



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Physical Plant

Division: Missouri State University

Sub-Section:

TITLE: Construction Documents	CUTOFF: EOSFY
DESCRIPTION: Construction Documents	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12102 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Division Records - Periodic reports of operation, etc.	CUTOFF: EOSFY
DESCRIPTION: Division Records - Periodic reports of operation, etc.	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13516 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Drawings and Blueprints of Campus Structures	CUTOFF: EOSFY
DESCRIPTION: Drawings and Blueprints of Campus Structures	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12100 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Management File - Minutes of Academic Advising Center Meetings, operation schedules, information directly related to office procedure and management	CUTOFF: EOSFY
DESCRIPTION: Management File - Minutes of Academic Advising Center Meetings, operation schedules, information directly related to office procedure and management	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13517 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



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Section: Physical Plant
Sub-Section:

TITLE: Personnel Files (copy) - original in Personnel Office	CUTOFF:
DESCRIPTION: Personnel Files (copy) - original in Personnel Office	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12101	SERIES STATUS: Approved
	APPROVAL DATE: 02/23/1987
TITLE: Requisitions - purchase requests for maintenance and operation (copy) - original in Financial Services	CUTOFF:
DESCRIPTION: Requisitions - purchase requests for maintenance and operation (copy) - original in Financial Services	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12099	SERIES STATUS: Approved
	APPROVAL DATE: 02/23/1987
TITLE: Student Advising Reports - Notes, individual test results, including confidential information	CUTOFF:
DESCRIPTION: Student Advising Reports - Notes, individual test results, including confidential information	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13515	SERIES STATUS: Approved
	APPROVAL DATE: 02/23/1987