



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Student Health Office

Division: Truman State University

Sub-Section:

TITLE: Annual Reports - Annual reports on work and operations in the infirmary	CUTOFF:		
DESCRIPTION: Annual Reports - Annual reports on work and operations in the infirmary	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 13130	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
TITLE: Annual Reports - Primarily statistical records of clinic and infirmary activities.	CUTOFF: EOSFY		
DESCRIPTION: Annual Reports - Primarily statistical records of clinic and infirmary activities.	RETENTION: Years: Months: Days:		
NOTES:	DISPOSITION ACTION: Permanent		
SERIES #: 11741	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
TITLE: Budget Information - Annual Budget for clinic and infirmary supplies, professional fees and services, equipment and miscellaneous.	CUTOFF:		
DESCRIPTION: Budget Information - Annual Budget for clinic and infirmary supplies, professional fees and services, equipment and miscellaneous.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11745	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
TITLE: Clinical and Office Supplies Inventory	CUTOFF:		
DESCRIPTION: Clinical and Office Supplies Inventory	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11743	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Truman State University

Section: Student Health Office
Sub-Section:

TITLE: Departmental Direct Orders - Purchase orders miscellaneous. for drugs, bandages, medical supplies, office supplies. Original in Business Office.	CUTOFF:		
DESCRIPTION: Departmental Direct Orders - Purchase orders miscellaneous. for drugs, bandages, medical supplies, office supplies. Original in Business Office.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11747	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
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TITLE: Drug Inventory	CUTOFF:		
DESCRIPTION: Drug Inventory	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11744	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
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TITLE: Inventory - Medical and surgical equipment.	CUTOFF:		
DESCRIPTION: Inventory - Medical and surgical equipment.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11746	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
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TITLE: Monthly Reports - Monthly Reports on work and operations of the infirmary (used to compile annual report).	CUTOFF:		
DESCRIPTION: Monthly Reports - Monthly Reports on work and operations of the infirmary (used to compile annual report).	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11748	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
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Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Student Health Office

Division: Truman State University

Sub-Section:

TITLE: Purchase Orders - For medical and surgical supplies, office supplies. Original in Business Office.	CUTOFF:		
DESCRIPTION: Purchase Orders - For medical and surgical supplies, office supplies. Original in Business Office.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11742	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
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TITLE: Student Medical Folders - Complete clinic record to include medical and laboratory reports and insurance claims, complete hospital records including insurance claims and ancillary reports	CUTOFF: raduatio		
DESCRIPTION: Student Medical Folders - Complete clinic record to include medical and laboratory reports and insurance claims, complete hospital records including insurance claims and ancillary reports	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11740	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
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