



Agency Records Disposition Schedule

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

Section: Dean of Teacher Education Office
Sub-Section:

TITLE: Application for Admission to Teacher Education - Card File	CUTOFF: EOSFY
DESCRIPTION: Application for Admission to Teacher Education - Card File	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13099 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Applications for Faculty Positions	CUTOFF:
DESCRIPTION: Applications for Faculty Positions	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13093 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Course Syllabi	CUTOFF:
DESCRIPTION: Course Syllabi	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13095 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Departmental Annual Budget - Original filed in business office	CUTOFF:
DESCRIPTION: Departmental Annual Budget - Original filed in business office	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13091 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975



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Sub-Section:

TITLE: Departmental Meeting Minutes	CUTOFF: EOSFY
DESCRIPTION: Departmental Meeting Minutes	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13094 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Departmental Personnel Folders (Active)	CUTOFF: EOSFY
DESCRIPTION: Departmental Personnel Folders (Active)	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13088 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Departmental Personnel Folders (Inactive)	CUTOFF:
DESCRIPTION: Departmental Personnel Folders (Inactive)	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13089 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Personnel Summary Card File - A permanent card should be kept showing condensed pertinent information about the employee before destroying the inactive file. Example: Date of employment, salary,	CUTOFF: EOSFY
DESCRIPTION: Personnel Summary Card File - A permanent card should be kept showing condensed pertinent information about the employee before destroying the inactive file. Example: Date of employment, salary, promotions, awards, citation etc.	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13090 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975



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Department: Department of Higher Education

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Sub-Section:

TITLE: Record of Assignment of Graduate Advisors in Education and Psychology	CUTOFF:	
DESCRIPTION: Record of Assignment of Graduate Advisors in Education and Psychology	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13098	SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Record of Assignment of Undergraduate Advisors in Education and Psychology	CUTOFF:	
DESCRIPTION: Record of Assignment of Undergraduate Advisors in Education and Psychology	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13097	SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Student Advising Folders	CUTOFF:	
DESCRIPTION: Student Advising Folders	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13096	SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Teacher Education committee Minutes	CUTOFF: EOSFY	
DESCRIPTION: Teacher Education committee Minutes	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 13092	SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975