



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Registrar's Office

Division: University of Central Missouri

Sub-Section:

TITLE: Catalog/Course Scheduling Records

CUTOFF: EOAY

DESCRIPTION: A public list of course offerings that are available for a given term as well as the final examination schedule for the semester. This series also includes associated policies and procedures of key activities associated with registration such as fee payment instructions, refund policies, student support services, final examination schedules, maps and directories.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to appropriate archives

SERIES: 10908

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Grade Sheets/Report

CUTOFF: EOAY

Series Cutoff: EOAY

Notes: See series 10907 for permanent academic record.

Years: 5

Disposition Action: Destroy

DESCRIPTION: Used to record grades for each student enrolled in a specific course at the end of each semester. The grade sheet/report reflects the following information: student number, student name, course title, semester, department, course number, section, grade and instructor.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: See series 10907 for permanent academic record.

DISPOSITION ACTION: Destroy

SERIES: 10904

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Registrar's Office

Division: University of Central Missouri

Sub-Section:

TITLE: Graduation Rosters

CUTOFF: EOAY

DESCRIPTION: Documentation of students who have completed all graduation requirements and are therefore eligible to graduate in a given term. Records include but are not limited to, semester, or quarter, student name, department, and degree conferred.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to appropriate archives

SERIES: 10905

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Minutes of Admissions and Graduation Committee

CUTOFF: EOAY

DESCRIPTION:

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 10906

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Permanent Academic Record

CUTOFF: EOAY

DESCRIPTION: Record of all courses taken, all grades and honors received, and degrees conferred to a student. Records include, but are not limited to, student name and ID number, date of issue, course and unit titles, year of study and teaching period, credit points, marks and grades, qualification and graduation dates, exemptions or credits, and grade point averages (GPA).

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent - Transfer to appropriate archives

SERIES: 10907

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Registrar's Office

Division: University of Central Missouri

Sub-Section:

TITLE: Student Administrative Records

CUTOFF: EOAY in which student no longer enrolled

DESCRIPTION: Description: Records provide up-to-date information on students' activity from point of enrollment to graduation or leaving school. Files are established and maintained on every individual who enrolls/attends the university. Records include, but are not limited to, files on students, copies of withdrawal notices, grade changes, address changes, name changes, and other correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 10903

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015