



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Center

Division: Missouri Western State University

Sub-Section:

TITLE: Account Creation requests	CUTOFF:		
DESCRIPTION: Account Creation requests	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12686	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: ACT major codes - the ACT identifier for a major and its corresponding description	CUTOFF:		
DESCRIPTION: ACT major codes - the ACT identifier for a major and its corresponding description	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12644	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: ACT TAPE HISTORY - accumulation of records of students that have designated MWSC as a school to send scores. Contains Social Security number, test date, test scores, date added to student data base	CUTOFF:		
DESCRIPTION: ACT TAPE HISTORY - accumulation of records of students that have designated MWSC as a school to send scores. Contains Social Security number, test date, test scores, date added to student data base	RETENTION: Years: 10 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12677	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Bookstore rates - charge code, description of charge, object code, discount rate	CUTOFF:		
DESCRIPTION: Bookstore rates - charge code, description of charge, object code, discount rate	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12652	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990



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Sub-Section:

TITLE: Budget master file - account number, department, title, head of department, student labor budgeted, expenditure and balance amounts, encumbered, budgeted and balance amounts for operating, capital, travel,	CUTOFF:	
DESCRIPTION: Budget master file - account number, department, title, head of department, student labor budgeted, expenditure and balance amounts, encumbered, budgeted and balance amounts for operating, capital, travel, college car and staff salary	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12650	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990

TITLE: Central duplicating rates - services, charge for service and description of service	CUTOFF:	
DESCRIPTION: Central duplicating rates - services, charge for service and description of service	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12653	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990

TITLE: Class Card - backup of disc file	CUTOFF:	
DESCRIPTION: Class Card - backup of disc file	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12682	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990

TITLE: COLLEGE ADDRESS FILE - college code, name, address, type of program in years, status of institution (Disc version contains corrections to file)	CUTOFF:	
DESCRIPTION: COLLEGE ADDRESS FILE - college code, name, address, type of program in years, status of institution (Disc version contains corrections to file)	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12679	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



Agency Records Disposition Schedule

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Sub-Section:

TITLE: Computer Center Staff Accounting - current fiscal year records containing employee identifier, hours worked on activity	CUTOFF:		
DESCRIPTION: Computer Center Staff Accounting - current fiscal year records containing employee identifier, hours worked on activity	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12675	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: COMPUTER CENTER STAFF ACTIVITY - Employee identifier, activity identifier, hours worked on activity	CUTOFF:		
DESCRIPTION: COMPUTER CENTER STAFF ACTIVITY - Employee identifier, activity identifier, hours worked on activity	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12680	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: County, State, Country file - code identifier and either county, state or country name	CUTOFF:		
DESCRIPTION: County, State, Country file - code identifier and either county, state or country name	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12668	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Current and last month reports - payroll master record plus all reported payroll figures for the particular pay period	CUTOFF:		
DESCRIPTION: Current and last month reports - payroll master record plus all reported payroll figures for the particular pay period	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12666	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Center

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Sub-Section:

TITLE: Degree Code file - degree code, degree title, old code, drop indicator, hegis code	CUTOFF:	
DESCRIPTION: Degree Code file - degree code, degree title, old code, drop indicator, hegis code	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12669	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Department number file - ending fiscal year, department number, department title, name of person responsible and fund number	CUTOFF:	
DESCRIPTION: Department number file - ending fiscal year, department number, department title, name of person responsible and fund number	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12649	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Disk utilization reports	CUTOFF:	
DESCRIPTION: Disk utilization reports	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12687	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Division, Department, Discipline - division, department, discipline designator and corresponding title	CUTOFF:	
DESCRIPTION: Division, Department, Discipline - division, department, discipline designator and corresponding title	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12654	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Sub-Section:

TITLE: division, department, discipline, course number, census count indicator, Pass/Fail option, special fee indicator, instructor social security number, repeat indicator, credits, mid-term/final grade, Add/Drop indicator,	CUTOFF:
DESCRIPTION: division, department, discipline, course number, census count indicator, Pass/Fail option, special fee indicator, instructor social security number, repeat indicator, credits, mid-term/final grade, Add/Drop indicator, line number	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12661 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Employee codes - employee identifier, employment type/title	CUTOFF:
DESCRIPTION: Employee codes - employee identifier, employment type/title	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12662 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Equipment and material requisitions	CUTOFF:
DESCRIPTION: Equipment and material requisitions	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12685 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Expenditure master - fund, batch, voucher, department, object code make up the key. The detail consists of vendor number, vendor type, purchase order number, expenditure amount, check number, method of	CUTOFF:
DESCRIPTION: Expenditure master - fund, batch, voucher, department, object code make up the key. The detail consists of vendor number, vendor type, purchase order number, expenditure amount, check number, method of producing check, check date and retail amount.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12645 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Sub-Section:

TITLE: Hegis Code file - hegis code, description for code (Higher Education General Information Survey)	CUTOFF:	
DESCRIPTION: Hegis Code file - hegis code, description for code (Higher Education General Information Survey)	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12670	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: HIGH SCHOOL ADDRESS - high school name, address and identifier (also on disc)	CUTOFF:	
DESCRIPTION: HIGH SCHOOL ADDRESS - high school name, address and identifier (also on disc)	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12678	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Initial Class Schedule - Division, Department, Discipline, course number, method of instruction, section, meeting time, location, credits, instructor name/social security number start/end date, hegis code, course title,	CUTOFF:	
DESCRIPTION: Initial Class Schedule - Division, Department, Discipline, course number, method of instruction, section, meeting time, location, credits, instructor name/social security number start/end date, hegis code, course title, special fees, type of grading, prerequisites, fee indicator, summer session indicator	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12659	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Inventory master file - for capital items of \$50 of greater value: tag number, department number, object code, location, item description, data purchased, purchase order number, original cost, vendor number, serial	CUTOFF:	
DESCRIPTION: Inventory master file - for capital items of \$50 of greater value: tag number, department number, object code, location, item description, data purchased, purchase order number, original cost, vendor number, serial number, life expectancy in years	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12656	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Center

Division: Missouri Western State University

Sub-Section:

TITLE: Library Periodical Master - periodical number, title, frequency of publication, publisher identifier, alert code, subject matter codes, method of holding and holding dates	CUTOFF:
DESCRIPTION: Library Periodical Master - periodical number, title, frequency of publication, publisher identifier, alert code, subject matter codes, method of holding and holding dates	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12657 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Master class schedule - backup of disc. file	CUTOFF:
DESCRIPTION: Master class schedule - backup of disc. file	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12681 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Master course catalog - division, department, discipline and course indicator, course title, discipline and course indicator, course title, minimum/maximum credits, hegis code, semester first/last offered/discontinued,	CUTOFF:
DESCRIPTION: Master course catalog - division, department, discipline and course indicator, course title, discipline and course indicator, course title, minimum/maximum credits, hegis code, semester first/last offered/discontinued, special fee indicator, grading type, method of instruction classroom type, semester offered, year offered prerequisite indicator	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12655 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: method of instruction, section, meeting time, meeting time, location, credits, instructor name/social security number, start/end date, hegis code, course title, special fees, type of grading, pre-requisites, fee	CUTOFF:
DESCRIPTION: method of instruction, section, meeting time, meeting time, location, credits, instructor name/social security number, start/end date, hegis code, course title, special fees, type of grading, pre-requisites, fee indicator, summer session indicator. (line number and cancellation indicator are in Master Class schedule only)	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12660 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Sub-Section:

TITLE: Non-student vendor file - Student identifier or vendor identifier, name and address	CUTOFF:
DESCRIPTION: Non-student vendor file - Student identifier or vendor identifier, name and address	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12648 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Object code file - ending fiscal year, object code, title, and activity type	CUTOFF:
DESCRIPTION: Object code file - ending fiscal year, object code, title, and activity type	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12651 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Outstanding checks - fund number, batch number voucher number, vendor number and type, check amount, check number and method of production, check date	CUTOFF:
DESCRIPTION: Outstanding checks - fund number, batch number voucher number, vendor number and type, check amount, check number and method of production, check date	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12646 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Payroll calculation/rate tables - all necessary benefits and state/federal tax rates	CUTOFF:
DESCRIPTION: Payroll calculation/rate tables - all necessary benefits and state/federal tax rates	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12663 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Department: Department of Higher Education

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Sub-Section:

TITLE: Payroll Control file - department number, position number in dept., position title, budgeted YTD salary, full-time equivalent percent, social security number, actual YTD salary **CUTOFF:**

DESCRIPTION: Payroll Control file - department number, position number in dept., position title, budgeted YTD salary, full-time equivalent percent, social security number, actual YTD salary **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 12664 **SERIES STATUS:** Approved **APPROVAL DATE:** 07/10/1990

TITLE: Payroll Master - Employee name, address (home/ campus), telephone number (home/campus), social security number other demographics on employee, payroll information, benefits indicators and YTD payroll **CUTOFF:**

DESCRIPTION: Payroll Master - Employee name, address (home/ campus), telephone number (home/campus), social security number other demographics on employee, payroll information, benefits indicators and YTD payroll accumulators, and all leave accumulators **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 12665 **SERIES STATUS:** Approved **APPROVAL DATE:** 07/10/1990

TITLE: Payroll pay periods - type of payroll, pay period type, pay date, pay period length in days, pay period beginning and ending date. **CUTOFF:**

DESCRIPTION: Payroll pay periods - type of payroll, pay period type, pay date, pay period length in days, pay period beginning and ending date. **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 12674 **SERIES STATUS:** Approved **APPROVAL DATE:** 07/10/1990

TITLE: Payroll/Personnel error messages - contains an error message and identifier used by Payroll/Personnel update programs **CUTOFF:**

DESCRIPTION: Payroll/Personnel error messages - contains an error message and identifier used by Payroll/Personnel update programs **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 12673 **SERIES STATUS:** Approved **APPROVAL DATE:** 07/10/1990



Department: Department of Higher Education

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Agency Records Disposition Schedule

Section: Computer Center

Sub-Section:

TITLE: Port utilization reports	CUTOFF:		
DESCRIPTION: Port utilization reports	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12688	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Student Accounts Receivable - student identifier, object code, date charge incurred, charge	CUTOFF:		
DESCRIPTION: Student Accounts Receivable - student identifier, object code, date charge incurred, charge	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12667	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Student Master - backup of disc file	CUTOFF:		
DESCRIPTION: Student Master - backup of disc file	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12683	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Student Master File - student identifier, name, demographic data, accumulators for grade point, admissions data and major	CUTOFF:		
DESCRIPTION: Student Master File - student identifier, name, demographic data, accumulators for grade point, admissions data and major	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12671	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Computer Center

Division: Missouri Western State University

Sub-Section:

TITLE: Student semester tuition fee rates - fee identifier and fee associated with particular identifier	CUTOFF:		
DESCRIPTION: Student semester tuition fee rates - fee identifier and fee associated with particular identifier	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12672	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990

TITLE: Student vendor file - Student identifier or vendor identifier, name and address	CUTOFF:		
DESCRIPTION: Student vendor file - Student identifier or vendor identifier, name and address	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12647	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990

TITLE: Subject matter - code and title for valid subject matter used by Library Periodical	CUTOFF:		
DESCRIPTION: Subject matter - code and title for valid subject matter used by Library Periodical	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12658	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
