



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: College of Humanities and Social Sciences

Division: Missouri State University

Sub-Section:

<b>TITLE:</b> Annual Reports - shows growth of professional faculty and development of curriculum	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Annual Reports - shows growth of professional faculty and development of curriculum	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 12159 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Budget (copy); original in Financial Services	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Budget (copy); original in Financial Services	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12142 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Course Substitution or Waiver - for students; includes student petitions	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Course Substitution or Waiver - for students; includes student petitions	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12149 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Enrollment Reports (copy) original in Admissions and Records Office	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Enrollment Reports (copy) original in Admissions and Records Office	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12160 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: College of Humanities and Social Sciences

Division: Missouri State University

Sub-Section:

<b>TITLE:</b> Enrollment, Credit Hours (copy) - by department, courses, institutions, original in Admissions and Records Office	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Enrollment, Credit Hours (copy) - by department, courses, institutions, original in Admissions and Records Office	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12141	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Excess Student Hours (in Dean's Office)	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Excess Student Hours (in Dean's Office)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12150	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Faculty and Staff needs and Recruitment - PA Forms sent to Vice President for Academic Affairs concerning faculty personnel requests. Originals in Personnel Office	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Faculty and Staff needs and Recruitment - PA Forms sent to Vice President for Academic Affairs concerning faculty personnel requests. Originals in Personnel Office	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12156	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Faculty Personnel Files - contains information concerning special achievements of faculty members	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Faculty Personnel Files - contains information concerning special achievements of faculty members	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12155	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Missouri State University

Section: College of Humanities and Social Sciences  
Sub-Section:

<b>TITLE:</b> Faculty Senate (copy) - original in Faculty Senate	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Faculty Senate (copy) - original in Faculty Senate	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12144 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Faculty Travel Requests and Amounts Requested	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Faculty Travel Requests and Amounts Requested	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12154 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Graduate Council (copy) - original in Office of the Associate Vice President for Graduate Studies	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Graduate Council (copy) - original in Office of the Associate Vice President for Graduate Studies	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12145 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Incomplete Grades (in Departmental Offices)	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Incomplete Grades (in Departmental Offices)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12151 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Missouri State University

Section: College of Humanities and Social Sciences  
Sub-Section:

<b>TITLE:</b> Per Course - List and information concerning instructors hired on an irregular basis (copy) - original in Personnel	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Per Course - List and information concerning instructors hired on an irregular basis (copy) - original in Personnel	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12157	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Purchase Requisitions (copy) original in Financial Services	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Purchase Requisitions (copy) original in Financial Services	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12158	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Scholastic Action Cards for Majors (copy) original in Admissions and Records Office	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Scholastic Action Cards for Majors (copy) original in Admissions and Records Office	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12147	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> School Council (Humanities and Social Sciences)	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> School Council (Humanities and Social Sciences)	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 12146	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Missouri State University

Section: College of Humanities and Social Sciences  
Sub-Section:

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**TITLE:** Student Schedule Changes (Departmental Offices)

**CUTOFF:**

**DESCRIPTION:** Student Schedule Changes (Departmental Offices)

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 12152      **SERIES STATUS:** Approved

**APPROVAL DATE:** 10/14/1987

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**TITLE:** Student Schedules

**CUTOFF:**

**DESCRIPTION:** Student Schedules

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 12153      **SERIES STATUS:** Approved

**APPROVAL DATE:** 10/14/1987

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