



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Truman State University

Section: Student Affairs  
Sub-Section:

<b>TITLE:</b> All Student's Individual Housing Registration Card - Record of address while attending NMSU.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> All Student's Individual Housing Registration Card - Record of address while attending NMSU.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11793	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989
<b>TITLE:</b> Housing Change Forms - Used to charge or credit and student's account at Revenue Office. (Original in Business Office)	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Housing Change Forms - Used to charge or credit and student's account at Revenue Office. (Original in Business Office)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11794	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989
<b>TITLE:</b> Individual's Residence Hall File - Application and contract, check-in and check-out cards, financial settlements. (Original in Business Office)	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Individual's Residence Hall File - Application and contract, check-in and check-out cards, financial settlements. (Original in Business Office)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11792	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989
<b>TITLE:</b> Married Student's Housing File - Application and contract financial settlements. (Original in Business Office)	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Married Student's Housing File - Application and contract financial settlements. (Original in Business Office)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11791	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Student Affairs

Division: Truman State University

Sub-Section:

---

<b>TITLE:</b> Purchase Orders (copy) - Original in Business Office	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Purchase Orders (copy) - Original in Business Office	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11796	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Time Cards - Student Office Employees	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Time Cards - Student Office Employees	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11795	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 03/13/1989

---