



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Department of Chemistry

Division: Missouri Western State University

Sub-Section:

TITLE: ACT computer printouts - for recruitment and placement

CUTOFF:

DESCRIPTION: ACT computer printouts - for recruitment and placement

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12956

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983

TITLE: Active faculty records - official records in Provost's Office - Evaluations Job Descriptions Credentials
(copies) Course Syllabi Testbook requests

CUTOFF:

DESCRIPTION: Active faculty records - official records in Provost's Office - Evaluations Job Descriptions Credentials
(copies) Course Syllabi Testbook requests

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12960

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983

TITLE: Attendance and travel records (faculty)

CUTOFF:

DESCRIPTION: Attendance and travel records (faculty)

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12974

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983

TITLE: Current majors - degree declaration forms, advisors

CUTOFF:

DESCRIPTION: Current majors - degree declaration forms, advisors

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12958

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Department of Chemistry

Division: Missouri Western State University

Sub-Section:

TITLE: Curriculum Proposals and action taken (departmental proposals, departmental and institutional action)	CUTOFF:		
Degree programs and general studies Certification requirements Class schedules (departmental, back 10 years)			
DESCRIPTION: Curriculum Proposals and action taken (departmental proposals, departmental and institutional action)	RETENTION: Years: 2 Months: 0 Days: 0		
Degree programs and general studies Certification requirements Class schedules (departmental, back 10 years currently)			
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12966	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983

TITLE: Enrollment data - computer printouts	CUTOFF:		
DESCRIPTION: Enrollment data - computer printouts	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12967	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983

TITLE: Equipment inventory Audio visual hardware and software Office furniture and machines	CUTOFF: EOSFY		
DESCRIPTION: Equipment inventory Audio visual hardware and software Office furniture and machines	RETENTION: Years: Months: Days:		
NOTES:	DISPOSITION ACTION: Permanent		
SERIES #: 12973	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983

TITLE: Faculty recruitment Recruiting and hiring guidelines Applications	CUTOFF:		
DESCRIPTION: Faculty recruitment Recruiting and hiring guidelines Applications	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12962	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Department of Chemistry

Division: Missouri Western State University

Sub-Section:

TITLE: Faculty workload reports	CUTOFF:	
DESCRIPTION: Faculty workload reports	RETENTION: Years: 2 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12964	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Financial records - Original in Business Office Agency accounts Department budget - proposals and working budgets Faculty travel allowances and expenditures Purchase orders	CUTOFF:	
DESCRIPTION: Financial records - Original in Business Office Agency accounts Department budget - proposals and working budgets Faculty travel allowances and expenditures Purchase orders	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12972	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Grade appeals - procedures and records	CUTOFF:	
DESCRIPTION: Grade appeals - procedures and records	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12957	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Graduates - departmental	CUTOFF:	
DESCRIPTION: Graduates - departmental	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12959	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Missouri Western State University

Section: Department of Chemistry
Sub-Section:

TITLE: Guidelines for tenure, promotion, professional leave, and professional grants	CUTOFF:
DESCRIPTION: Guidelines for tenure, promotion, professional leave, and professional grants	RETENTION: Years: 2 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12963	SERIES STATUS: Approved
	APPROVAL DATE: 05/18/1983
TITLE: Inactive faculty records - official records in Provost's Office - Evaluations Credentials (copies) Course Syllabi Testbook requests	CUTOFF:
DESCRIPTION: Inactive faculty records - official records in Provost's Office - Evaluations Credentials (copies) Course Syllabi Testbook requests	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12961	SERIES STATUS: Approved
	APPROVAL DATE: 05/18/1983
TITLE: Institutional publications - copies	CUTOFF:
DESCRIPTION: Institutional publications - copies	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12968	SERIES STATUS: Approved
	APPROVAL DATE: 05/18/1983
TITLE: Minutes Faculty Senate Department Committee Mtgs. Department Meetings Dean/Dept. Chairperson Mtgs. CGAC	CUTOFF:
DESCRIPTION: Minutes Faculty Senate Department Committee Mtgs. Department Meetings Dean/Dept. Chairperson Mtgs. CGAC	RETENTION: Years: 2 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12965	SERIES STATUS: Approved
	APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Missouri Western State University

Section: Department of Chemistry
Sub-Section:

TITLE: Organizations and committees (institutional, divisional, and departmental) -- membership and minutes	CUTOFF:	
DESCRIPTION: Organizations and committees (institutional, divisional, and departmental) -- membership and minutes	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12969	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Policies and guidelines (institutional, divisional, departmental)	CUTOFF:	
DESCRIPTION: Policies and guidelines (institutional, divisional, departmental)	RETENTION: Years: 2 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12970	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Scholarships - classification, guidelines, records of awards	CUTOFF:	
DESCRIPTION: Scholarships - classification, guidelines, records of awards	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12955	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Work study records Time sheets Budget/salary expenditures	CUTOFF:	
DESCRIPTION: Work study records Time sheets Budget/salary expenditures	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12971	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983