



### Agency Records Disposition Schedule

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

Section: Ward Edwards Library  
Sub-Section:

<b>TITLE:</b> Accreditation and Evaluation	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Accreditation and Evaluation	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 10915	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Circulation (No. of books circulated and fine deposit receipts)	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Circulation (No. of books circulated and fine deposit receipts)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10923	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Computer reference search bookkeeping (No. of searches made, expenditures, receipts)	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Computer reference search bookkeeping (No. of searches made, expenditures, receipts)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10926	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Copy machine statistics (No. of copies and coin receipts)	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Copy machine statistics (No. of copies and coin receipts)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10922	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990



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Sub-Section:

<b>TITLE:</b> Gift book records	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Gift book records	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10927	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Internal library policies	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Internal library policies	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10924	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Job Orders	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Job Orders	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10911	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Library Advisory Committee Meeting Minutes - older ones in Archives	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Library Advisory Committee Meeting Minutes - older ones in Archives	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 10917	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990



### Agency Records Disposition Schedule

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Sub-Section:

<b>TITLE:</b> Library Area Activities	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Library Area Activities	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10921	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Library Budget Reports	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Library Budget Reports	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10918	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Library Census - turnstile counts and occ-asional floor count	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Library Census - turnstile counts and occ-asional floor count	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10910	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Library holdings statistics (No. of volumes, etc.)	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Library holdings statistics (No. of volumes, etc.)	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 10925	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990



### Agency Records Disposition Schedule

Department: Department of Higher Education

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Sub-Section:

<b>TITLE:</b> Library Services Annual Reports	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Library Services Annual Reports	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 10916	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Outstanding Purchase Requests	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Outstanding Purchase Requests	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10914	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Personnel Folders - Originals in Personnel Office	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Personnel Folders - Originals in Personnel Office	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10913	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Purchase Orders - copies - Originals in Accounting	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Purchase Orders - copies - Originals in Accounting	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10919	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990



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<b>TITLE:</b> Revenue Deposit Slips (copier and fines and on line reference)	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Revenue Deposit Slips (copier and fines and on line reference)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10920	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Student hours - Students are allowed only 120 hours quarterly, this is a running total by quarter	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Student hours - Students are allowed only 120 hours quarterly, this is a running total by quarter	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10909	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Work Schedules	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Work Schedules	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10912	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 07/10/1990