course title, course number, semester hours, instructor name, instructor number, building and room where course meets, seats available, sets used,	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Master Schedule File - Course pull number, section number, course title, course number, semester hours, instructor name, instructor number, building and room where course meets, seats available, sets used, time course meets and term course meets.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10966	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Services

Division: University of Central Missouri

Sub-Section:

<b>TITLE:</b> Master Schedule File (MSF) backup	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Master Schedule File (MSF) backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11016	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996
<b>TITLE:</b> NOTIS Library Files - ID Number, book title, circulation information, patron information, etc. for each book and periodical in the library.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> NOTIS Library Files - ID Number, book title, circulation information, patron information, etc. for each book and periodical in the library.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10969	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996
<b>TITLE:</b> NOTIS System backup	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> NOTIS System backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11011	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996
<b>TITLE:</b> NOTIS Usage Statistics backup	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> NOTIS Usage Statistics backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11012	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: University of Central Missouri

Section: Computer Services  
Sub-Section:

<b>TITLE:</b> Payroll Distribution backup	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Payroll Distribution backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11030	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> Payroll System backup	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Payroll System backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10994	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> Payroll Voucher backup	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Payroll Voucher backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11029	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> Payroll/Personnel Data Base - Social Security Number and name of each employee paid by CMSU, includes detail check information, quarterly totals, fiscal year-to-date totals, calendar year-to-date totals and	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Payroll/Personnel Data Base - Social Security Number and name of each employee paid by CMSU, includes detail check information, quarterly totals, fiscal year-to-date totals, calendar year-to-date totals and basic information required for payroll processing and personnel data.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10971	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: University of Central Missouri

Section: Computer Services  
Sub-Section:

<b>TITLE:</b> Position Data Base - Contains position number, title, location, organization unit, funding information for each position at Central.	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Position Data Base - Contains position number, title, location, organization unit, funding information for each position at Central.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10972	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> Position File backup	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Position File backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10999	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> PRODCICS Activity Log	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> PRODCICS Activity Log	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10991	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> PRODCICS activity log files	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> PRODCICS activity log files	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11013	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Services

Division: University of Central Missouri

Sub-Section:

<b>TITLE:</b> PRODCICS DL/I System Logs	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> PRODCICS DL/I System Logs	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10995	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> PRODCICS Usage Statistics backup	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> PRODCICS Usage Statistics backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11009	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> PRODCICS VSAM activity log files	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> PRODCICS VSAM activity log files	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11019	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> PRODCICS VSAM LOG Backup	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> PRODCICS VSAM LOG Backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10990	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Services

Division: University of Central Missouri

Sub-Section:

<b>TITLE:</b> PRODVSE Job Accounting backup	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> PRODVSE Job Accounting backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11006	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996
<b>TITLE:</b> Program and Operations Documentation.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Program and Operations Documentation.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10979	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996
<b>TITLE:</b> Project Advance backup	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Project Advance backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10998	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996
<b>TITLE:</b> Prospective Student Data Base - Identification number, name, address, and contact data about prospective students.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Prospective Student Data Base - Identification number, name, address, and contact data about prospective students.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10981	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Services

Division: University of Central Missouri

Sub-Section:

---

<b>TITLE:</b> Revenue Cash Receipt backup	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Revenue Cash Receipt backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11024	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996

---

<b>TITLE:</b> Revenue Receipt Journal backup	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Revenue Receipt Journal backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11022	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996

---

<b>TITLE:</b> Roster File - Contains identification number of all students enrolled in each class offered at Central.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Roster File - Contains identification number of all students enrolled in each class offered at Central.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10984	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996

---

<b>TITLE:</b> State Reporting Files	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> State Reporting Files	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11025	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996

---



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Services

Division: University of Central Missouri

Sub-Section:

<b>TITLE:</b> Student Archive File backup	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Student Archive File backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11001	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996
<b>TITLE:</b> Student Data Base - Social Security Number, name, basic information for student loans, basic information for student grants, grade and transcript information.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Student Data Base - Social Security Number, name, basic information for student loans, basic information for student grants, grade and transcript information.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10970	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996
<b>TITLE:</b> Student Recruitment file backup	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Student Recruitment file backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11023	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996
<b>TITLE:</b> Telephone Data Base - Telephone number, cost center which is assigned, location of phone and monthly cost information.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Telephone Data Base - Telephone number, cost center which is assigned, location of phone and monthly cost information.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10973	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/21/1996



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Services

Division: University of Central Missouri

Sub-Section:

<b>TITLE:</b> TESTVSE Job Accounting backup	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> TESTVSE Job Accounting backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11007	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> Textbook Server backup	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Textbook Server backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11026	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> User Directory File - Security codes for each authorized CICS user and each authorized VM user.	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> User Directory File - Security codes for each authorized CICS user and each authorized VM user.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10977	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996
<b>TITLE:</b> VMA Job Accounting backup	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> VMA Job Accounting backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11004	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996



**Agency Records Disposition Schedule**

Department: Department of Higher Education  
Division: University of Central Missouri

Section: Computer Services  
Sub-Section:

---

<b>TITLE:</b> VMB Job Accounting backup	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> VMB Job Accounting backup	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11005	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996

---

<b>TITLE:</b> Weekly backup of all DASD devices	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Weekly backup of all DASD devices	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10989	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/21/1996

---