



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Missouri State University

Section: Colleges and University College  
Sub-Section:

<b>TITLE:</b> Course Evaluations	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Course Evaluations	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 19140	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Course Syllabi and Outlines	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Course Syllabi and Outlines	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 12054	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Department Faculty Files - includes information on promotion and tenure	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Department Faculty Files - includes information on promotion and tenure	<b>RETENTION:</b> Years: 75 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 19139	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Grade Books	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Grade Books	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 19137	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/23/1987



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Missouri State University

Section: Colleges and University College  
Sub-Section:

<b>TITLE:</b> Internship Files	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Internship Files	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 19141	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> List of Students Majoring in a College	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> List of Students Majoring in a College	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12058	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Purchase Requisitions - for purchase of equipment and supplies - (copy) original in Financial Services	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Purchase Requisitions - for purchase of equipment and supplies - (copy) original in Financial Services	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12061	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Student Files - students currently enrolled in a College - (copy) original in Student Affairs	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Student Files - students currently enrolled in a College - (copy) original in Student Affairs	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12055	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/23/1987



**Agency Records Disposition Schedule**

Department: Department of Higher Education

Section: Colleges and University College

Division: Missouri State University

Sub-Section:

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**TITLE:** Tenure Evaluations

**CUTOFF:**

**DESCRIPTION:** Tenure Evaluations

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 19138

**SERIES STATUS:** Approved

**APPROVAL DATE:**

02/23/1987

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