



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Missouri Western State University

Section: Career Programs and farm  
Sub-Section:

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**TITLE:** Administrative Reports - Faculty load reports, class schedules, catalog revisions

**CUTOFF:**

**DESCRIPTION:** Administrative Reports - Faculty load reports, class schedules, catalog revisions

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 12628      **SERIES STATUS:** Approved

**APPROVAL DATE:** 07/10/1990

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**TITLE:** Advisory committee records

**CUTOFF:** EOSFY

**DESCRIPTION:** Advisory committee records

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

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**SERIES #:** 12615      **SERIES STATUS:** Approved

**APPROVAL DATE:** 07/10/1990

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**TITLE:** Blue Prints of building

**CUTOFF:** EOSFY

**DESCRIPTION:** Blue Prints of building

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

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**SERIES #:** 12641      **SERIES STATUS:** Approved

**APPROVAL DATE:** 07/10/1990

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**TITLE:** Budgetary Records - Departmental requests, allocations, printouts, division purchase records

**CUTOFF:**

**DESCRIPTION:** Budgetary Records - Departmental requests, allocations, printouts, division purchase records

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 12623      **SERIES STATUS:** Approved

**APPROVAL DATE:** 07/10/1990



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Career Programs and farm

Division: Missouri Western State University

Sub-Section:

<b>TITLE:</b> Committee files - all committees of which the dean is a member	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Committee files - all committees of which the dean is a member	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12624	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Computer Records, Expenses	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Computer Records, Expenses	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 12642	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Course Syllabi	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Course Syllabi	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12617	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Division Committee Minutes	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Division Committee Minutes	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12626	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Missouri Western State University

Section: Career Programs and farm  
Sub-Section:

<b>TITLE:</b> Faculty applicant files	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Faculty applicant files	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12622	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Faculty files-copies-originals in V.P. Academics	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Faculty files-copies-originals in V.P. Academics	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12620	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Faculty Meeting minutes	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Faculty Meeting minutes	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12625	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Farm plans, Annual	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Farm plans, Annual	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 12643	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990



Department: Department of Higher Education  
Division: Missouri Western State University

### Agency Records Disposition Schedule

Section: Career Programs and farm  
Sub-Section:

<b>TITLE:</b> Field Crop Production Records	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Field Crop Production Records	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 12635	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Grade books - original in registrars office	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Grade books - original in registrars office	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12616	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Graduate Follow-up Records	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Graduate Follow-up Records	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 12614	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Health Records - Livestock	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Health Records - Livestock	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 12631	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Career Programs and farm

Division: Missouri Western State University

Sub-Section:

<b>TITLE:</b> Herbicide Records	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Herbicide Records	<b>RETENTION:</b> Years:    Months:    Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 12637 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Inactive faculty files	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Inactive faculty files	<b>RETENTION:</b> Years: 3    Months: 0    Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12621 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Insecticide Records	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Insecticide Records	<b>RETENTION:</b> Years:    Months:    Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 12638 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Lime Records	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Lime Records	<b>RETENTION:</b> Years:    Months:    Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 12639 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Missouri Western State University

Section: Career Programs and farm  
Sub-Section:

<b>TITLE:</b> Livestock Registration (Cattle and Sheep)	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Livestock Registration (Cattle and Sheep)	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 12630 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Livestock, Birth WTS	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Livestock, Birth WTS	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 12632 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Livestock, Inventory	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Livestock, Inventory	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 12634 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Livestock, Weaning WTS	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Livestock, Weaning WTS	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 12633 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990



Department: Department of Higher Education  
Division: Missouri Western State University

### Agency Records Disposition Schedule

Section: Career Programs and farm  
Sub-Section:

<b>TITLE:</b> Machinery Inventory	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Machinery Inventory	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12629	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Major applications	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Major applications	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12618	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Off-Campus Correspondence	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Off-Campus Correspondence	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12627	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Soil Analysis Records	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Soil Analysis Records	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 12640	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Career Programs and farm

Division: Missouri Western State University

Sub-Section:

<b>TITLE:</b> Soil Fertility Records	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Soil Fertility Records	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 12636 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Student Files	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Student Files	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12619 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Vocational Education Budget Documents - Form FV-1, FV-4, purchase receipts	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Vocational Education Budget Documents - Form FV-1, FV-4, purchase receipts	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 12610 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Vocational Education Enrollment Documents - MOTIS and VEDS data	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Vocational Education Enrollment Documents - MOTIS and VEDS data	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 12611 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Career Programs and farm

Division: Missouri Western State University

Sub-Section:

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**TITLE:** Vocational Education Equipment Inventories

**CUTOFF:** EOSFY

**DESCRIPTION:** Vocational Education Equipment Inventories

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

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**SERIES #:** 12612

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/10/1990

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**TITLE:** Vocational Education Reports-Department of Elementary and Secondary Education

**CUTOFF:** EOSFY

**DESCRIPTION:** Vocational Education Reports-Department of Elementary and Secondary Education

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

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**SERIES #:** 12613

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/10/1990

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