



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Maintenance

Division: Truman State University

Sub-Section:

TITLE: Blue Prints - For buildings and renovation projects	CUTOFF: EOSFY
DESCRIPTION: Blue Prints - For buildings and renovation projects	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11736 SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989
TITLE: Building Correspondence	CUTOFF:
DESCRIPTION: Building Correspondence	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11738 SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989
TITLE: Job Order - Daily work orders, monthly work order sheets charged to departments	CUTOFF:
DESCRIPTION: Job Order - Daily work orders, monthly work order sheets charged to departments	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11735 SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989
TITLE: Payroll - Monthly time sheets, payroll sheets, salary record of employee and sheets, salary record of employee and title, overtime authorizations. Original in Business Office.	CUTOFF:
DESCRIPTION: Payroll - Monthly time sheets, payroll sheets, salary record of employee and sheets, salary record of employee and title, overtime authorizations. Original in Business Office.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11733 SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989



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Sub-Section:

TITLE: Purchasing - Departmental requisitions, purchase orders, Original in Business Office	CUTOFF:		
DESCRIPTION: Purchasing - Departmental requisitions, purchase orders, Original in Business Office	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11737	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
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TITLE: Supplies Inventory - Custodial supply record cards, dormitory backcharge sheets - copy -	CUTOFF:		
DESCRIPTION: Supplies Inventory - Custodial supply record cards, dormitory backcharge sheets - copy -	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11739	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
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TITLE: Vehicle Equipment - Daily mileage and trip report, vehicle card and sheets, bus trip sheets, gasoline and maintenance check lists, repair sheets.	CUTOFF:		
DESCRIPTION: Vehicle Equipment - Daily mileage and trip report, vehicle card and sheets, bus trip sheets, gasoline and maintenance check lists, repair sheets.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11734	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
