



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Southeast Missouri State University

Sub-Section:

<b>TITLE:</b> Active Insurance Policies - Automobiles, boiler, musical instruments, dorms and campus residences, monies and securities, athletic equipment, silverware, building and roofs, medical and accident, liability, bid	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Active Insurance Policies - Automobiles, boiler, musical instruments, dorms and campus residences, monies and securities, athletic equipment, silverware, building and roofs, medical and accident, liability, bid bonds	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13376 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Agency Loan Files - Student loans on escrow, etc	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Agency Loan Files - Student loans on escrow, etc	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13453 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Alcohol Report	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Alcohol Report	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13364 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Alumni - General ledger of accounts	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Alumni - General ledger of accounts	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13449 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



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

### Agency Records Disposition Schedule

Section: Business Office  
Sub-Section:

<b>TITLE:</b> Annual Budget Request	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Annual Budget Request	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13417 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Annual Fiscal Report	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Annual Fiscal Report	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13395 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Annual Fiscal Report Working Papers	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Annual Fiscal Report Working Papers	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13394 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Annuity Program	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Annuity Program	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13365 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Southeast Missouri State University

Sub-Section:

<b>TITLE:</b> Athletic Gate Receipts and Reports	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Athletic Gate Receipts and Reports	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13368 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Athletic Gate Reports	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Athletic Gate Reports	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13407 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Athletic Grant in Aid Files	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Athletic Grant in Aid Files	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13454 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Bank Statements	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Bank Statements	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13466 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Southeast Missouri State University

Sub-Section:

<b>TITLE:</b> Board of Regents Report - Minutes of meetings	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Board of Regents Report - Minutes of meetings	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13403 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Budget and Comptroller Record	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Budget and Comptroller Record	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13415 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Budget Request from Student Activities	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Budget Request from Student Activities	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13399 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Campus Building and Land Inventory	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Campus Building and Land Inventory	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13370 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Southeast Missouri State University

Sub-Section:

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**TITLE:** Campus Planning and Development Specifications

**CUTOFF:** EOSFY

**DESCRIPTION:** Campus Planning and Development Specifications

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

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**SERIES #:** 13371

**SERIES STATUS:** Approved

**APPROVAL DATE:**

02/04/1975

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**TITLE:** Cancelled Bank Checks

**CUTOFF:**

**DESCRIPTION:** Cancelled Bank Checks

**RETENTION:** Years: 12 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 13462

**SERIES STATUS:** Approved

**APPROVAL DATE:**

02/04/1975

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**TITLE:** Capital Improvements Requests on Campus

**CUTOFF:**

**DESCRIPTION:** Capital Improvements Requests on Campus

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 13373

**SERIES STATUS:** Approved

**APPROVAL DATE:**

02/04/1975

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**TITLE:** Carrillon Player Purchase and Maintenance

**CUTOFF:** EOSFY

**DESCRIPTION:** Carrillon Player Purchase and Maintenance

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

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**SERIES #:** 13384

**SERIES STATUS:** Approved

**APPROVAL DATE:**

02/04/1975



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Southeast Missouri State University

Sub-Section:

<b>TITLE:</b> Cash Journal	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Cash Journal	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13468	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Cashier Receipt Books - Serial numbered	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Cashier Receipt Books - Serial numbered	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13439	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> College Work - Study Program - Payroll requisitions, student time sheets, applications, fiscal reports, audits	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> College Work - Study Program - Payroll requisitions, student time sheets, applications, fiscal reports, audits	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13412	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Computer Breakdown of Distribution of Local Funds Disbursements Register	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Computer Breakdown of Distribution of Local Funds Disbursements Register	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13464	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/04/1975



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Southeast Missouri State University

Sub-Section:

<b>TITLE:</b> Computer Check Run Register	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Computer Check Run Register	<b>RETENTION:</b> Years: 12 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13463	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Computer Payroll Registers - Local and state funds	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Computer Payroll Registers - Local and state funds	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13473	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Computer Register National Defense Education Act Loan Payments	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Computer Register National Defense Education Act Loan Payments	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13471	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Computer Register National Defense Education Act Loan to Students	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Computer Register National Defense Education Act Loan to Students	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13472	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



### Agency Records Disposition Schedule

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

Section: Business Office  
Sub-Section:

<b>TITLE:</b> Computer Register of State Fund Disbursements	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Computer Register of State Fund Disbursements	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13474	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Contracts - Artist Lecture series, bands for student activities	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Contracts - Artist Lecture series, bands for student activities	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13367	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Contracts - Vending machine, elevators, cylinder sub-lease, computer, Missouri utilities, refrigerators, sanitation, copiers contract and life of contract	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Contracts - Vending machine, elevators, cylinder sub-lease, computer, Missouri utilities, refrigerators, sanitation, copiers contract and life of contract	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13372	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Co-Op Bookstore - General ledger, voucher register, cash receipts journal, charge sales journal, accounts payable, general journal	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Co-Op Bookstore - General ledger, voucher register, cash receipts journal, charge sales journal, accounts payable, general journal	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13448	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/04/1975



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

### Agency Records Disposition Schedule

Section: Business Office  
Sub-Section:

<b>TITLE:</b> Daily Close Out Sheets with Deposit Slips	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Daily Close Out Sheets with Deposit Slips	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13440	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Daily Computer Receipt Runs	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Daily Computer Receipt Runs	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13458	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Direct Departmental Orders	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Direct Departmental Orders	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13424	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Disabled Veterans Billing Files - Fees and supplies payment for student from Federal Government	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Disabled Veterans Billing Files - Fees and supplies payment for student from Federal Government	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13457	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



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

### Agency Records Disposition Schedule

Section: Business Office  
Sub-Section:

<b>TITLE:</b> Disbursement Worksheets	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Disbursement Worksheets	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13465 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Dormitory Financial Reports	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Dormitory Financial Reports	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13398 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Dormitory Income and Expenditures - Accounts receivable printouts, receipt copies, receipts printouts, transfer receipts and transaction register (monthly)	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Dormitory Income and Expenditures - Accounts receivable printouts, receipt copies, receipts printouts, transfer receipts and transaction register (monthly)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13431 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Dormitory Revenue Bonds Schedule	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Dormitory Revenue Bonds Schedule	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13374 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Southeast Missouri State University

Sub-Section:

<b>TITLE:</b> Economic Opportunity Grants - Applications, fiscal reports, audits and student acknowledgements	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Economic Opportunity Grants - Applications, fiscal reports, audits and student acknowledgements	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13413	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Economic Opportunity Grants with Receipts for Checks Issued to Student	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Economic Opportunity Grants with Receipts for Checks Issued to Student	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13441	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Enrollment Rosters - Permit run, total enrollment	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Enrollment Rosters - Permit run, total enrollment	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13445	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> ESEA Title II Applications and Reports	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> ESEA Title II Applications and Reports	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13410	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



### Agency Records Disposition Schedule

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

Section: Business Office  
Sub-Section:

<b>TITLE:</b> Executive Budget	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Executive Budget	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13416	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Expired Insurance Policies	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Expired Insurance Policies	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13377	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Farm Reports - The college farm	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Farm Reports - The college farm	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13414	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Federal Census and Financial Reports	<b>CUTOFF:</b> EOFFY	
<b>DESCRIPTION:</b> Federal Census and Financial Reports	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 13375	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



### Agency Records Disposition Schedule

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

Section: Business Office  
Sub-Section:

<b>TITLE:</b> Federal Grant File - Include grant authorization, record of expenditures and allied correspondence	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Federal Grant File - Include grant authorization, record of expenditures and allied correspondence	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13442	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Fee Receipts with Close Out Sheets	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Fee Receipts with Close Out Sheets	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13444	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Financial Reports form Student Organizations	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Financial Reports form Student Organizations	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13406	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> HEGIS Reports - Reports filed with Missouri commission on Higher Education	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> HEGIS Reports - Reports filed with Missouri commission on Higher Education	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 13402	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Southeast Missouri State University

Sub-Section:

<b>TITLE:</b> Investments - Banks, savings and loan, bonds, safekeeping receipts	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Investments - Banks, savings and loan, bonds, safekeeping receipts	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13382	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Job Applications for Staff	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Job Applications for Staff	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13389	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Legislative Fiscal Office Reports - Federal Grants	<b>CUTOFF:</b> EOFFY	
<b>DESCRIPTION:</b> Legislative Fiscal Office Reports - Federal Grants	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 13396	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Library, Audio Visual and Textbook Order File	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Library, Audio Visual and Textbook Order File	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13430	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Southeast Missouri State University

Sub-Section:

<b>TITLE:</b> Local Funds Ledger	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Local Funds Ledger	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 13461	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Migrant Programs - Annual Evaluation Report - Title I Department of Education a federally funded program to teach migrant children in Missouri	<b>CUTOFF:</b> EOFFY	
<b>DESCRIPTION:</b> Migrant Programs - Annual Evaluation Report - Title I Department of Education a federally funded program to teach migrant children in Missouri	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 13379	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Missouri Sales Tax Returns	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Missouri Sales Tax Returns	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 13401	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Monthly Annuity Reports	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Monthly Annuity Reports	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13437	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



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

### Agency Records Disposition Schedule

Section: Business Office  
Sub-Section:

<b>TITLE:</b> Monthly Union Dues Reports	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Monthly Union Dues Reports	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13436	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Motor Vehicle Records - Accident reports, inventory, licenses, insurance	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Motor Vehicle Records - Accident reports, inventory, licenses, insurance	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13380	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Music Workshop Files, Theatre, Etc. Receipt Files	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Music Workshop Files, Theatre, Etc. Receipt Files	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13455	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> National Defense Education Act Loan Folders	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> National Defense Education Act Loan Folders	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13469	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Southeast Missouri State University

Sub-Section:

<b>TITLE:</b> National Defense Education Act Teacher Cancellation Ledger	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> National Defense Education Act Teacher Cancellation Ledger	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13470	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	02/04/1975
<b>TITLE:</b> NDEA Student Loan Fund - Notes paid in full, applications, fiscal reports, audits	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> NDEA Student Loan Fund - Notes paid in full, applications, fiscal reports, audits	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13411	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	02/04/1975
<b>TITLE:</b> NDEA Title III Applications and Reports	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> NDEA Title III Applications and Reports	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13408	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	02/04/1975
<b>TITLE:</b> Notice of Awards	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Notice of Awards	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13428	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	02/04/1975



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Southeast Missouri State University

Sub-Section:

<b>TITLE:</b> Other Audit Reports	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Other Audit Reports	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13419	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	02/04/1975
<b>TITLE:</b> payroll - State, federal, W2, W4	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> payroll - State, federal, W2, W4	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13434	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	02/04/1975
<b>TITLE:</b> Payroll Timesheets	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Payroll Timesheets	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13435	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	02/04/1975
<b>TITLE:</b> Prepaid Application Fee Rosters and Disposition Record of these files	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Prepaid Application Fee Rosters and Disposition Record of these files	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13447	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	02/04/1975



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

### Agency Records Disposition Schedule

Section: Business Office  
Sub-Section:

<b>TITLE:</b> Printing Orders	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Printing Orders	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13426	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Property Purchase, Deeds and Abstracts	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Property Purchase, Deeds and Abstracts	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13381	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Purchase Contracts	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Purchase Contracts	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13427	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Purchase Orders	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Purchase Orders	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13425	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/04/1975



### Agency Records Disposition Schedule

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

Section: Business Office  
Sub-Section:

<b>TITLE:</b> Purchase Requests	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Purchase Requests	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13420	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Quotation Requests	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Quotation Requests	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13421	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Receipt Ledger	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Receipt Ledger	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13459	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Receipt Worksheets	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Receipt Worksheets	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13460	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Southeast Missouri State University

Sub-Section:

<b>TITLE:</b> Record of Bad Checks	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Record of Bad Checks	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13451	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Record of Change Funds - Vault, cashier, Memorial Hall, Food sErvice, Kent Library, Etc.	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Record of Change Funds - Vault, cashier, Memorial Hall, Food sErvice, Kent Library, Etc.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13450	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Record of Daily Close Out for Memorial Hall - Dormitory fee and Food Service	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Record of Daily Close Out for Memorial Hall - Dormitory fee and Food Service	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13456	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Rental Contracts - Arena building, migrant children's lease, Henderson House	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Rental Contracts - Arena building, migrant children's lease, Henderson House	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13366	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



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

### Agency Records Disposition Schedule

Section: Business Office  
Sub-Section:

<b>TITLE:</b> Request for Budget Allotment	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Request for Budget Allotment	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13369	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Ringe Benefit Records - Blue Cross/ Blue Shield, Safeco Life Insurance, Stuyvesant	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Ringe Benefit Records - Blue Cross/ Blue Shield, Safeco Life Insurance, Stuyvesant	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 13392	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Roster of Official Receipts by Semester	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Roster of Official Receipts by Semester	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13446	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Salary Schedules	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Salary Schedules	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13383	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



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

### Agency Records Disposition Schedule

Section: Business Office  
Sub-Section:

<b>TITLE:</b> Scholarship Files - Fees only for Students	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Scholarship Files - Fees only for Students	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13452	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> School Lunch and Special Milk Claims for Requirement	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> School Lunch and Special Milk Claims for Requirement	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13475	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Sealed Bids	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Sealed Bids	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13423	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> State Audit Reports	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> State Audit Reports	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13418	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Southeast Missouri State University

Sub-Section:

<b>TITLE:</b> State Requisitions	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> State Requisitions	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13422	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> State Retirement Applications and Withdrawals	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> State Retirement Applications and Withdrawals	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13432	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Statement of Bonded Indebtedness for Missouri Commission on Higher Education	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Statement of Bonded Indebtedness for Missouri Commission on Higher Education	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13405	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Statement of Sources and Application of Funds for Missouri Commission on Higher Education	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Statement of Sources and Application of Funds for Missouri Commission on Higher Education	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13404	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Southeast Missouri State University

Sub-Section:

<b>TITLE:</b> Student Health - Blue Cross/Blue Shield and University Health Programs	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Student Health - Blue Cross/Blue Shield and University Health Programs	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13385	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Student Labor Allocation	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Student Labor Allocation	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13386	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Student University Contract File - Student Housing Contracts	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Student University Contract File - Student Housing Contracts	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13443	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Student Weekly Work Schedule Reports	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Student Weekly Work Schedule Reports	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13438	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



### Agency Records Disposition Schedule

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

Section: Business Office  
Sub-Section:

<b>TITLE:</b> Surplus Property and Equipment List	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Surplus Property and Equipment List	<b>RETENTION:</b> . Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13387 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Tax Returns - State, Federal, OASI	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Tax Returns - State, Federal, OASI	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13433 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Telephones - Requests and changes	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Telephones - Requests and changes	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13388 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Title IIA Library Grants - Application and Reports	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Title IIA Library Grants - Application and Reports	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13409 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



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

### Agency Records Disposition Schedule

Section: Business Office  
Sub-Section:

<b>TITLE:</b> Transfer Journal	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Transfer Journal	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13467 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Unemployment Tax Returns - Filed with Division of Employment Security	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Unemployment Tax Returns - Filed with Division of Employment Security	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13397 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> US Treasury Bill Receipts, Bonds	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> US Treasury Bill Receipts, Bonds	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13400 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Vendor Catalogs	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Vendor Catalogs	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13429 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Southeast Missouri State University

Sub-Section:

<b>TITLE:</b> Veterans Counseling Payment Records	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Veterans Counseling Payment Records	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13390	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Vocational Education - Home Ec. Child Development, Home Ec. Homemaking, Ancillary Services, Guidance Business and Office Education, Business and Office Public School, Trade and Industrial	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Vocational Education - Home Ec. Child Development, Home Ec. Homemaking, Ancillary Services, Guidance Business and Office Education, Business and Office Public School, Trade and Industrial	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13391	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Wage Determination Requests	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Wage Determination Requests	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13378	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Workmen's Compensation Records and Claims	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Workmen's Compensation Records and Claims	<b>RETENTION:</b> Years: 10 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13393	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975