



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Provost's Office-Academic Affairs

Division: Missouri Western State University

Sub-Section:

TITLE: Accreditation Reports - SWMS has until updated	CUTOFF: EOSFY
DESCRIPTION: Accreditation Reports - SWMS has until updated	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12532 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Budget formulation papers - originals in Business Office	CUTOFF:
DESCRIPTION: Budget formulation papers - originals in Business Office	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12529 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: College Catalog - 1 copy	CUTOFF: EOSFY
DESCRIPTION: College Catalog - 1 copy	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12534 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: College Governance Advisory Council Minutes	CUTOFF:
DESCRIPTION: College Governance Advisory Council Minutes	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12538 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Sub-Section:

TITLE: Curriculum Committee Reports	CUTOFF:		
DESCRIPTION: Curriculum Committee Reports	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12527	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Faculty and Administrative Policy Guides until updated	CUTOFF: EOSFY		
DESCRIPTION: Faculty and Administrative Policy Guides until updated	RETENTION: Years: Months: Days:		
NOTES:	DISPOSITION ACTION: Permanent		
SERIES #: 12533	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: IBM Class Enrollment Reports	CUTOFF:		
DESCRIPTION: IBM Class Enrollment Reports	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12531	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: North Central Association Self Studies or CSA	CUTOFF:		
DESCRIPTION: North Central Association Self Studies or CSA	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12536	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990



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Sub-Section:

TITLE: Official registration schedules	CUTOFF:	
DESCRIPTION: Official registration schedules	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12537	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Purchase requisitions (Original in Business Office)	CUTOFF:	
DESCRIPTION: Purchase requisitions (Original in Business Office)	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12528	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Student Handbook - 1 copy	CUTOFF: EOSFY	
DESCRIPTION: Student Handbook - 1 copy	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 12535	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Work load and class load reports	CUTOFF:	
DESCRIPTION: Work load and class load reports	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12530	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990