



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Auxiliary Services

Division: Missouri State University

Sub-Section: Food Services

TITLE: Food Service Contract (copy) - original filed in Bursar's Office

CUTOFF:

DESCRIPTION: Food Service Contract (copy) - original filed in Bursar's Office

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12076

SERIES STATUS: Approved

APPROVAL DATE:

02/23/1987

TITLE: Purchase Requisitions (copy) - original in Financial Services

CUTOFF:

DESCRIPTION: Purchase Requisitions (copy) - original in Financial Services

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12078

SERIES STATUS: Approved

APPROVAL DATE:

02/23/1987

TITLE: Summary of Expenditures (copy) - original in Financial Services

CUTOFF:

DESCRIPTION: Summary of Expenditures (copy) - original in Financial Services

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12077

SERIES STATUS: Approved

APPROVAL DATE:

02/23/1987

TITLE: Weekly Board Count (copy) - report from University Housing Office showing numbers of students with meal tickets

CUTOFF:

DESCRIPTION: Weekly Board Count (copy) - report from University Housing Office showing numbers of students with meal tickets

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12075

SERIES STATUS: Approved

APPROVAL DATE:

02/23/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Auxiliary Services

Division: Missouri State University

Sub-Section: Food Services

TITLE: Weekly Invoices (copy) - received from food service contractor; original filed in Financial Services

CUTOFF:

DESCRIPTION: Weekly Invoices (copy) - received from food service contractor; original filed in Financial Services

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12074

SERIES STATUS: Approved

APPROVAL DATE:

02/23/1987
