



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Academic Dismissal Records

**CUTOFF:** Last date of attendance

**DESCRIPTION:** Records of students who have received academic dismissals. Records include, but are not limited to, notices of actions related to academic non-performance or deficiency.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24463

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Academic Warning and Suspension Records

**CUTOFF:** Graduation or last date of attendance

**DESCRIPTION:** Records of students who have received academic warnings, been put on academic probation, and/or been suspended. Records include, but are not limited to, notices of actions related to academic non-performance or deficiency.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24462

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Accession Records

**CUTOFF:**EOCY

**DESCRIPTION:** Records regarding the acquisition, accessioning, use, preservation, storage, transfer and disposition of artifacts, books, records and other collections at an institution's library, museum, archives or special collection, herbarium, or other repository that is used for research purposes. Records include, but are not limited to, logs listing dates of acquisition, acquisition or accession numbers, descriptions of artifacts or collections, donor names, gift receipt forms, cataloging worksheets, deeds of gift, object, subject and numerical file cards, wildlife collecting permits, guns and weapons registration forms, condition or conservation records, photographs, donor correspondence, descriptions of property, inventory lists, incoming loan agreements, background data, receipt of collections documentation, donor agreement forms or instruments of donation, purchasing data, publicity records, foundation equity history reports, declarations of charitable gifts forms, copyright and citation information, records transmittal forms, and related documentation and correspondence.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 24195

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Accident and Injury Reports

**CUTOFF:**Close of investigation

**DESCRIPTION:** Reports documenting accidents and injuries involving employees, students, or visitors within institutional jurisdiction. Records include, but are not limited to, accident logs, Occupational Safety and Health Administration documentation, and insurance claims. This record series excludes vehicle accident reports.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** See record series 24441 for Vehicle Accident Reports.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24407

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Administrative Hearing Records

**CUTOFF:** Resolution or dismissal

**DESCRIPTION:** Records related to arbitration, equal employment opportunity complaints, administrative hearings, and resolution of complaints.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24398

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Administrative Rules and Regulations - Agency Files

**CUTOFF:** Publication of final order of rulemaking in Missouri Register

**DESCRIPTION:** Agency's statement of general applicability that implements, interprets, or prescribes law or policy, or that describes the organization, procedure, or practice requirements of the agency. Created pursuant to RSMo 536. Includes significant work papers involved in development of final rule or regulation.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24150

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Admission Records

**CUTOFF:** End of academic term of application

**DESCRIPTION:** Records of the admission status of prospective attendees and various aspects therein. Records include, but are not limited to, admission, waitlist, or denial records; admission communication packets from particular departments; and correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24453

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Agency Organizational Charts

**CUTOFF:** WSO

**DESCRIPTION:** Charts reflecting the organizational structure of the agency and its divisions. Information includes a diagram which shows systematic and symbolic program areas by name and function.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24151

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Alumni Association Board Records

**CUTOFF:** EOAY

**DESCRIPTION:** Records documenting the official activities of the alumni association board of directors, which is responsible for promoting the interests and ideals of the institution. Records include, but are not limited to, agendas, minutes, reports, and related documentation and correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24189

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Alumni Association Board Records - Working Documents

**CUTOFF:** EOAY

**DESCRIPTION:** Supporting documentation of the alumni association board of directors, which is responsible for promoting the interests and ideals of the institution. Records include, but are not limited to, drafts, notes, working papers, and related documentation and correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24190

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Alumni Association Services Program Records

**CUTOFF:** EOAY

**DESCRIPTION:** Records documenting the implementation of programs administered by the office such as those relating to marketing products, credit cards, insurance, and football tickets. Records include, but are not limited to, agreements, dues information, postal information, and related documentation and correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24191

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Alumni Mailing List Records

**CUTOFF:** WSO

**DESCRIPTION:** Records of contact information of alumni for information request and mailing purposes. Records include, but are not limited to, mailing lists and related documentation and correspondence.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24192

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Alumni Records

**CUTOFF:** WSO

**DESCRIPTION:** Records documenting the activities of an institution or department's alumni. Records include, but are not limited to, professional information; minutes, by-laws and directories of regional alumni organizations; promotional materials concerning annual gatherings; homecoming plans and programs; degree recipient lists; outstanding alumni lists; student leader lists; class officer lists; foreign student rosters; international alumni club records; and notes, memoranda, and related correspondence.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24188

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Animal Research Authorizations

**CUTOFF:** EOAY in which research is completed

**DESCRIPTION:** Documentation pertaining to the authorization of using animals for research and academic study. Records include, but are not limited to, authorization forms, research descriptions, necropsy and sample submission forms, and department approvals or disapprovals. Records kept per 9 CFR 2.35.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24415

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Application Development Files - Implemented

**CUTOFF:** WSO

**DESCRIPTION:** Records created and used in the development, redesign, or modification of an implemented automated system or application. Records include, but are not limited to, project management records, status reports, source code, draft system or subsystem specifications, draft user requirements and specifications, and related notes.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24385

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Application Development Files - Not Implemented

**CUTOFF:** WSO

**DESCRIPTION:** Records created and used in the development, redesign, or modification of an automated system or application that is not implemented. Records include, but are not limited to, project management records, status reports, source code, draft system or subsystem specifications, draft user requirements and specifications, and related notes.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24386

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Applications for Admission - Students Who Do Not Enroll

**CUTOFF:** End of academic term of application

**DESCRIPTION:** Records of students applying for admission or readmission to the institution who do not enroll, including those who were waitlisted or denied admission. Records include, but are not limited to, applications, letters of recommendation, waivers for rights of access, relevant military service records, residency forms, transcripts, transfer credit evaluations, dual enrollment records, and examinations for credit or placement tests.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24456

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Applications for Admission or Readmission - Students Who Enroll

**CUTOFF:** End of first academic term of enrollment

**DESCRIPTION:** Records of students applying for admission or readmission to the institution who enroll. Records include, but are not limited to, applications, letters of recommendation, waivers for rights of access, relevant military service records, residency forms, transcripts, transfer credit evaluations, dual enrollment records, and examinations for credit or placement tests.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24455

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Applications for Graduation

**CUTOFF:** Graduation or last date of attendance

**DESCRIPTION:** Student applications to graduate and supporting documentation to ensure criteria has been met. Records include, but are not limited to, graduation applications and degree audit records.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24457

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce  
Development  
Division: University General Retention Schedule

Section:  
Sub-Section:

**TITLE:** Appraisal Files

**CUTOFF:** Institution relinquishes control of property

**DESCRIPTION:** Records related to appraisals of land, buildings or other property that may be used for determining the value of the institution's assets. Records include, but are not limited to, appraisal forms, appraiser contact information, related notes, and correspondence.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24225

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Appraisal Records

**CUTOFF:**EOCY

**DESCRIPTION:** Documentation of monetary value appraisals of institutional artifacts, objects, rare books, maps, manuscripts and collections that have been completed by private parties. Objects are appraised most often for insurance purposes. Records include, but are not limited to, appraisals and valuation reports, reference materials used by appraisers, and related documentation and correspondence.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 24197

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Appreciated Securities

**CUTOFF:**EOSFY

**DESCRIPTION:** Documentation of stocks, bonds, and mutual funds. Records include, but are not limited to, gift and donation agreements, acknowledgement letters, financial reports, and records required by 173.275 RSMo.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24223

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016





**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce  
Development  
Division: University General Retention Schedule

Section:  
Sub-Section:

**TITLE:** Athletic Fundraising Records

**CUTOFF:** Completion of fundraising event

**DESCRIPTION:** Records of the plans, arrangements, and results of annual athletic fund drives. Records include, but are not limited to, brochures, prize lists, pledge cards, mailing arrangements, reports, fiscal summaries, and related documentation and correspondence.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24217

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Attorney General Legal Opinions

**CUTOFF:** Completion of incident or trial related to opinions

**DESCRIPTION:** Legal opinion prepared by the Attorney General of Missouri for an institution.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Institution copy. Originals in Attorney General's Office.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24400

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Audiovisual Productions

**CUTOFF:** EOY production is released

**DESCRIPTION:** Moving image and sound productions produced by an agency for wide general release. Includes, but is not limited to, instructional materials in audiovisual format, public service announcements, advertisements, radio programs, and television programs.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24152

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Audit Trail Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Records of network or system events that can be used to reconstruct what occurred in a system at a given time. Records include, but are not limited to, data generated during the creation of a master file or database, or data used to validate a master file or database during a processing cycle.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24394

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Bids or Proposals - Awarded

**CUTOFF:** Completion of contract

**DESCRIPTION:** Records related to contracted proposals for institution-funded projects or purchases.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24402

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Bids or Proposals - Not Awarded

**CUTOFF:** EOFY in which contract is awarded

**DESCRIPTION:** Records related to contractors' rejected proposals for institution-funded projects or purchases.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24401

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce  
Development  
Division: University General Retention Schedule

Section:  
Sub-Section:

**TITLE:** Blueprints, Maps, and Plans

**CUTOFF:** EOY of completion of project

**DESCRIPTION:** Documents that aid in the planning, construction or renovation of facilities. Records include, but are not limited to, campus maps, blueprints, design plans, and any accompanying explanatory materials.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24227

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Borrower Registration Records

**CUTOFF:** EOY in which last activity occurred

**DESCRIPTION:** Records used to grant patrons library cards and privileges. Individual borrower information may include, but is not limited to, name, address, telephone number, date of birth, signature, expiration date, identification number, and related data.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24447

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Budget Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Financial status reports, financial/operating documentation, quarterly allotments, encumbrance requests, and allocations used in administration of an institution's budget.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24329

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce  
Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Budget Formulation Papers

**CUTOFF:** EOSFY

**DESCRIPTION:** Includes budget research, assorted reports and worksheets associated with budget planning and estimated cost for a fiscal year of operations, personnel services, repair, and replacement.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24330

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Capital Campaigns

**CUTOFF:** End of campaign

**DESCRIPTION:** Documentation of an institution's efforts to raise significant funds within a given time frame for a defined project. Records include, but are not limited to, programs, correspondence, budgets, and appropriations. Records may include documentation related to 173.480 RSMo.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24218

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Carcinogenic Materials Access Records

**CUTOFF:** WSO

**DESCRIPTION:** Records documenting the inventory of and access to extremely carcinogenic materials. Records include, but are not limited to, lists of persons using or coming into contact with carcinogenic compounds.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24408

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce  
Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Cash Receipts

**CUTOFF:** EOSFY

**DESCRIPTION:** Records include receipts of cash, check, or money order received by the institution for a good or service, and can also include summaries of the receipts for an appointed period of time. Documents are used for audit and budget purposes.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24331

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Catastrophic Injury Insurance Records

**CUTOFF:** EOFY

**DESCRIPTION:** Documentation of insurance claims made by university parties on the Catastrophic Injury Insurance Program. Provided by the NCAA, NJCAA, or NAIA, the Catastrophic Injury Insurance Program covers student athletes, student coaches, student managers, student trainers and student cheerleaders who are catastrophically injured while participating in a covered event. Records include, but are not limited to, accident reports, claim forms, annual insurance questionnaires, notes, and related documentation and correspondence.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24200

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Check Registers

**CUTOFF:** EOSFY

**DESCRIPTION:** Records in an institution financial accounting system, whether electronic or paper, that document account activity.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24332

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Circulation Records

**CUTOFF:** WSO

**DESCRIPTION:** Records regarding the borrowing of circulating library materials by qualified patrons. Records include, but are not limited to, name and identification of borrower, titles of materials borrowed, due date, overdue and fine payment notations, and related documentation and correspondence.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:** Records closed per 182.815-182.817 RSMo.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24445

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Claims Payment Records

**CUTOFF:** Settlement of claim

**DESCRIPTION:** Records documenting the verification and payment of secondary coverage insurance claims of injured student athletes. Records include, but are not limited to, lists of requests for claims payment; transmittal letters for reimbursement of the institution; Proof of Loss forms; intercollegiate athletic reports from Human Resources; ledgers of providers, payment amounts, and reference numbers; and related documentation and correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24202

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Class Gift Records

**CUTOFF:** EOAY

**DESCRIPTION:** Documentation of gifts given to the institution by graduating classes. Records include, but are not limited to, gift lists, gift histories, records of gift placement arrangements, and related documentation and correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24193

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Collection Management Records

**CUTOFF:** WSO

**DESCRIPTION:** Records of the maintenance of materials which typically involves accessioning, cataloguing, preserving, and/or referencing. Records include, but are not limited to, accession sheets, archives transmittal lists, accession reports, computer cataloging records, catalogs of holdings, requests for permission to publish or reproduce images forms, collection inquiries, budget and purchasing data, and related documentation and correspondence.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24199

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Collection or Artifact Loan Records

**CUTOFF:** Termination of loan

**DESCRIPTION:** Records relating to loans of collection materials such as artifacts, objects, rare books, manuscripts, photographs and records contracted between units of the institution or between the institution and either other institutions or individuals. Records include, but are not limited to, signed and legally binding agreements for incoming and outgoing loans between the collection administrators, insurance documents, photographs and documents concerning shipping or transportation of the loaned items, receipts for loans and return of materials to the legal holder, and related forms, documentation and correspondence.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:** This series excludes books from the library's circulating collection. See record series 24446 Interlibrary Loan Records.

**DISPOSITION ACTION:** Permanent

**SERIES:** 24198

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Competition Records

**CUTOFF:** EOAY in which season ends

**DESCRIPTION:** Records document individual games and competitions and are used to comply with NCAA, NJCAA, or NAIA reporting requirements. Records include individual forms listing sport name, opponent name, date, event location, final score, player names and positions, time played per athlete, and the signature of the head coach or athletic director.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24209

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Competition Scheduling Records

**CUTOFF:** EOAY in which event occurs

**DESCRIPTION:** Records of an institution's competition schedules for a given year. Records include, but are not limited to, telephone notes, schedules and schedule changes, competition records, and related documentation and correspondence.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:** Contracts related to competition scheduling records are governed by record series 24205 Competition Scheduling Records - Contracts.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24206

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Competition Scheduling Records - Contracts

**CUTOFF:** Expiration of contract

**DESCRIPTION:** Contracts related to an institution's competition schedules for a given year. Records include, but are not limited to, competition-related contracts.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24205

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016





### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce  
Development  
Division: University General Retention Schedule

Section:  
Sub-Section:

**TITLE:** Computer Job Schedules and Reports

**CUTOFF:** WSO

**DESCRIPTION:** Schedules of automated or manual computer jobs to be run on a system.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24395

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Computer Security Incidents

**CUTOFF:** Resolution of incident

**DESCRIPTION:** Records documenting unauthorized entry, probes, or attacks on data processing systems, information technology systems, telecommunications networks, and electronic security systems. Records include, but are not limited to, reports, logs, extracts, and compilations of data.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24392

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Conference, Seminar, and Workshop Records

**CUTOFF:** EOFY in which event completed

**DESCRIPTION:** Records documenting an agency's role in the administration, planning, arrangement, and execution of conferences. Includes but not limited to planning and arrangement documents, program brochures and announcements, registration and attendance lists, reports, proceedings, summary evaluations, and related correspondence.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24153

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce  
Development  
Division: University General Retention Schedule

Section:  
Sub-Section:

**TITLE:** Contracts - Financial

**CUTOFF:** Completion of contract

**DESCRIPTION:** Written obligations agreed to by the institution and involves money, real estate, or deeds, per RSMo 516.110.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24403

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Contracts - Non-financial

**CUTOFF:** Completion of contract

**DESCRIPTION:** Written obligations agreed to by the institution that are not covered under RSMo 516.110. The specified retention period is based on RSMo 516.120.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24404

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Conversion and Migration Files

**CUTOFF:** LSAD

**DESCRIPTION:** Records regarding the conversion and migration of information when computer equipment or software must be replaced. Records include, but are not limited to, documentation explaining what was converted or migrated, why it was converted or migrated, when, by whom, and other relevant documents.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** All telecommunications management records are kept in record series 24391 Telecommunications System Records.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24380

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Course Waiver and Substitution Records

**CUTOFF:** Graduation or last date of attendance

**DESCRIPTION:** Records of requests for course waivers or substitutions for degree requirements. Records include, but are not limited to, course waiver or substitution requests and approvals or denials.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24452

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Credit-No Credit, Audit, or Pass-Fail Approval Records

**CUTOFF:** WSO

**DESCRIPTION:** Approvals of requests to take a course for credit or no credit rather than receiving a letter grade. Records include, but are not limited to, requests and audit approvals.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24460

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Crime Laboratory Case Files

**CUTOFF:** EOY in which analysis completed

**DESCRIPTION:** Evidence of a crime that is sent by local law enforcement, and processed by a university's criminal laboratory. Records include, but are not limited to, case information, evidence, and findings.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24543

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/5/2019



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce  
Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Criminal Activity Data

**CUTOFF:**EOCY

**DESCRIPTION:** Files collected for the reporting and analysis of crimes occurring on or near the institution's campus. Records include, but are not limited to, security reports and disciplinary action referrals to ensure compliance with the Clery Act.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24409

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Current Earnings Report

**CUTOFF:**EOSFY

**DESCRIPTION:** Documentation of amounts earned, paid, and withheld from employees for a pay period. Contains information for each employee organized by administrative unit.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24333

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Data Documentation

**CUTOFF:**Decommission of system

**DESCRIPTION:** Records needed to access, retrieve, manipulate and interpret data in an automated system. May include data element dictionaries, file layouts, code books or tables, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24388

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Deaccession Records

**CUTOFF:**EOCY

**DESCRIPTION:** Records of recommendations concerning removal of artifacts, books, records, or other items in a collection from a university library, archives, special collections or museum and action upon those recommendations. The most common reasons for deaccessioning include duplication, deteriorated condition, and irrelevance to a collection. Records include, but are not limited to, transfer forms to transfer ownership/custody of materials held within institutional collections to other institutions; deaccessioning documentation which lists the artifacts, records or collection items by acquisition/accession numbers and descriptions, names of persons making deaccession recommendations and dates, reasons for deaccessioning, documentation that legal searches of donor records have been done to establish that the institution is not precluded from deaccessioning and to establish whether the donors are still living, appraised values (including whether these are estimates or have been appraised), signatures of approval for deaccessioning and dates, and dispositions of materials and dates; deaccessioning and weeding listings; reports of deaccessioning; and related documentation and correspondence.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 24196

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Declination Forms

**CUTOFF:**EOCY

**DESCRIPTION:** Supporting documentation verifying that agency personnel have offered voter registration services to constituents who have declined to register.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24154

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Degrees Awarded Records

**CUTOFF:** Graduation or last date of attendance

**DESCRIPTION:** Records of degrees received by students and supporting documentation.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Transfer permanent documentation to record series 24451 Student Academic Records.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24461

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Disclosure and Non-Disclosure of Information Requests

**CUTOFF:** EOAY

**DESCRIPTION:** Documentation of requests for and disclosure of information protected under the Family Educational Rights and Privacy Act (FERPA). Records include, but are not limited to, requests for and disclosures of personally identifiable information, requests for non-disclosure of directory information, and written consents for records disclosure.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:** Requests and disclosures must be filed with the records that were disclosed as long as the records are retained.

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24477

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Donor Information

**CUTOFF:** WSO

**DESCRIPTION:** Documentation of previous and potential donors. Records include, but are not limited to, contact information, biographical information, and correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24221

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Emergency Information

**CUTOFF:** Separation from institution

**DESCRIPTION:** Forms from employees and students containing emergency contact information, a list of allergies, and any pertinent medical information that staff will need during an emergency situation.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24155

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Emergency Response Plans and Procedures

**CUTOFF:** WSO

**DESCRIPTION:** Plans and procedures to be followed in the event of an emergency on the institutional campus. Records include, but are not limited to, evacuation procedures, fire drills, emergency contact lists, disaster preparedness and recovery plans, and related correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24410

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Employee Background Checks - Hired

**CUTOFF:** Separation from employment

**DESCRIPTION:** Records related to the investigation of an employee's personal background in order to determine the suitability for employment. May include questionnaires, personal history documentation, records related to the investigation, and any resulting reports.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24364

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Employee Background Checks - Not Hired

**CUTOFF:** EOY in which position closed

**DESCRIPTION:** Records related to the investigation of a job applicant's personal background that may, or may not, result in a determination of ineligibility for employment. May include questionnaires, personal history documentation, records related to the investigation, and any resulting reports.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24365

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Employee Evaluations

**CUTOFF:** EOSFY in which evaluation completed

**DESCRIPTION:** Records resulting from periodic assessment of employee's performance. These are used to help employees and managers prepare for future performance.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24366

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Employee Vendor Information

**CUTOFF:** Separation from employment

**DESCRIPTION:** Records include, but are not limited to, credit card applications, creation of vendor forms and other related material used to set up all necessary employees as vendors for the institution.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24334

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016





**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Employment Application - Hired

**CUTOFF:** Upon employment

**DESCRIPTION:** Completed employment application and resume of applicant hired by agency. Information may include applicant's name, address, position applied for, educational background and work experience. The record can also include interview questions, interviewer notes and other related material.

**RETENTION:** Years: 0 Months: 0 Days: 1

**NOTES:** Transfer to original personnel file, record series 24359, upon employment.

**DISPOSITION ACTION:** Transfer to appropriate file

**SERIES:** 24362

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Employment Application - Not Hired

**CUTOFF:** EOY in which position closed

**DESCRIPTION:** Completed employment application and resume of applicant not hired by agency. Information may include applicant's name, address, position applied for, educational background and work experience. The record can also include interview questions, interviewer notes and other related material.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24363

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Employment Tax Records

**CUTOFF:** EOFFY

**DESCRIPTION:** Documentation of the collection, distribution, deposit, and transmittal of federal, state, and local income taxes and payroll taxes.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24335

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Enrollment Verification Records

**CUTOFF:** WSO

**DESCRIPTION:** Records verifying students' enrollment and academic standing. Records include, but are not limited to, verifications of enrollment, graduation, Grade Point Average (GPA), and supporting documentation.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24465

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Entrance Examination Reports or Test Scores

**CUTOFF:** Graduation or last date of attendance

**DESCRIPTION:** Records of test scores on entrance examinations taken by prospective students, whether or not the students enroll. Records include, but are not limited to, results on exams that serve as the basis of admittance to the institution, such as the ACT, MCAT, SAT, TOEFL, LSAT, or GRE. This series does not include Advanced Placement (AP) reports or scores.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24454

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Environmental Regulation Compliance

**CUTOFF:** EOY

**DESCRIPTION:** Documents certifying institutional compliance with environmental laws and guidelines set forth by federal, state, or local governments. Records include, but are not limited to, permits, reporting procedures, notices of compliance or non-compliance, notices of violation, corrective action documents, air and water quality reports, waste water discharge records, and chemical use logs.

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24411

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Equipment and Maintenance Contracts

**CUTOFF:** EOFY in which maintenance agreement expires

**DESCRIPTION:** Documents pertaining to agreements reached between a vendor and the institution on maintenance services to be performed over a defined period of time. Includes amendments, extensions, and related correspondence.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24238

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Equipment Use Files

**CUTOFF:** EOY in which equipment is surplus or destroyed

**DESCRIPTION:** Records in this series are used for tracking equipment usage, verifying who is responsible for equipment, and ensuring proper management of equipment. Records include, but are not limited to, records regarding the day-to-day use of institutional equipment, staff assignments, damage reports, and loan forms.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** All motor vehicle use records are filed in record series 24232 Motor Vehicle Operation Files.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24228

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Equipment Warranty and Maintenance Files

**CUTOFF:** EOY in which equipment is surplus or destroyed

**DESCRIPTION:** Records are used to ensure and verify the proper maintenance of equipment for warranty purposes and to track equipment degradation. Includes, but is not limited to, records regarding the maintenance of institutional equipment, manuals, warranties, repair documents, and maintenance schedules.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** All motor vehicle maintenance records are filed in record series 24233 Motor Vehicle Maintenance Files.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24229

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Exams and Graded Coursework

**CUTOFF:** Completion of course

**DESCRIPTION:** Assignments and exams completed by students for a course. Records include, but are not limited to, final exams and graded coursework.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:** Return to student. If not picked up, apply retention.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24473

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Exhibit Records

**CUTOFF:** WSO

**DESCRIPTION:** Records documenting the display and use of artifacts and materials held by the collection units or displays created by the units. Records include, but are not limited to, research materials concerning the cultural environmental setting surrounding the artifacts, bibliographies, lists of artifacts or items considered for inclusion, drafts of exhibit descriptions or scripts, publicity or advertisements for exhibits, artifact labels, photographs of exhibits, exhibit renderings and layout diagrams, exhibit scheduling and transport information, contracts and agreements, evaluation forms, condition forms, exhibit assembly and presentation instructions, and related documentation and correspondence.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24448

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Exit Interviews

**CUTOFF:** EOY

**DESCRIPTION:** Records created during an exit interview including, but not limited to surveys, questionnaires, employer notes and supporting documentation. Documents are used to improve employee retention, reduce turnover and create internal reports.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24376

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce  
Development  
Division: University General Retention Schedule

Section:  
Sub-Section:

**TITLE:** Expense Accounts

**CUTOFF:** EOSFY

**DESCRIPTION:** Records documenting funds allocated to individuals or programs for travel or other expenses incurred in the course of business. Not records of actual expenses or records that document actual payments.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24336

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** External Access and Usage Records

**CUTOFF:** WSO

**DESCRIPTION:** Records regarding the access and use of services provided via the Internet. Records are helpful for determining how the university's web resources are being utilized by visitors. Includes, but is not limited to website logs, FTP logs, and antivirus/antispam mail service logs.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24393

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Facility and Property Inspections and Permits

**CUTOFF:** WSO

**DESCRIPTION:** Records documenting inspections done by various agencies such as the city building, health, or fire departments. Records include, but are not limited to, building, fire, and laboratory inspections, construction or demolition permits, inspection sheets, notices of compliance or non-compliance, corrective action documents, fire extinguisher tags, authorizing signatures, test results, and related correspondence.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24236

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Facility Use and Maintenance Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Documentation regarding the everyday use and maintenance of the institution's buildings. These records are used for identifying daily tasks, verifying responsibility for building upkeep, and keeping track of work requests for campus buildings. Records include, but are not limited to, utility records, building use records, and cleaning schedules.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24230

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Faculty Grade Book Records

**CUTOFF:** Completion of course

**DESCRIPTION:** Records kept by faculty of students in their course, work completed, and grade earned. Records include, but are not limited to, faculty grade books.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24495

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Family Medical Leave Act (FMLA) Files

**CUTOFF:** Separation from employment

**DESCRIPTION:** Per 29 CFR 825.500, agencies must maintain records that disclose the following: medical certifications or histories of employees or employees' family members, basic payroll and identifying employee data, dates and hours FMLA leave is taken by eligible employees, employer notices regarding FMLA benefits, premium payments of employee benefits, and records of any disputes with employees over FMLA benefits.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** Records relating to, or created for, the purpose of FMLA must be maintained in a separate, confidential file.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24374

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Fee Assessment Records

**CUTOFF:** Graduation or date payment received

**DESCRIPTION:** Records of fees assessed to students by programs, such as Student Life, or academic departments. Records include, but are not limited to, types of fees, amounts owed, and payment verifications.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24466

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Financial Aid Records

**CUTOFF:** Graduation or last date of attendance

**DESCRIPTION:** Records relating to determinations of financial aid offered or awarded. Records include, but are not limited to, financial aid applications, financial aid needs and analyses, verifications of income for previous year, parental statements of independence, special condition forms, documents related to student's application for work-study or part-time employment as means of subsidizing the costs of tuition, financial aid transcripts, student aid reports, student employment agreements, and delinquent billing records.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24467

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Financial Interest Statement Records

**CUTOFF:** Separation from employment

**DESCRIPTION:** Files include Personal Financial Disclosure Statements, and supporting documentation, for all agency personnel that are listed as covered employees per 105.483-492 RSMo.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Agency Copy. Original at the Missouri Ethics Commission.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24157

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Finding Aids and Reference Guides

**CUTOFF:** WSO

**DESCRIPTION:** Documentation about the holdings of a university library, archive, special collection, or museum, often used to facilitate access for patrons and researchers. Records include, but are not limited to, finding aids, indexes, lists, databases, and related documentation.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24442

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Fiscal Notes

**CUTOFF:** EOSFY

**DESCRIPTION:** Official statement prepared by the institution concerning impact of proposed legislation.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** Institution copy. Original is maintained with Committee on Legislative Research.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24337

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Fiscal Notes - Working Papers

**CUTOFF:** EOSFY

**DESCRIPTION:** Supporting documents of statement of fiscal impact prepared by the institution on proposed legislation.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24338

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016





### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Forms Management Records

**CUTOFF:** WSO

**DESCRIPTION:** Records include blank templates of forms designed by the agency. Records provide prior history of the agency's business processes and may be necessary for legal purposes.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** If the form template is part of an instruction manual or guideline for current agency procedures, see record series 24176 Procedure Guidelines and Manuals.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24494

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Friends Group Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Documentation of the efforts of groups that are formed to provide support to the archives, libraries, and museums, largely by providing publicity or raising money. Records include, but are not limited to, establishing documents, bylaws, reports, brochures, newsletters or other publications, meeting agendas and minutes, membership lists, and related documentation and correspondence.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24194

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Game Statistics Records

**CUTOFF:** EOAY in which season ends

**DESCRIPTION:** Records documenting the practice, playing, and attendance statistics about each game and the season for each sport by playing year. Records include, but are not limited to, player academic statistics, attendance figures, player training charts, season and game player statistics, recruitment records, special teams statistics, rankings, awards information, NCAA, NJCAA, or NAIA game statistics, media releases, all-conference nominations, spring and fall camp depth charts, numerical rosters, media guides, narrative reports on games and scrimmages, final team statistics for each game, NCAA, NJCAA, or NAIA official scoring summaries, play-by-play written reports, and related documentation and correspondence.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24210

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** General Correspondence - Elected Officials and Department Directors

**CUTOFF:** Completion of term of office or tenure

**DESCRIPTION:** Documents of a general nature that were created or received pursuant to law or in connection with the transaction of official business, which are not included in another records series. Examples are: interoffice or interdepartmental communications which do not subsequently result in the formulation of policy; daily, weekly, or monthly work assignments (including duty roster files) for agency staff; calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other daily activities of employees; and unpublished calendars of events and activities.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24159

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** General Correspondence - Transitory

**CUTOFF:** WSO

**DESCRIPTION:** Drafts or other documents having short-term value and which are not an integral part of administrative or operational records file; not required to sustain administrative or operational functions; not regularly filed under a standard records classification system; not required to meet statutory obligations; and recorded only for the time required for completion of actions.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24160

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** General Correspondence-Agency Personnel

**CUTOFF:** EOSFY

**DESCRIPTION:** Documents of a general nature that were created or received pursuant to law, or in connection with the transaction of official business, which are not included in another records series. Examples are: interoffice or interdepartmental communications which do not subsequently result in the formulation of policy; daily, weekly or monthly activity reports that are summarized in annual reports or that relate to routine activities (including work progress or statistical reports prepared in the agency and forwarded to higher levels within the agency); documents relating to the creation or editing of forms, daily, weekly, or monthly work assignments (including duty roster files) for agency staff; calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other daily activities of employees; and unpublished calendars of events and activities.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24161

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Gifts and Donations

**CUTOFF:** EOSFY

**DESCRIPTION:** Documentation of gifts and donations to the institution. Records include, but are not limited to, gift and donation agreements, acknowledgement letters, correspondence, and donor information. Records created per 173.275 RSMo. and Section 170(f)(17) of the Internal Revenue Code.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:** Acknowledgement letters required for donations/gifts over \$250.

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24219

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Grade Sheets

**CUTOFF:** End of academic term

**DESCRIPTION:** Original records of grades submitted by faculty at the end of the academic term.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24475

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Graduation Lists

**CUTOFF:** Graduation

**DESCRIPTION:** Lists of students who have graduated and the degrees conferred. Records include, but are not limited to, lists of graduates for graduating class.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24476

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Grant Files - Institution

**CUTOFF:** End of State Fiscal Year in which grant closes

**DESCRIPTION:** Records related to grants awarded by the institution. These files include all funded applications, supporting documentation, contracts, agreements, and routine reports submitted by the grant recipient. Project completion has not occurred until all reporting requirements are satisfied, and final payments are received.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24339

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Grant Files - Recipient

**CUTOFF:** End of State Fiscal Year in which grant closes

**DESCRIPTION:** Records related to the expenditure of funds received by the institution under a grant. Documents remain active until project is completed, reporting requirements are satisfied, and final payments are received.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24340

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Grant Files Not Awarded - Applicant

**CUTOFF:** EOSFY in which grant not awarded

**DESCRIPTION:** Records include, but are not limited to, all drafts of grant proposals, final grant proposals, and responses from grantor institutions.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24341

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Grant Files Not Awarded - Institution

**CUTOFF:** EOSFY in which grant not awarded

**DESCRIPTION:** Records include, but are not limited to, grant application documents submitted to institution, responses to applicants, and supporting documentation.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24342

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Grievance Files

**CUTOFF:** EOFY grievance resolved

**DESCRIPTION:** Records documenting grievances filed against university/college agencies or employees. May include, but not limited to original grievance, investigative report, pre-hearing reports, grievance forms, related correspondence, summary sheets, employee history information, and decision rendered. Records kept per 516.120 RSMo.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24373

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Hardware and Software Procurement and Disposal

**CUTOFF:** Decommission of system

**DESCRIPTION:** Documentation of bidding, purchasing, and disposal processes for hardware and software. Records include, but are not limited to, vendor quotes, vendor contacts, purchase agreements, and bills of sale.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24397

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Hardware Warranty and Maintenance Files

**CUTOFF:** EOY in which hardware is surplus or destroyed

**DESCRIPTION:** Records documenting the maintenance of the university's data processing equipment. These records are used to ensure compliance with any warranties or service contracts, schedule regular maintenance, and diagnose system or component problems. Records include, but are not limited to, computer equipment inventories, hardware performance reports, repair invoices, vendor information, site visit reports, service reports, service histories, warranties, maintenance logs, maintenance reports, related notes, and correspondence.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** All telecommunications management records are kept in record series 24391 Telecommunications System Records.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24389

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Hazardous Building Materials Records

**CUTOFF:** Structure is sold or destroyed

**DESCRIPTION:** Records documenting the presence of hazardous materials in institutional buildings, such as asbestos or lead. Records include, but are not limited to, assessment reports, location lists, correction checklists, and documents regarding corrective actions.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:** Such records shall be kept for the duration of ownership and shall be transferred to successive owners per 29 CFR 1910.1001(j)(3)(ii). Series does not include documents related to human exposure to hazardous materials.

**DISPOSITION ACTION:** Transfer to successive owner

**SERIES:** 24237

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



## Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce  
Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Hazardous Materials Exposure Records

**CUTOFF:** Separation from employment

**DESCRIPTION:** Documentation of employee's work-related medical history pertaining to hazardous materials exposure. Records may include, but are not limited to, medical examination records, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hazard exposure records, first-aid incident records, physician statements, release consent forms, and related correspondence. Records are kept per OSHA requirement 1910.1025(n)(1)(iii).

**RETENTION:** Years: 40 Months: 0 Days: 0

**NOTES:** These records must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24412

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Hazardous Materials Handling and Disposal Records

**CUTOFF:** WSO

**DESCRIPTION:** Documentation generated from the storage, use, and disposal of hazardous chemicals and materials. Records include, but are not limited to, workplace chemical lists and inventories, handling logs, hazardous waste inspection and disposal logs, and drum manifest lists. Records are kept per OSHA requirement 1910.1025(n)(1)(iii).

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:** See record series 24439 for Radioactive Material Handling and Disposal Records.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24413

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Help Desk Logs and Reports

**CUTOFF:** EOAY that issue is resolved

**DESCRIPTION:** Records documenting requests from staff and students for technical assistance and the responses to these requests. These records can be useful for collecting information on computer equipment usage to compile monthly and annual statistics for planning, management analysis, and other administrative purposes.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24384

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016





### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Human Research Authorizations

**CUTOFF:** EOAY in which research is completed

**DESCRIPTION:** Documentation pertaining to the authorization of using humans for research and academic study. Records include, but are not limited to, authorization forms, research descriptions, autopsy and sample submission forms, and department approvals or disapprovals. Records kept per 21 CFR 56.115 and 45 CFR 46.115.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24414

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** I-9 Files

**CUTOFF:** WSO

**DESCRIPTION:** Records include I-9 and related documentation to confirm an employee's eligibility for legal employment. Records kept per 8 CFR 274a.2.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:** Employers must retain the Form I-9 for three years after the date of hire, or one year after the date employment ends, whichever is later. Must be filed separately from employee personnel files. I-9 Forms are not to be sent to the State Records Center.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24360

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** ID Badge Information

**CUTOFF:** Separation from employment

**DESCRIPTION:** Information sheet filled in by all State of Missouri employees, along with any supporting documentation, that is used to designate what type of id, or security badge is issued to an employee.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:** Agency copy. Official copy kept with the Office of Administration.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24162

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce  
Development  
Division: University General Retention Schedule

Section:  
Sub-Section:

**TITLE:** Immunization Records K-12

**CUTOFF:** Graduation or date of last attendance

**DESCRIPTION:** Records include a copy of a student's full vaccination records for K-12 or the appropriate corresponding time period.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24356

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Incident Files - Claim Filed

**CUTOFF:** Filing of claim

**DESCRIPTION:** Records document employee or non-employee accident and injury incidents that occur in the workplace. If this is an employee, these records must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to, medical examination records, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, first-aid incident records, physician university/collegements, release consent forms, and related correspondence. May also be referred to as Employee Medical Files.

**RETENTION:** Years: 0 Months: 0 Days: 1

**NOTES:** Transferred to claim file, record series 24372, when closed.

**DISPOSITION ACTION:** Transfer to appropriate file

**SERIES:** 24369

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce  
Development  
Division: University General Retention Schedule

Section:  
Sub-Section:

**TITLE:** Incident Files - Hazardous Exposure

**CUTOFF:** Separation from employment

**DESCRIPTION:** Documentation of employee's work related medical history related to exposure to hazardous materials. These records must be kept in a separate location from the employee's personnel records as required by the Americans with Disabilities Act. Records may include, but are not limited to medical examination records, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hazard exposure records, first-aid incident records, physician university/collegements, release consent forms, and related correspondence. Records are kept per OSHA requirement 1910.1025(n)(1)(iii).

**RETENTION:** Years: 40 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24371

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Incident Files - No Claim Filed

**CUTOFF:** EOSFY

**DESCRIPTION:** Records document employee or non-employee accident and injury incidents that occur in the workplace. Incidents may or may not result in a claim. Records may include but are not limited to incident reports, occupational injury report and investigation records, employee identification and physical assessment forms, and related documentation and correspondence.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24370

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Information Systems Backup Files

**CUTOFF:** Upon creation of backup

**DESCRIPTION:** Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or unintentional destruction. Backups are performed on a regular basis and are not intended for retention purposes.

**RETENTION:** Years: 0 Months: 0 Days: 28

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24381

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Information Systems Usage Files

**CUTOFF:** WSO

**DESCRIPTION:** Files or logs created to monitor internal computer system and network usage. Records may be needed for summary reports, billing, system audits, or may be related to other purposes such as system security or evaluation of overall system performance. Records include, but are not limited to, log-in files, system usage files, charge-back files, firewall logs, data entry logs, and records of individual computer program usage.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** Base information used to compile reports for cost allocation.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24383

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Institution Counsel Legal Opinions

**CUTOFF:** EOSFY in which opinion is rendered

**DESCRIPTION:** Documentation of an institution's role in the process to develop, request, respond to, or present opinions on legal matters directly related to institution programs or functions generated by in-house counsel or retained legal counsel.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24399

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce  
Development  
Division: University General Retention Schedule

Section:  
Sub-Section:

**TITLE:** Institution Payment Requisition

**CUTOFF:** EOSFY

**DESCRIPTION:** Document recording vendor, purchase order, encumbrance amount to be liquidated, payment made, check date, and vendor number.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24349

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Institution Printing Requests

**CUTOFF:** WSO

**DESCRIPTION:** Institution copy of filled-in order forms for printing requisitions that include type of paper, color, folding, stapling, and other pertinent information related to a department's print request(s). Forms are retained to ensure consistency and efficiency.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24350

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Insurance Records

**CUTOFF:** EOFY

**DESCRIPTION:** Records documenting medical treatment services rendered off campus for injuries or illnesses eligible for partial payment by intercollegiate athletic insurance. Records include, but are not limited to, copies of policies, accident reports, annual insurance questionnaires, notes, claim forms, payment of insurance records, and related documentation and correspondence.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24201

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Integrity Code Violation Records

**CUTOFF:** Graduation or last date of attendance

**DESCRIPTION:** Records of violations of the institution's academic integrity code. Records include, but are not limited to, notices of violation of academic integrity policies, including any sanctions.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24464

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Interlibrary Loan Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Records of requests made of the institutions within the university library system for materials by outside institutions as well as institution requests for materials from other library systems. Records include, but are not limited to, materials request forms, invoices for services provided, and related documentation.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** This series applies to circulating library resources only (not to archival, special collections or museum materials). See record series 24198 Collection or Artifact Loan Records.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24446

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Internal Audits - Report

**CUTOFF:** EOSFY in which audit completed

**DESCRIPTION:** Audit reports and related documents generated through internal audits regarding the performance or management of a program department or agency. Audits may assess effectiveness; economy and efficiency; internal controls; and compliance with legal or other requirements. May also provide prospective analysis, guidance, or summary information.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24163

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Internal Audits - Work Papers

**CUTOFF:** EOSFY in which audit completed

**DESCRIPTION:** Supporting documentation of investigations or reviews prepared or conducted by internal auditors regarding the performance or management of a program department or agency. Audits may assess effectiveness; economy and efficiency; internal controls; and compliance with legal or other requirements. May also provide prospective analysis, guidance, or summary information.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24164

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Internal Supply Requests

**CUTOFF:** EOSFY

**DESCRIPTION:** Original requests received from within a section for basic office supply items. Records are used to track the office supply cost and usage of sections within an institution.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24343

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Internal Updates

**CUTOFF:** EOSFY

**DESCRIPTION:** Information submitted by sections within an agency to agency heads at defined times such as quarterly, annually, or biannually. Information may include, but is not limited to goals, monies spent and or saved, employee information, and any other statistical information germane to the organization or project. This information may feed into official reports.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** See record series 24172 for Official Reports.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24165

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** International Student Records

**CUTOFF:** Graduation or last date of attendance

**DESCRIPTION:** Records relating to institutional assistance to international students who have applied or been admitted to academic programs. These records primarily concern admissions, immigration status, and other non-academic matters. Records include, but are not limited to, alien registration receipt cards, DS-2019 forms, employment authorizations, statements of educational costs, statements of financial responsibility, World Education Services evaluations, Test of English as a Foreign Language and related documentation, and correspondence. Records kept per 8 CFR 214.3(g).

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** Original Documentation from institutions in other countries should be returned to the student.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24471

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Inventory Files

**CUTOFF:** WSO

**DESCRIPTION:** Records documenting the institution's property assets to identify what equipment is currently held by a particular unit, and what equipment has been transferred, loaned or surplus. Records include, but are not limited to, vendor lists, supplies, surplus, and furniture inventories.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24226

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Investments and Trust Funds

**CUTOFF:** EOFFY

**DESCRIPTION:** Documentation related to the management and administration of the institution's investments and trusts. Records include, but are not limited to, annual reports, tax reports, and audits.

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24222

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016





**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce  
Development  
Division: University General Retention Schedule

Section:  
Sub-Section:

**TITLE:** Job Announcements

**CUTOFF:** EOFY in which vacancy is filled or closed

**DESCRIPTION:** Announcements concerning job openings in a university or college. Information includes, but is not limited to title of position, salary, location, department, job description, date and instructions for application.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24361

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Job Descriptions

**CUTOFF:** WSO

**DESCRIPTION:** Records include, but are not limited to title of position, salary, range, location, department/division, job skills, education requirements and merit system classification.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24375

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Law Enforcement Administrative Reports and Logs

**CUTOFF:** EOCY

**DESCRIPTION:** Records documenting the daily operations of the institution's law enforcement personnel. Records include, but are not limited to, Uniform Crime Reporting files, Missouri Incident Based Reporting System reports, desk books, case assignment books, activity logs, car logs, officer logs, daily activity reports, and related correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24417

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Law Enforcement Class A Felony Reports - Resolved

**CUTOFF:** Close of case

**DESCRIPTION:** Records documenting the occurrence of resolved Class A felonies within institutional jurisdiction. Prosecution of any Class A felony may be commenced at any time. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, and investigative materials related to the incident. This record series excludes felonies that are filed in another series. Records kept per 556.036.1 RSMo.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:** Class A felonies are defined in 556.036.1 and 569.040 RSMo. Unresolved Class A felonies are retained until closed. If refused by archives, records may be destroyed.

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24418

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Law Enforcement Classes B-E Felony Reports - Resolved

**CUTOFF:** Close of case

**DESCRIPTION:** Records documenting the occurrence of resolved felonies other than Class A within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, and investigative materials related to the incident. This record series excludes felonies that are filed in another series. Records kept per 556.036.2(1) RSMo.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24419

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Law Enforcement Classes B-E Felony Reports - Unresolved

**CUTOFF:** Report of crime

**DESCRIPTION:** Records documenting the occurrence of unresolved felonies other than Class A within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, and investigative materials related to the incident. This record series excludes felonies that are filed in another series. Records kept per 556.036.2(1) RSMo.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Retention time is suspended during any time when the accused is absent from the state, conceals themselves from justice, is found to lack mental fitness, or when prosecution is pending, as outlined in 556.036.6 RSMo.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24420

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Law Enforcement Consanguinity Sexual Offense Reports - Resolved

**CUTOFF:** Close of case

**DESCRIPTION:** Law enforcement reports documenting resolved sexual offenses involving affinity or consanguinity in the third degree within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, DNA tests, medical reports, and investigative materials related to the incident. Records kept per 516.371 RSMo.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24435

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Law Enforcement Consanguinity Sexual Offense Reports - Unresolved

**CUTOFF:** Report of crime

**DESCRIPTION:** Law enforcement reports documenting unresolved sexual offenses involving affinity or consanguinity in the third degree within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, DNA tests, medical reports, and investigative materials related to the incident. Records kept per 516.371 RSMo.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:** Retention time is suspended during any time when the accused is absent from the state, conceals themselves from justice, is found to lack mental fitness, or when prosecution is pending, as outlined in 556.036.6 RSMo.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24436

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Law Enforcement Infraction Reports - Resolved

**CUTOFF:** Close of case

**DESCRIPTION:** Records documenting the occurrence of resolved infractions within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, warnings, citations, arrest records, controlled substance tests, and investigative materials related to the incident. Records kept per 556.036.2(3) RSMo.

**RETENTION:** Years: 0 Months: 6 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24429

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Law Enforcement Infraction Reports - Unresolved

**CUTOFF:** Report of infraction

**DESCRIPTION:** Records documenting the occurrence of unresolved infractions within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, warnings, citations, arrest records, controlled substance tests, and investigative materials related to the incident. Records kept per 556.036.2(3) RSMo.

**RETENTION:** Years: 0 Months: 6 Days: 0

**NOTES:** Retention time is suspended during any time when the accused is absent from the state, conceals themselves from justice, is found to lack mental fitness, or when prosecution is pending, as outlined in 556.036.6 RSMo.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24430

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Law Enforcement Misdemeanor Reports - Child Support Fraud - Resolved

**CUTOFF:** Close of case

**DESCRIPTION:** Records documenting the occurrence of resolved child support fraud by a public officer or employee within institutional jurisdiction. Records include, but are not limited to, financial statements and agreements, correspondence, and investigative materials related to the incident. Records kept per 556.036.3(3) RSMo.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24427

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Law Enforcement Misdemeanor Reports - Child Support Fraud - Unresolved

**CUTOFF:** Report of crime

**DESCRIPTION:** Records documenting the occurrence of unresolved child support fraud by a public officer or employee within institutional jurisdiction. Records include, but are not limited to, financial statements and agreements, correspondence, and investigative materials related to the incident. Records kept per 556.036.3(3) RSMo.

**RETENTION:** Years: 4 Months: 0 Days: 0

**NOTES:** Retention time is suspended during any time when the accused is absent from the state, conceals themselves from justice, is found to lack mental fitness, or when prosecution is pending, as outlined in 556.036.6 RSMo.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24428

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



## Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce  
Development

Section:

Division: University General Retention Schedule

Sub-Section:

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**TITLE:** Law Enforcement Misdemeanor Reports - Fraud or Breach of Fiduciary  
Obligation - Resolved

**CUTOFF:** Close of case

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**DESCRIPTION:** Records documenting the occurrence of resolved fraud or breach of fiduciary obligation misdemeanors within institutional jurisdiction. Records include, but are not limited to, financial statements and agreements, correspondence, and investigative materials related to the incident. Records kept per 556.036.3(1) RSMo.

**RETENTION:** Years: 4 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 24423

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

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**TITLE:** Law Enforcement Misdemeanor Reports - Fraud or Breach of Fiduciary  
Obligation - Unresolved

**CUTOFF:** Report of crime

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**DESCRIPTION:** Records documenting the occurrence of unresolved fraud or breach of fiduciary obligation misdemeanors within institutional jurisdiction. Records include, but are not limited to, financial statements and agreements, correspondence, and investigative materials related to the incident. Records kept per 556.036.3(1) RSMo.

**RETENTION:** Years: 4 Months: 0 Days: 0

**NOTES:** Retention time is suspended during any time when the accused is absent from the state, conceals themselves from justice, is found to lack mental fitness, or when prosecution is pending, as outlined in 556.036.6 RSMo.

**DISPOSITION ACTION:** Destroy

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**SERIES:** 24424

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

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**TITLE:** Law Enforcement Misdemeanor Reports - Misconduct by Public Officer or  
Employee - Resolved

**CUTOFF:** Close of case

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**DESCRIPTION:** Records documenting the occurrence of resolved misconduct by a public officer or employee within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, DNA tests, medical reports, and investigative materials related to the incident. Records kept per 556.036.3(2) RSMo.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 24425

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce  
Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Law Enforcement Misdemeanor Reports - Misconduct by Public Officer or Employee - Unresolved

**CUTOFF:** Report of crime

**DESCRIPTION:** Records documenting the occurrence of unresolved misconduct by a public officer or employee within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, DNA tests, medical reports, and investigative materials related to the incident. Records kept per 556.036.3(2) RSMo.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** Retention time is suspended during any time when the accused is absent from the state, conceals themselves from justice, is found to lack mental fitness, or when prosecution is pending, as outlined in 556.036.6 RSMo.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24426

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Law Enforcement Misdemeanor Reports - Resolved

**CUTOFF:** Close of case

**DESCRIPTION:** Records documenting the occurrence of resolved misdemeanor offenses within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, warnings, citations, arrest records, controlled substance tests, and investigative materials related to the incident. This record series excludes misdemeanors that are filed in another series. Records kept per 556.036.2(2) RSMo.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24421

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Law Enforcement Misdemeanor Reports - Unresolved

**CUTOFF:** Report of crime

**DESCRIPTION:** Records documenting the occurrence of unresolved misdemeanor offenses within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, warnings, citations, arrest records, controlled substance tests, and investigative materials related to the incident. This record series excludes misdemeanors that are filed in another series. Records kept per 556.036.2(2) RSMo.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:** Retention time is suspended during any time when the accused is absent from the state, conceals themselves from justice, is found to lack mental fitness, or when prosecution is pending, as outlined in 556.036.6 RSMo.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24422

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Law Enforcement Non-Criminal Incident Reports

**CUTOFF:**EOCY

**DESCRIPTION:** Records documenting non-criminal incidents within institutional jurisdiction. Records include, but are not limited to, descriptions of incidents and dispatch logs.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Retention time is suspended during any time when the accused is absent from the state, conceals themselves from justice, is found to lack mental fitness, or when prosecution is pending, as outlined in 556.036.6 RSMo.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24437

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016





### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Law Enforcement Sexual Offense Reports - Resolved

**CUTOFF:** Close of case

**DESCRIPTION:** Law enforcement reports documenting resolved sexual offenses within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, DNA tests, medical reports, and investigative materials related to the incident. This record series excludes reports of sexual offenses involving a minor or consanguinity. Records kept per 556.037 RSMo.

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:** See record series 24418 Law Enforcement Class A Felony Reports - Resolved for resolved Class A felonies. See record series 24433 Law Enforcement Sexual Offenses Involving a Minor - Resolved and record series 24434 Law Enforcement Sexual Offenses Involving a Minor - Unresolved for sexual offenses involving a minor. See record series 24435 Law Enforcement Consanguinity Sexual Offense Reports - Resolved and record series 24436 Law Enforcement Consanguinity Sexual Offense Reports - Unresolved for offenses involving consanguinity.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24431

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Law Enforcement Sexual Offense Reports - Unresolved

**CUTOFF:** Report of crime

**DESCRIPTION:** Law enforcement reports documenting unresolved sexual offenses within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, DNA tests, medical reports, and investigative materials related to the incident. This record series excludes reports of sexual offenses involving a minor or consanguinity. Records kept per 556.037 RSMo.

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:** See record series 24418 Law Enforcement Class A Felony Reports - Resolved for resolved Class A felonies. See record series 24433 Law Enforcement Sexual Offenses Involving a Minor - Resolved and record series 24434 Law Enforcement Sexual Offenses Involving a Minor - Unresolved for sexual offenses involving a minor. See record series 24435 Law Enforcement Consanguinity Sexual Offense Reports - Resolved and record series 24436 Law Enforcement Consanguinity Sexual Offense Reports - Unresolved for offenses involving consanguinity.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24432

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Law Enforcement Sexual Offenses Involving a Minor Reports - Resolved

**CUTOFF:** Victim turns 18

**DESCRIPTION:** Law enforcement reports documenting resolved sexual offenses involving a minor within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, DNA tests, medical reports, and investigative materials related to the incident. Records kept per 556.037 RSMo.

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:** See record series 24418 Law Enforcement Class A Felony Reports - Resolved and for Class A felonies.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24433

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Law Enforcement Sexual Offenses Involving a Minor Reports - Unresolved

**CUTOFF:** Victim turns 18

**DESCRIPTION:** Law enforcement reports documenting unresolved sexual offenses involving a minor within institutional jurisdiction. Records include, but are not limited to, personal information of suspects, documentation of evidence, descriptions of incidents, arrest records, controlled substance tests, DNA tests, medical reports, and investigative materials related to the incident. Records kept per 556.037 RSMo.

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:** See record series 24418 Law Enforcement Class A Felony Reports - Resolved for Class A felonies. Retention time is suspended during any time when the accused is absent from the state, conceals themselves from justice, is found to lack mental fitness, or when prosecution is pending, as outlined in 556.036.6 RSMo.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24434

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Legal Files

**CUTOFF:** EOFY in which resolved or adjudicated

**DESCRIPTION:** Papers arising through the preparation of legal opinions and in the course of litigation or other legal proceedings by institutional counsel or retained legal counsel.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24405

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Legislative Tracking Files

**CUTOFF:** EOFY in which legislative initiative is completed or abandoned

**DESCRIPTION:** Records that document the development and monitoring of legislation, which may have an impact on an agency's programs or policies. May include but is not limited to proposals, bill logs, fiscal/organizational impact analysis papers, copies of bills, testimony summaries, legal research and attorney notes, drafts, committee reports, agendas, and correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24166

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Mailing Lists

**CUTOFF:** WSO

**DESCRIPTION:** Lists and registers used to record the names and addresses of constituents and others with whom the agency has regular contact for general purposes.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24167

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Memoranda of Understanding or Agreement

**CUTOFF:** Expiration of memorandum of understanding or agreement

**DESCRIPTION:** Legal documents representing understandings between different departments of the institution with other departments, state offices, federal offices, or other entities.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24406

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Meningococcal Vaccine Status

**CUTOFF:** Graduation or date of last attendance

**DESCRIPTION:** Records include documentation that the institution has alerted each student living on campus, or if the student is a minor, the student's guardians, of the risks associated with the meningococcal disease and the availability and effectiveness of the meningococcal vaccine. Records also include either a copy of a vaccination record for each student who has received the vaccine or a waiver signed by students declining to receive the vaccine. Records are maintained per 174.335 RSMo.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24355

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Midterm Grade Reports

**CUTOFF:** End of academic term

**DESCRIPTION:** Records of midterm grades submitted by faculty. Records include, but are not limited to, midterm grade reports.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24472

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Minutes - Agency Staff/Committee Minutes

**CUTOFF:** EOSFY

**DESCRIPTION:** Records relating to establishment, organization, membership, and policy of internal committees or staff meetings. May include agendas, handouts, minutes, final reports, and related records documenting the accomplishments of the committee.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24168

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Minutes - Official State Committees, Commissions, Boards, and Councils

**CUTOFF:** EOSFY

**DESCRIPTION:** Original official records of the proceedings of meetings. May include agendas, verbatim recordings from which no transcription is made, meeting announcements, and other supporting documents.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24169

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Minutes - Verbatim Recordings

**CUTOFF:** Approval of transcription

**DESCRIPTION:** Recordings of meetings made exclusively for note-taking, preparation of minutes, records of action, or transcription of official meetings or proceedings.

**RETENTION:** Years: 0 Months: 0 Days: 90

**NOTES:** Minutes can be in stenographic, audio, video, handwritten, or digital format.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24170

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Motor Vehicle Maintenance Files

**CUTOFF:** EOY in which vehicle is surplus or destroyed

**DESCRIPTION:** Records in this series are used to confirm the institutional ownership of vehicles, to track vehicle degradation, and to ensure and verify the proper maintenance of equipment for the purpose of warranty. Records include, but are not limited to, maintenance schedules, repair records, titles, and purchase and disposal documents.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24233

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Motor Vehicle Operation Files

**CUTOFF:** EOY in which vehicle is surplused or destroyed

**DESCRIPTION:** Records regarding use of vehicles by institution employees. These records are used to keep track of vehicle usage and who is accountable for vehicles on a given date. Records include, but are not limited to, vehicle requests and correspondence.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24232

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** NCAA/NJCAA Enforcement Records

**CUTOFF:** Resolution of enforcement

**DESCRIPTION:** Reports submitted to regulatory bodies by public institutions. Records include, but are not limited to, reports documenting allegations of major and/or secondary violations of association rules and regulations and the institution's responses to those allegations, supporting documentation, and final resolutions, including penalties, if applicable.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24216

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Negative Drug Test Records

**CUTOFF:** Graduation or last date of attendance

**DESCRIPTION:** Records of negative results of drug testing done on student athletes. Records include, but are not limited to, interpretations and related documentation and correspondence.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24215

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce  
Development  
Division: University General Retention Schedule

Section:  
Sub-Section:

**TITLE:** News Releases

**CUTOFF:** EOY in which released to media

**DESCRIPTION:** Records of information officially released to the media for dissemination to the public.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24171

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Non-citizen Student Authorization Records

**CUTOFF:** Graduation or last date of attendance

**DESCRIPTION:** Records documenting a students ability to work and/or enroll. Records include, but are not limited to certificates of eligiblity for F-1 visa status (I-20), copies of arrival departure records (I-94), and passport information.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24379

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Non-Negative Drug Test Records

**CUTOFF:** Graduation or last date of attendance

**DESCRIPTION:** Records of results other than negative of drug testing done on student athletes. Records include, but are not limited to, interpretations and related documentation and correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24214

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Official Report

**CUTOFF:** EOSFY in which report is released

**DESCRIPTION:** State publications which are either a printed statement by a state agency, issued at specific intervals, such as annual or biannual, which describe its operations and progress, and possibly contain a statement of its future plans; or a formal, written account of an investigation given by an agency or organization, delegated to make the investigation. Reports may also include a detailed explanation or description of the previous year's activity, mission, goals, revenue collections, monies spent and or saved, employee information, and any other statistical information germane to the organization or project. A copy will be sent to the Missouri State Library, per 181.100 RSMo.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24172

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** On Campus Health Services Log

**CUTOFF:** EOCY

**DESCRIPTION:** Documentation of health services provided by the institution. Records include, but are not limited to, listing of the number of students using on-campus health services, types of services rendered, and if possible, any follow-up information.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24352

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Payment Support Documentation

**CUTOFF:** EOSFY

**DESCRIPTION:** Original billing invoices, receipts, approval documentation, and any other documentation that supports a purchase.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24344

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016





**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce  
Development  
Division: University General Retention Schedule

Section:  
Sub-Section:

**TITLE:** Payroll

**CUTOFF:** EOSFY

**DESCRIPTION:** Hours to gross wage reports, time and attendance, activity reports, payroll accounting adjustments, and related documents.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24345

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Payroll Requisition

**CUTOFF:** EOSFY

**DESCRIPTION:** Form requesting general revenue funds for meeting payroll obligations.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24346

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Perkins Loan Cancellations

**CUTOFF:** Cancellation of loan

**DESCRIPTION:** Records relating to the cancellation of loans under the Federal Perkins Loan Program. Records include, but are not limited to, applications for cancellation submitted by borrowers, supporting documentation, and records of acceptances or refusals by the institution. Records maintained per 34 CFR 674.19.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24470

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce  
Development  
Division: University General Retention Schedule

Section:  
Sub-Section:

**TITLE:** Perkins Loan Promissory Notes

**CUTOFF:** Loan is satisfied

**DESCRIPTION:** Promissory notes for the Federal Perkins Loan Program are provided by the Secretary of the Department of Education and are required as proof of a borrower's indebtedness. Records include, but are not limited to, promissory notes and repayment schedules. Records maintained per 34 CFR 674.19.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24469

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Perkins Loan Repayment Records

**CUTOFF:** Date loan assigned, cancelled, or repaid

**DESCRIPTION:** Repayment histories for borrowers who received financial aid through the Federal Perkins Loan Program. Records include, but are not limited to, repayment records, including cancellation and deferment requests. Records maintained per 34 CFR 674.19.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24468

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Personnel Files

**CUTOFF:** Separation from employment

**DESCRIPTION:** Official documentation of institutional employment history. Includes dates of hire, rehire, and reason for separation. Records may include, but are not limited to, application, resume, personnel actions, applications for insurance, benefits, training records, appointments, resignations, promotions, salary history, years of service, and all accumulated sick leave.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24359

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Pest Control Records

**CUTOFF:**EOCY

**DESCRIPTION:** Records relating to pest control. Records include, but are not limited to, technician reports, logs, manuals, and records of pesticides used.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24416

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Photographs

**CUTOFF:**Completion of project or event

**DESCRIPTION:** Records in this category can include photographic images recorded in a variety of media: prints, negatives, slides, and electronic files. Most photographic records are produced as a part of other record series, and so should be retained as required for other records in that series. All photographs, however, may have some historical research value. Before destroying any photographic records, agencies should contact the Visual Materials Archivist at the Missouri State Archives for consultation and review.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24173

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Planned and Major Gifts

**CUTOFF:**EOSFY

**DESCRIPTION:** Documentation of bequests, endowments, life insurance, and assets to the institution. Records include, but are not limited to, gift and donation agreements, acknowledgement letters, financial reports, and records required by 173.275 RSMo.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24220

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Playbooks and Related Materials

**CUTOFF:** WSO

**DESCRIPTION:** Records documenting the practice times, game strategies, and game plays developed for the season and individual games. Records include, but are not limited to, practice plans and videos, game plans, game results, and related documentation.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24207

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Policy and Planning Records

**CUTOFF:** EOSFY in which superseded

**DESCRIPTION:** Records documenting the development, implementation, and review of an agency's policies, programs, and activities. Records may include but are not limited to strategic and management plans, mission and goal statements, final policy statements and directives, and related correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24174

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Policy and Planning Supporting Documentation

**CUTOFF:** EOFY in which final version published

**DESCRIPTION:** Material used in the development of policies and plans of an agency. May include but is not limited to drafts, research notes, and related documentation.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24175

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Procedure Guidelines and Manuals

**CUTOFF:** EOFY in which superseded

**DESCRIPTION:** Documentation of internal instructions, rules, and guidelines for current agency procedures. Records may include, but are not limited to authorizing bulletins and advisories, manuals documenting departmental procedures, handbooks, forms, lists of codes and desk manuals. Record copy maintained by the issuing office.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24176

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Professional Certification Records

**CUTOFF:** WSO

**DESCRIPTION:** Records relating to professional certifications given through the institution. Records include, but are not limited to, certification applications, exam and course results, correspondence, copies of licenses or certifications, and training class and continuing education information.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24480

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Property and Structure Violation Records

**CUTOFF:** Resolution of incident or violation

**DESCRIPTION:** Records of violations involving institutional property and structures. Records are used to document building code violations, incidents that happen to campus property such as vandalism or theft, and the corrective actions taken by the institution. Records include, but are not limited to, building code violations and incident reports.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24231

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce  
Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Property and Vehicle Insurance Files

**CUTOFF:** EOY of policy expiration

**DESCRIPTION:** Records pertaining to property and vehicle insurance retained by the institution. Records include, but are not limited to, policies listing effective dates, amounts of coverage, rates, and related notes and correspondence.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24234

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Property Assessments and Planning Records

**CUTOFF:** EOSFY in which assessment is complete

**DESCRIPTION:** Records regarding overall property and structure assessments for planning purposes. Records include, but are not limited to, facility reports, copies of blueprints, and correspondence.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24235

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Public Information Requests and Documentation

**CUTOFF:** EOSFY

**DESCRIPTION:** Requests from the public for information pursuant to RSMo 610 (Missouri Sunshine Law) and documentation of the response.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24177

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Public Meeting Notice

**CUTOFF:** EOSFY

**DESCRIPTION:** Public notices of meetings under RSMo 610.010 (5), Missouri Sunshine Law.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24178

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Publication Working Files

**CUTOFF:** Completion of project

**DESCRIPTION:** Working documents of publications such as brochures, pamphlets, posters and books that are produced for wide distribution inside or outside an agency. Records include, but are not limited to, work books, galley proofs, current manuscripts, final page proofs, layouts, and submissions.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24179

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Publications

**CUTOFF:** EOCY

**DESCRIPTION:** Documents printed or otherwise produced for wide distribution inside or outside an agency. May include but is not limited to brochures, pamphlets, posters, books, handbooks, and maps.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24180

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Radioactive Material Handling and Disposal Records

**CUTOFF:** EOY in which material is disposed

**DESCRIPTION:** Records documenting the reception, use, storage, shipment, and disposal of radioactive materials and waste at the institution in compliance with federal and state recordkeeping and reporting requirements. Records include, but are not limited to, waste material pick-up requests and tags, radioactive waste drum inventory forms, disposal site letters of arrival acknowledgement, manifest forms, and log sheets. Records kept per United States Nuclear Regulatory Commission: 10 CFR 50.71.

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24439

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Radioactive Material Licensing Records

**CUTOFF:** Termination of license

**DESCRIPTION:** Records documenting the licensing of the institution by federal, state, and local agencies to receive, use, store, ship, and dispose of radioactive materials. Records include, but are not limited to, federal and state applications and certificates such as State Health Division Radiation Material License forms and amendments, fee receipts, and related correspondence. Records kept per United States Nuclear Regulatory Commission: 10 CFR 50.71.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24438

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Real Estate Records

**CUTOFF:** Institution relinquishes control of property

**DESCRIPTION:** Records related to the acquisition, lease, or disposal of land or buildings. Records include, but are not limited to, deeds, lease agreements, and bills of sale.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24224

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016





### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Records Management Documentation - Disposition Approval Forms

**CUTOFF:** EOSFY in which final disposition of the subject records occurs

**DESCRIPTION:** Documentation generated from the records tracking system used to obtain approval for the destruction, or the transfer to the Missouri State Archives of records stored in the State Records Center.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Agency copy. Originals in Records Management Division of the Office of the Secretary of State.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24181

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Records Management Documentation - Disposition Verification Notice

**CUTOFF:** EOSFY

**DESCRIPTION:** Reports notifying state agencies of the destruction, or transfer of records stored in the State Records Center.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Agency copy. Originals in Records Management Division of the Office of the Secretary of State.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24182

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Records Management Documentation - Records Center Transmittals

**CUTOFF:** 6/20/2008

**DESCRIPTION:** Documentation of transfer of records to the State Records Center for storage.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Agency copy. Originals in Records Management Division of the Office of the Secretary of State.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24183

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Records Management Documentation-State Records Commission Approval Form

**CUTOFF:** Missouri State Records Commission approval of revised series

**DESCRIPTION:** This document, approved by the Missouri State Records Commission, grants the agency the authority to dispose of records having met their retention requirements. Created pursuant to 109 RSMo.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:** Agency Copy. Originals in Records Management Division of the Office of the Secretary of State.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24184

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Recruiting/Athletic Eligibility Records

**CUTOFF:** Graduation or last date of attendance

**DESCRIPTION:** Documentation of the recruitment process for prospective players to comply with national athletic association and regional conference rules and regulations. Records include, but are not limited to, documentation of the recruitment of athletes into the university's intercollegiate athletic program; scouting reports; lists of prospects; audiovisual recordings; questionnaire forms with personal, scholastic, transcript and general release information; performance reports; mailing lists; telephone logs and conversational notes; letters of intent; and related documentation and correspondence.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:** Some items in this series are confidential per the Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99).

**DISPOSITION ACTION:** Destroy

**SERIES:** 24204

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Recruitment Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Records concerning the institution's efforts to fill open positions, including, but not limited to advertising information, job fair participation and online postings.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24377

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Reference Request Records

**CUTOFF:** WSO

**DESCRIPTION:** Records of requests for information about, information contained in, or access to items within a university's libraries, archives, special collections or museums. Records include, but are not limited to, collection service request forms that show requesters' names, addresses, and telephone numbers; the nature and explanation of the requests; use or purpose of the requests; dates of receipt and completion of requests; staff members handling the requests; amount of time spent on handling the requests; disposition of the requests; and related documentation and correspondence.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:** Records closed per 182.815-182.817 RSMo.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24444

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Registration Forms

**CUTOFF:** End of academic term

**DESCRIPTION:** Records of students' registration for classes at the institution. Records include, but are not limited to, registration forms.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24459

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Revenue Transmittals - Institution Copies

**CUTOFF:** EOSFY

**DESCRIPTION:** Forms sent to the Department of Revenue listing amounts received and to be deposited with the State Treasurer

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24347

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Security Access Records

**CUTOFF:** EOY in which access removed

**DESCRIPTION:** Records created to control or monitor individual access to a system and its data. These records are created primarily for security purposes, although some records, particularly user account records, are needed for data processing, fiscal audits, or creating user accounts. Records include, but are not limited to, user account records, security logs, and password files.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24382

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Serials Records

**CUTOFF:** WSO

**DESCRIPTION:** Records documenting the receipt of serials purchased by the libraries. Records include, but are not limited to, periodical check-in cards, shelf list cards, serials data input work form sheets, database reports, item records, and related documentation.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24449

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Software Licensing Files

**CUTOFF:** WSO

**DESCRIPTION:** Documentation of the licensure and implementation of computer software programs by the institution. Records include, but are not limited to, records regarding permitted uses, rights and restrictions, warranty information, liability statements, and laws governing the product.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24396

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce  
Development  
Division: University General Retention Schedule

Section:  
Sub-Section:

**TITLE:** Software Maintenance and Support Files

**CUTOFF:** Decommission of system

**DESCRIPTION:** Records regarding data processing equipment software, and vendors. Records include, but are not limited to, documentation of support services, site visit reports, service reports, service histories, and correspondence.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24390

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Speeches - Elected Officials and Executive Level

**CUTOFF:** Completion of term of office or tenure

**DESCRIPTION:** Final copies of speeches given by elected officials, agency directors, deputy directors and division directors. Speeches may concern policy issues, strategic planning, legislation concerning the agency, and other related topics. May include recordings of the speech in any form, and any audio-visual content.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24185

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Speeches - Non-Executive Level

**CUTOFF:** EOSFY

**DESCRIPTION:** Final copies of speeches given by employees. Speeches concern program procedure, work activities, and related topics.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24186

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce  
Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** State Auditor Audit Reports

**CUTOFF:** Completion of audit

**DESCRIPTION:** Final reports prepared by the State Auditor. The report details and examines an institution's operations and performance.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** Institution copy. Original is maintained in the Missouri State Auditor's Office.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24348

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Student Academic Records

**CUTOFF:** WSO

**DESCRIPTION:** Documentation of academic performance of students enrolled at the institution. This does not include certification, continuing education programs, or medical residencies. Records include, but are not limited to, admissions, enrollment, and academic records; change of grade forms; class schedules; narrative evaluations; competency assessments; and examinations for credit or placement test results.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24451

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Student Appeal Records

**CUTOFF:** Final decision rendered

**DESCRIPTION:** Records of appeals filed by students. Records include, but are not limited to, appeals filed by students, supporting witness information, committee actions, and related correspondence.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24489

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Student Athlete Academic Advising Records

**CUTOFF:** Graduation or last date of attendance

**DESCRIPTION:** Records documenting academic advising of prospective and current student athletes; academic progress while students are involved in athletic programs at the institution; and compliance with NCAA, NJCAA, or NAIA, and conference reporting requirements. Records include, but are not limited to, letters of intent, renewals of letters of intent, transcripts, grade reports, petitions, academic evaluations, advanced standing reports, advisors' report sheets showing progress towards an academic degree, program planning sheets, NCAA/NJCAA Progress Reports, students' requests for release from athletic programs, disciplinary memoranda, and related correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Some items in this series are confidential per the Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99).

**DISPOSITION ACTION:** Destroy

**SERIES:** 24212

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Student Athlete Dining Roster Records

**CUTOFF:** EOAY

**DESCRIPTION:** Documentation of the meals consumed by student athletes as part of the training table. Records include, but are not limited to, rosters with the names of athletes partaking of meals and absent from meals, menus, and related documentation and correspondence.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24213

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Student Athlete Medical Records

**CUTOFF:** Graduation or last date of attendance

**DESCRIPTION:** Records documenting the medical history of each athlete before and during his or her attendance at the institution. Records include, but are not limited to, annual health appraisals, authorization to release information forms, treatment consent forms, assumption of risk forms, accident reports, X-rays and X-ray reports, prescription records, off campus treatment source records, insurance questionnaires, psychological counseling records, and related documentation and correspondence.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24203

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Student Athlete Records

**CUTOFF:** Graduation or last date of attendance

**DESCRIPTION:** Records documenting the athletic history of each athlete who has competed at the institution. Records include, but are not limited to, academic major information including performance reports, admissions verification reports, academic transcripts, and financial aid information; recruitment information documents; media articles; photographs; release of information forms; personal data questionnaires; records of awards; and related documentation and correspondence.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** Frequently, this series is a continuation of the recruitment file and includes recruitment records if an athlete signs a letter of intent. Some items in this series are confidential per the Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99)

**DISPOSITION ACTION:** Destroy

**SERIES:** 24211

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Student Award and Honor Records

**CUTOFF:** WSO

**DESCRIPTION:** Official records of awards and honors that students can apply for or earn, including scholarships. Records include, but are not limited to, award records.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:** Send notification of award or honor to the institution's archives and Registrar at the end of each grading period to be included in student file.

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24490

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016





**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce  
Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Student Credential Records

**CUTOFF:** Last date of activity

**DESCRIPTION:** Documentation submitted by students to Career Services or a similar program for use by potential employers. Records include, but are not limited to, applications, resumes, transcripts, reference letters, certificates or licenses, release forms, credentials mailing records, billing statements, correspondence requesting access to file, confidential reference forms (access denied to student), records of copies distributed to potential employers, cooperating teacher reference forms, supervising teacher reference forms, and career counseling materials.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24488

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Student Disability Services Records

**CUTOFF:** Graduation or last date of attendance

**DESCRIPTION:** Documentation of the need for and rendering of services and accommodations to students with disabilities. Records include, but are not limited to, applications for service, disability disclosure forms, release of information forms, documentation of disability, accommodation letters, referral information, medical information and correspondence from health professionals, copies of admissions forms, interview notes, and related correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24487

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Student Government Records

**CUTOFF:** EOAY

**DESCRIPTION:** Records of the policies, procedures, decisions, and activities of the institution's student government association. Records include, but are not limited to, constitutions, bylaws, committee files, correspondence, meeting agendas and minutes, annual reports, photographs, and other documentary materials related to student government.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24478

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Student Health and Accident Insurance

**CUTOFF:** Graduation or date of last attendance

**DESCRIPTION:** Documentation of a student's participation in an institution's insurance program, what level of insurance has been purchased, coverage details, and all other information necessary to provide the student with insurance coverage.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24357

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Student Learning Contract Records

**CUTOFF:** Completion of internship period

**DESCRIPTION:** Records of agreements between students, faculty advisors, and departments as to what the student will complete in an internship, independent study, or other academic project to confirm academic credit will be issued to the student for on-site experience. Records include, but are not limited to, student contracts, evaluations, and internship site information.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24486

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Student Medical File

**CUTOFF:** Graduation or date of last attendance

**DESCRIPTION:** Medical records of students who have reached the majority. Records include, but are not limited to, medical reports, laboratory reports, complete hospital records, and ancillary reports of a student's medical needs. These records are used to verify any special needs a student may have.

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 24353

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Student Medical File - Minor

**CUTOFF:** Graduation or date of last attendance

**DESCRIPTION:** Medical records of students who have left the institution before reaching the majority. Records include, but are not limited to, medical reports, laboratory reports, complete hospital records, and ancillary reports of a student's medical needs. These records are used to verify any special needs a student may have.

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 24354

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Student Mental Health Services

**CUTOFF:** Graduation or date of last attendance

**DESCRIPTION:** Documentation of mental health services provided by the institution. Records include, but are not limited to, listing of the number of students using on-campus mental health services, types of services rendered, and if possible, any follow-up information.

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 24358

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Student Organization Records

**CUTOFF:** WSO

**DESCRIPTION:** Records of student associations and organizations recognized by the institution. Records include, but are not limited to, constitutions, bylaws, newsletters, minutes, brochures, photographs, reports, scrapbooks, and any other records related to an organization's overall operations.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24491

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Student Personnel Records

**CUTOFF:** Separation from employment

**DESCRIPTION:** Documentation of students employed by campus offices, including evaluations and disciplinary actions. Records include, but are not limited to, applications, formal evaluations, and termination documents completed by student employees and their supervisors.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24485

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Student Records - Non-Academic

**CUTOFF:** WSO

**DESCRIPTION:** Records documenting the official creation of and changes to students' records. Records include, but are not limited to, name change authorizations, change of address forms, and residency classification form files.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24450

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development
Division: University General Retention Schedule

Section:
Sub-Section:

TITLE: Student Worker Time Sheets CUTOFF: EOAY
DESCRIPTION: Records of time and attendance for each graduate or undergraduate student worker...
NOTES:
SERIES: 24479 SERIES STATUS: Approved APPROVAL DATE: 11/15/2016
RETENTION: Years: 3 Months: 0 Days: 0
DISPOSITION ACTION: Destroy

TITLE: Surveillance and Monitoring Records CUTOFF: WSO
DESCRIPTION: Records created during the surveillance and monitoring of a building or area for security purposes...
NOTES: Retention time is suspended during any time when the accused is absent from the state...
SERIES: 24440 SERIES STATUS: Approved APPROVAL DATE: 11/15/2016
RETENTION: Years: 0 Months: 0 Days: 30
DISPOSITION ACTION: Destroy

TITLE: Telecommunications System Records CUTOFF: Decommission of system
DESCRIPTION: Records documenting the creation, modification, and disposition of university telecommunications systems...
NOTES:
SERIES: 24391 SERIES STATUS: Approved APPROVAL DATE: 11/15/2016
RETENTION: Years: 10 Months: 0 Days: 0
DISPOSITION ACTION: Destroy



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Theses and Dissertations

**CUTOFF:** Graduation

**DESCRIPTION:** Theses and dissertations submitted by students as required by their academic program. Records include, but are not limited to, final and accepted theses and dissertations.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to appropriate archives

**SERIES:** 24474

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Time and Attendance Files - Supervisory Approval

**CUTOFF:** EOSFY

**DESCRIPTION:** Records include, but are not limited to timesheets, requests for leave, requests for compensatory time and leave balance reports and evidence of employee and supervisory approval.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:** These records are usually maintained by the administrative assistant or supervisor of the division where the employee works.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24368

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016

**TITLE:** Time and Attendance Files -Official Record

**CUTOFF:** EOSFY

**DESCRIPTION:** Records include, but are not limited to timesheets, requests for leave, requests for compensatory time and leave balance reports. This information is used for timekeeping and payroll.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24367

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce  
Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Transcript Requests

**CUTOFF:** WSO

**DESCRIPTION:** Requests for official transcripts to be picked up, sent to the requester, or sent directly to another institution.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24481

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Tuition and Fee Change Records

**CUTOFF:** Graduation or last date of attendance

**DESCRIPTION:** Documentation of tuition and fee waivers or change in tuition status for students. Records include, but are not limited to, tuition waiver form, fee waiver form, change in tuition status form, and correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24482

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Unemployment Claim Files

**CUTOFF:** EOY in which eligibility determined

**DESCRIPTION:** Records include official letter from Division of Unemployment confirming former employee's salary, dates of services and funding source. Records also include the institution's response letter and copies of any supporting documentation from the employee's personnel file.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24378

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce  
Development  
Division: University General Retention Schedule

Section:  
Sub-Section:

**TITLE:** Vehicle Accident Reports

**CUTOFF:** Close of case

**DESCRIPTION:** Records relating to vehicle accidents within institutional jurisdiction which include, but are not limited to, accident reports, photographs, vehicle registration information, and documentation of evidence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** See record series 24407 for Accident and Injury Reports.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24441

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Veterans Administration Certification Records

**CUTOFF:** Graduation or last date of attendance

**DESCRIPTION:** Records relating to the certification of courses by the Veterans Administration (VA) for enrollment by eligible veterans. Records include, but are not limited to, approvals or disapprovals of course certifications. Records created per 38 USC 3680A.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24483

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Visitor Records

**CUTOFF:** EOY

**DESCRIPTION:** Documentation of individual research visits and group visits (tours, classes) to a university archives, special collections or research facility. Records include, but are not limited to, sign-in sheets, patron logs, patron registration forms, and guest books.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24443

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016





### Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Visitors Logs

**CUTOFF:** EOSFY

**DESCRIPTION:** Documentation of registration of non-agency personnel and visitors into the agency's building and/or office area. Information may include but is not limited to date and time visitor checked in and out, visitor name, reason for visit, agency contact name, and badge identification number.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24187

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Warrant Request or Requisition

**CUTOFF:** EOSFY

**DESCRIPTION:** Forms used to request payment from general revenue by the institution to pay vendors for supplies and/or services the vendors have provided to the institution.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24351

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Withdrawal Records

**CUTOFF:** Last date of attendance

**DESCRIPTION:** Records of students who withdraw from the institution. Records include, but are not limited to, withdrawal requests and authorizations. Records maintained per 34 CFR 668.24

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24458

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016



**Agency Records Disposition Schedule**

Department: Department of Higher Education and Workforce  
Development

Section:

Division: University General Retention Schedule

Sub-Section:

**TITLE:** Work Study Records

**CUTOFF:** Graduation or last date of attendance

**DESCRIPTION:** Documentation of students employed throughout the institution during each academic term for financial assistance. Records include, but are not limited to, copies of student timecards and timesheets, approval forms, and work study waiting lists.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24484

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Workers Compensation Claim Files

**CUTOFF:** Resolution of claim

**DESCRIPTION:** Records of workers compensation and other insurance claims filed as a result of incident, accident, or injury in the workplace. Includes incident files and other supporting documentation.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24372

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016