



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

Agency Records Disposition Schedule

Section: Police and Security Division
Sub-Section:

TITLE: Automobile Registration Records	CUTOFF:		
DESCRIPTION: Automobile Registration Records	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11451	SERIES STATUS: Approved	APPROVAL DATE:	12/17/1974
TITLE: Daily Records - of security officer activity	CUTOFF:		
DESCRIPTION: Daily Records - of security officer activity	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11453	SERIES STATUS: Approved	APPROVAL DATE:	12/17/1974
TITLE: Operations Files - General Orders, Special Orders, Equipment specifications, emergency planning data	CUTOFF:		
DESCRIPTION: Operations Files - General Orders, Special Orders, Equipment specifications, emergency planning data	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11454	SERIES STATUS: Approved	APPROVAL DATE:	12/17/1974
TITLE: Payroll Records - (copy) original in Cashiering Office	CUTOFF:		
DESCRIPTION: Payroll Records - (copy) original in Cashiering Office	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11449	SERIES STATUS: Approved	APPROVAL DATE:	12/17/1974



Agency Records Disposition Schedule

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

Section: Police and Security Division
Sub-Section:

TITLE: Police and Security Case Files	CUTOFF: EOSFY
DESCRIPTION: Police and Security Case Files	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11450 SERIES STATUS: Approved	APPROVAL DATE: 12/17/1974
TITLE: Traffic Fine Records	CUTOFF:
DESCRIPTION: Traffic Fine Records	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11452 SERIES STATUS: Approved	APPROVAL DATE: 12/17/1974