Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Science and Data Processing

Division: Southeast Missouri State University

Sub-Section:

TITLE: Alumni Address Unknown and Deceased File - SSN, name, date of graduation, and misc. other information

CUTOFF: EOSFY

DESCRIPTION: Alumni Address Unknown and Deceased File - SSN, name, date of graduation, and misc. other information

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13359   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Alumni File - SSN, name, permanent home address, date of graduation, and misc. other information

CUTOFF: EOSFY

DESCRIPTION: Alumni File - SSN, name, permanent home address, date of graduation, and misc. other information

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13333   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Area High School Back-up File - Disk to tape backup of area high Schools' student files

CUTOFF: EOSFY

DESCRIPTION: Area High School Back-up File - Disk to tape backup of area high Schools' student files

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13363   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Area High Schools' Master Schedule Cards - Course Number, section number, maximum seats, semester code period, days class meets, course title, room number, instructor name, instructor number, credit

CUTOFF:

DESCRIPTION: Area High Schools' Master Schedule Cards - Course Number, section number, maximum seats, semester code period, days class meets, course title, room number, instructor name, instructor number, credit and school code

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13306   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

Agency Records Disposition Schedule

Department: Department of Higher Education   Section: Computer Science and Data Processing

Division: Southeast Missouri State University   Sub-Section:

TITLE: Area High Schools' Requests Cards - Student name, student number, class, school code, sex and courses requested

CUTOFF:

DESCRIPTION: Area High Schools' Requests Cards - Student name, student number, class, school code, sex and courses requested

RETENTION: Years: 3   Months: 0   Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13307   **SERIES STATUS**: Approved   **APPROVAL DATE**:   02/04/1975

TITLE: Backup of "Graduate of SEMO" History File

CUTOFF:

DESCRIPTION: Backup of "Graduate of SEMO" History File

RETENTION: Years: 3   Months: 0   Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13357   **SERIES STATUS**: Approved   **APPROVAL DATE**:   02/04/1975

TITLE: Backup of Enrollment File

CUTOFF:

DESCRIPTION: Backup of Enrollment File

RETENTION: Years: 3   Months: 0   Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13356   **SERIES STATUS**: Approved   **APPROVAL DATE**:   02/04/1975

TITLE: Code File - Name and code for Missouri counties, SEMO departments, transfer colleges, SEMO academic disciplines, Missouri high schools, faculty members, class room equipment, room types and state

CUTOFF: EOSFY

DESCRIPTION: Code File - Name and code for Missouri counties, SEMO departments, transfer colleges, SEMO academic disciplines, Missouri high schools, faculty members, class room equipment, room types and state and foreign countries. These codes are used on various other files

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13334   **SERIES STATUS**: Approved   **APPROVAL DATE**:   02/04/1975

Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Science and Data Processing

Division: Southeast Missouri State University

Sub-Section:

TITLE: Cumulative Enrollment Totals File - 5 year summary of student enrollment in each course with totals by class

CUTOFF:

DESCRIPTION: Cumulative Enrollment Totals File - 5 year summary of student enrollment in each course with totals by class

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13328   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Current Area High Schools' Master Schedule File - same as Master Schedule Cards

CUTOFF: EOSFY

DESCRIPTION: Current Area High Schools' Master Schedule File - same as Master Schedule Cards

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13338   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Current Area High Schools' Student File - School code, student number, class, sex, cumulative hours attempted, cumulative grade points, home address and their current courses

CUTOFF: EOSFY

DESCRIPTION: Current Area High Schools' Student File - School code, student number, class, sex, cumulative hours attempted, cumulative grade points, home address and their current courses

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13337   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Current Course Curriculum Cards - Course number, course title, course type, prerequisites and corequisites

CUTOFF:

DESCRIPTION: Current Course Curriculum Cards - Course number, course title, course type, prerequisites and corequisites

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13308   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Science and Data Processing

Division: Southeast Missouri State University

Sub-Section:

TITLE: Current Dormitory Cards - Social Security Number, student name, dormitory description, room number, extension number and dorm code

CUTOFF:

DESCRIPTION: Current Dormitory Cards - Social Security Number, student name, dormitory description, room number, extension number and dorm code

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13304   **SERIES STATUS**: Approved   **APPROVAL DATE**:   02/04/1975

TITLE: Current Dormitory Payment Cards - Social Security Number, student name, payment date, receipt number, amount paid, dormitory code, semester code and type of payment code

CUTOFF:

DESCRIPTION: Current Dormitory Payment Cards - Social Security Number, student name, payment date, receipt number, amount paid, dormitory code, semester code and type of payment code

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13305   **SERIES STATUS**: Approved   **APPROVAL DATE**:   02/04/1975

TITLE: Current Instructor Cards - Instructor name and instructor identification number

CUTOFF:

DESCRIPTION: Current Instructor Cards - Instructor name and instructor identification number

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13310   **SERIES STATUS**: Approved   **APPROVAL DATE**:   02/04/1975

TITLE: Current Master Schedule Cards - Course number, section number, periods, days, seats, room number and instructor number

CUTOFF:

DESCRIPTION: Current Master Schedule Cards - Course number, section number, periods, days, seats, room number and instructor number

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13311   **SERIES STATUS**: Approved   **APPROVAL DATE**:   02/04/1975

Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Science and Data Processing

Division: Southeast Missouri State University

Sub-Section:

TITLE: Current Master Student Cards - Social Security Number, student name, sex and class

CUTOFF:

DESCRIPTION: Current Master Student Cards - Social Security Number, student name, sex and class

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13309   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Current Student Request Cards - SSN, course number requested and type of request

CUTOFF:

DESCRIPTION: Current Student Request Cards - SSN, course number requested and type of request

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13312   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Current Student Request File - SSN, student number, student name, course number, course title, department and instructor preference

CUTOFF:

DESCRIPTION: Current Student Request File - SSN, student number, student name, course number, course title, department and instructor preference

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13362   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Current Traffic Accounts Receivable File - SSN, student name, local address, date of ticket, ticket amount, amount paid or void

CUTOFF: EOSFY

DESCRIPTION: Current Traffic Accounts Receivable File - SSN, student name, local address, date of ticket, ticket amount, amount paid or void

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13361   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

Department: Department of Higher Education

Section: Computer Science and Data Processing

Division: Southeast Missouri State University

Sub-Section:

TITLE: Current Traffic Fine Payments and Voids - Ticket number, date, amount paid or void and type

CUTOFF:

DESCRIPTION: Current Traffic Fine Payments and Voids - Ticket number, date, amount paid or void and type

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13303   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Current Traffic Ticket Cards - Social Security Number, student name, date of ticket, ticket number, fine amount, fine type and miscellaneous information

CUTOFF:

DESCRIPTION: Current Traffic Ticket Cards - Social Security Number, student name, date of ticket, ticket number, fine amount, fine type and miscellaneous information

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13302   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Deans - Major - Minor File - Name and code for all SEMO degrees, majors and minors

CUTOFF: EOSFY

DESCRIPTION: Deans - Major - Minor File - Name and code for all SEMO degrees, majors and minors

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13335   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Deleted Item Inventory File - Item number, description, location, cost of item, condition, reason for deletion

CUTOFF: EOSFY

DESCRIPTION: Deleted Item Inventory File - Item number, description, location, cost of item, condition, reason for deletion

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13347   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Science and Data Processing

Division: Southeast Missouri State University

Sub-Section:

TITLE: Grade Distribution by Level of Course - Cumulative information for 5 yers. Contains department, instructor, and total number of A's, B's, C's, D's and F's

CUTOFF: EOSFY

DESCRIPTION: Grade Distribution by Level of Course - Cumulative information for 5 yers. Contains department, instructor, and total number of A's, B's, C's, D's and F's

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13350   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Graduated of SEMO History File - Summarized information form student file for graduates of SEMO from 1970 to present

CUTOFF:

DESCRIPTION: Graduated of SEMO History File - Summarized information form student file for graduates of SEMO from 1970 to present

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13329   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Historical Master Schedules - course number, section number, course title, time of meeting, days of meeting, instructor, and misc. other statistical information. A tape is retained for each semester

CUTOFF: EOSFY

DESCRIPTION: Historical Master Schedules - course number, section number, course title, time of meeting, days of meeting, instructor, and misc. other statistical information. A tape is retained for each semester

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13358   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Insurance Record for Current Month - Social Security Number, name of employees, amount of insurance, insurance code

CUTOFF:

DESCRIPTION: Insurance Record for Current Month - Social Security Number, name of employees, amount of insurance, insurance code

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13301   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Science and Data Processing

Division: Southeast Missouri State University

Sub-Section:

TITLE: Item Inventory File - Item number, description, location, cost of item, condition

CUTOFF: EOSFY

DESCRIPTION: Item Inventory File - Item number, description, location, cost of item, condition

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13346   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Library Acquisitions Book File - Book title, author, publisher call number of all books currently on order or in the process of being cataloged to library collection

CUTOFF:

DESCRIPTION: Library Acquisitions Book File - Book title, author, publisher call number of all books currently on order or in the process of being cataloged to library collection

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13323   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Library Acquisitions Books out of print - Contains same information as book file but only for those books that are currently out of print

CUTOFF:

DESCRIPTION: Library Acquisitions Books out of print - Contains same information as book file but only for those books that are currently out of print

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13326   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Library Acquisitions History Tape - Contains same information as disk file for all books that have been cataloged and placed in racks for circulation

CUTOFF: EOSFY

DESCRIPTION: Library Acquisitions History Tape - Contains same information as disk file for all books that have been cataloged and placed in racks for circulation

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13351   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

Agency Records Disposition Schedule

Department: Department of Higher Education   Section: Computer Science and Data Processing

Division: Southeast Missouri State University   Sub-Section:

TITLE: Library Acquisitions Purchase Order - Invoice file, invoice number, invoice amount, and invoice date for each invoice that applies to each purchase order   **CUTOFF**:

DESCRIPTION: Library Acquisitions Purchase Order - Invoice file, invoice number, invoice amount, and invoice date for each invoice that applies to each purchase order   **RETENTION**:   Years: 3   Months: 0 Days: 0

NOTES: **DISPOSITION ACTION**: Destroy

SERIES #: 13324   **SERIES STATUS**: Approved   **APPROVAL DATE**:   02/04/1975

TITLE: Library Acquisitions Vendor Name File - Vendor name, address, and percentage of discount given of all vendors from which the library orders books   **CUTOFF**:

DESCRIPTION: Library Acquisitions Vendor Name File - Vendor name, address, and percentage of discount given of all vendors from which the library orders books   **RETENTION**:   Years: 3   Months: 0 Days: 0

NOTES: **DISPOSITION ACTION**: Destroy

SERIES #: 13325   **SERIES STATUS**: Approved   **APPROVAL DATE**:   02/04/1975

TITLE: Library File Backup - A complete copy on disk files placed on tape every 2nd day. Includes book title, purchase order invoice file, vendor file, books out-of-print file, and periodicals title file   **CUTOFF**:

DESCRIPTION: Library File Backup - A complete copy on disk files placed on tape every 2nd day. Includes book title, purchase order invoice file, vendor file, books out-of-print file, and periodicals title file   **RETENTION**:   Years: 3   Months: 0 Days: 0

NOTES: **DISPOSITION ACTION**: Destroy

SERIES #: 13354   **SERIES STATUS**: Approved   **APPROVAL DATE**:   02/04/1975

TITLE: Library Serials Title Files - Title, Price, and department requesting of complete periodical collection   **CUTOFF**:

DESCRIPTION: Library Serials Title Files - Title, Price, and department requesting of complete periodical collection   **RETENTION**:   Years: 3   Months: 0 Days: 0

NOTES: **DISPOSITION ACTION**: Destroy

SERIES #: 13327   **SERIES STATUS**: Approved   **APPROVAL DATE**:   02/04/1975

Department: Department of Higher Education Section: Computer Science and Data Processing

Division: Southeast Missouri State University Sub-Section:

TITLE: Local Budget File - Budget information in regard to local funds **CUTOFF:**

DESCRIPTION: Local Budget File - Budget information in regard to local funds **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 13318 **SERIES STATUS:** Approved **APPROVAL DATE:** 02/04/1975

TITLE: Local Payroll Records - SSN, name of employee, gross pay, deductions, budget code, employee address **CUTOFF:** EOSFY

DESCRIPTION: Local Payroll Records - SSN, name of employee, gross pay, deductions, budget code, employee address **RETENTION:** Years: Months: Days:

NOTES: **DISPOSITION ACTION:** Permanent

SERIES #: 13340 **SERIES STATUS:** Approved **APPROVAL DATE:** 02/04/1975

TITLE: Local Receipt Records - Book number, receipt number, budget code, name received from amount **CUTOFF:** EOSFY

DESCRIPTION: Local Receipt Records - Book number, receipt number, budget code, name received from amount **RETENTION:** Years: Months: Days:

NOTES: **DISPOSITION ACTION:** Permanent

SERIES #: 13345 **SERIES STATUS:** Approved **APPROVAL DATE:** 02/04/1975

TITLE: Master Catalog - Course number, course title, credit an miscellaneous information **CUTOFF:** EOSFY

DESCRIPTION: Master Catalog - Course number, course title, credit an miscellaneous information **RETENTION:** Years: Months: Days:

NOTES: **DISPOSITION ACTION:** Permanent

SERIES #: 13331 **SERIES STATUS:** Approved **APPROVAL DATE:** 02/04/1975

Department: Department of Higher Education   Section: Computer Science and Data Processing

Division: Southeast Missouri State University   Sub-Section:

TITLE: Master Schedule - Course number, section number, course title, credit, time of meeting, days of meeting, instructor, and miscellaneous other information

CUTOFF: EOSFY

DESCRIPTION: Master Schedule - Course number, section number, course title, credit, time of meeting, days of meeting, instructor, and miscellaneous other information

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13332   **SERIES STATUS**: Approved   **APPROVAL DATE**:   02/04/1975

TITLE: National Defense Education Act Loan Master File - SSN, name and address of each student with a National Defense Education Act loan. Also current balance, interest rates, billing amounts, etc.

CUTOFF: EOSFY

DESCRIPTION: National Defense Education Act Loan Master File - SSN, name and address of each student with a National Defense Education Act loan. Also current balance, interest rates, billing amounts, etc.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13339   **SERIES STATUS**: Approved   **APPROVAL DATE**:   02/04/1975

TITLE: NDEA Transaction Cards - History records for each cash payment applying to NDEA student loans

CUTOFF:

DESCRIPTION: NDEA Transaction Cards - History records for each cash payment applying to NDEA student loans

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13313   **SERIES STATUS**: Approved   **APPROVAL DATE**:   02/04/1975

TITLE: Order File - All orders placed during current year, vendor number, name description, amount, budget code

CUTOFF:

DESCRIPTION: Order File - All orders placed during current year, vendor number, name description, amount, budget code

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13316   **SERIES STATUS**: Approved   **APPROVAL DATE**:   02/04/1975

Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Science and Data Processing

Division: Southeast Missouri State University

Sub-Section:

TITLE: Orders Placed by Business Office - Vendor number, name, description, budget code, amount, date placed

CUTOFF: EOSFY

DESCRIPTION: Orders Placed by Business Office - Vendor number, name, description, budget code, amount, date placed

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13349   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Payment File - All payments made during current year, vendor number, name, budget code, description date paid, amount

CUTOFF:

DESCRIPTION: Payment File - All payments made during current year, vendor number, name, budget code, description date paid, amount

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13315   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Payroll Backup for current year - SSN, name of employee, gross pay, deductions, budget code

CUTOFF: EOSFY

DESCRIPTION: Payroll Backup for current year - SSN, name of employee, gross pay, deductions, budget code

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13343   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Payroll Master File - Backup for current year SSN, name of employee, budget code,exemption status, misc. deductions, sex, marital status, work-study maximum earnings, cumulative earnings for the current year

CUTOFF: EOSFY

DESCRIPTION: Payroll Master File - Backup for current year SSN, name of employee, budget code,exemption status, misc. deductions, sex, marital status, work-study maximum earnings, cumulative earnings for the current year

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13344   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Science and Data Processing

Division: Southeast Missouri State University

Sub-Section:

TITLE: Payroll Master File - SSN, name budget code, misc. deductions, exemption status, sex, marital status, bas pay, work-study maximum earnings, cumulative earnings for current year

CUTOFF:

DESCRIPTION: Payroll Master File - SSN, name budget code, misc. deductions, exemption status, sex, marital status, bas pay, work-study maximum earnings, cumulative earnings for current year

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13314   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Payroll Register File for Current Year - All payroll records including SSN, name amounts, budget code, college frings benefit to employee

CUTOFF:

DESCRIPTION: Payroll Register File for Current Year - All payroll records including SSN, name amounts, budget code, college frings benefit to employee

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13319   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Personal Service State Payroll - SSN, name of employee, gross pay, deductions, budget code

CUTOFF: EOSFY

DESCRIPTION: Personal Service State Payroll - SSN, name of employee, gross pay, deductions, budget code

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13342   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Placement Annual Report Records for Applicants - Same information as disk file for previous year's candidates. Used to provide totals for placement office annual report

CUTOFF:

DESCRIPTION: Placement Annual Report Records for Applicants - Same information as disk file for previous year's candidates. Used to provide totals for placement office annual report

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13352   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

Agency Records Disposition Schedule

Department: Department of Higher Education   Section: Computer Science and Data Processing

Division: Southeast Missouri State University   Sub-Section:

TITLE: Placement Annual Report Records for Jobs - Combined information of disk institution and job file for previous year used to provide totals for placement office annual report   **CUTOFF**:

DESCRIPTION: Placement Annual Report Records for Jobs - Combined information of disk institution and job file for previous year used to provide totals for placement office annual report   **RETENTION**: Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION**: Destroy

SERIES #: 13353   **SERIES STATUS**: Approved   **APPROVAL DATE**: 02/04/1975

TITLE: Placement Applicant File - Qualifications of candidates an deposition desired   **CUTOFF**:

DESCRIPTION: Placement Applicant File - Qualifications of candidates an deposition desired   **RETENTION**: Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION**: Destroy

SERIES #: 13322   **SERIES STATUS**: Approved   **APPROVAL DATE**: 02/04/1975

TITLE: Placement File Backup - A complete copy of placement disk files placed on tape every other day. Includes Applicant File, Job File, and Institution File   **CUTOFF**:

DESCRIPTION: Placement File Backup - A complete copy of placement disk files placed on tape every other day. Includes Applicant File, Job File, and Institution File   **RETENTION**: Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION**: Destroy

SERIES #: 13355   **SERIES STATUS**: Approved   **APPROVAL DATE**: 02/04/1975

TITLE: Placement Institution File - Institution name and address of companies with positions available to placement candidates   **CUTOFF**:

DESCRIPTION: Placement Institution File - Institution name and address of companies with positions available to placement candidates   **RETENTION**: Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION**: Destroy

SERIES #: 13320   **SERIES STATUS**: Approved   **APPROVAL DATE**: 02/04/1975

Department: Department of Higher Education   Section: Computer Science and Data Processing

Division: Southeast Missouri State University   Sub-Section:

TITLE: Placement Job File - Description of positions available and qualifications required of applicants | **CUTOFF**:

DESCRIPTION: Placement Job File - Description of positions available and qualifications required of applicants | **RETENTION**:   Years: 3 Months: 0 Days: 0

NOTES: | **DISPOSITION ACTION**: Destroy

SERIES #: 13321   **SERIES STATUS**: Approved | **APPROVAL DATE**:   02/04/1975

TITLE: Receipt Card - Book number, receipt number, name, budget code, amount | **CUTOFF**:

DESCRIPTION: Receipt Card - Book number, receipt number, name, budget code, amount | **RETENTION**:   Years: 3 Months: 0 Days: 0

NOTES: | **DISPOSITION ACTION**: Destroy

SERIES #: 13300   **SERIES STATUS**: Approved | **APPROVAL DATE**:   02/04/1975

TITLE: Room File - Building and room number, room type, special equipment in room, and courses and sections meeting in room | **CUTOFF**: EOSFY

DESCRIPTION: Room File - Building and room number, room type, special equipment in room, and courses and sections meeting in room | **RETENTION**:   Years: Months: Days:

NOTES: | **DISPOSITION ACTION**: Permanent

SERIES #: 13336   **SERIES STATUS**: Approved | **APPROVAL DATE**:   02/04/1975

TITLE: SEMREC File - SSN, name, class SEMO cumulative hours and grade points, transfer cumulative hours and grade points, and current semester hours and grade points | **CUTOFF**: EOSFY

DESCRIPTION: SEMREC File - SSN, name, class SEMO cumulative hours and grade points, transfer cumulative hours and grade points, and current semester hours and grade points | **RETENTION**:   Years: Months: Days:

NOTES: | **DISPOSITION ACTION**: Permanent

SERIES #: 13360   **SERIES STATUS**: Approved | **APPROVAL DATE**:   02/04/1975

Department: Department of Higher Education

Section: Computer Science and Data Processing

Division: Southeast Missouri State University

Sub-Section:

TITLE: State Budget File - Budget information in regard to State funds

CUTOFF:

DESCRIPTION: State Budget File - Budget information in regard to State funds

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13317   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: State -Local Payroll Records - SSN, name of employee, gross pay, deductions, budget code, college share of insurance

CUTOFF: EOSFY

DESCRIPTION: State -Local Payroll Records - SSN, name of employee, gross pay, deductions, budget code, college share of insurance

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13341   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Student-Application Master File - SSN, name of student, dob, home address and miscellaneous other information

CUTOFF: EOSFY

DESCRIPTION: Student-Application Master File - SSN, name of student, dob, home address and miscellaneous other information

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13330   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975

TITLE: Vendor File Backup - SSN or vendor number, name, address, date last used

CUTOFF: EOSFY

DESCRIPTION: Vendor File Backup - SSN or vendor number, name, address, date last used

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13348   **SERIES STATUS**: Approved

APPROVAL DATE: 02/04/1975