



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Dean of Students

Division: Missouri Western State University

Sub-Section:

TITLE: Campus Organizations- Officers, Sponsors and Constitutions	CUTOFF:		
DESCRIPTION: Campus Organizations- Officers, Sponsors and Constitutions	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12711	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Cheerleader Files- Contracts	CUTOFF:		
DESCRIPTION: Cheerleader Files- Contracts	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12725	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Club Annual Reports- Fall and Spring	CUTOFF:		
DESCRIPTION: Club Annual Reports- Fall and Spring	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12712	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Club Fund Raising Permits	CUTOFF:		
DESCRIPTION: Club Fund Raising Permits	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12713	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983



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Sub-Section:

TITLE: College Center Board Files- Constitution, by-laws, officers, activity reports and minutes	CUTOFF: EOSFY
DESCRIPTION: College Center Board Files- Constitution, by-laws, officers, activity reports and minutes	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12733 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: College Queen Contest Records- Homecoming and Sweetheart	CUTOFF:
DESCRIPTION: College Queen Contest Records- Homecoming and Sweetheart	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12714 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Dorm Council Files- Constitution, officers, activity reports and minutes	CUTOFF:
DESCRIPTION: Dorm Council Files- Constitution, officers, activity reports and minutes	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12732 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Dorm Supervisor Files- Evaluations and other Pertinent information	CUTOFF:
DESCRIPTION: Dorm Supervisor Files- Evaluations and other Pertinent information	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12731 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



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Section: Dean of Students
Sub-Section:

TITLE: Facility Reservation Requests- copies- Originals in Scheduling Office	CUTOFF:
DESCRIPTION: Facility Reservation Requests- copies- Originals in Scheduling Office	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12718 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Final Semester Grade Point Lists	CUTOFF:
DESCRIPTION: Final Semester Grade Point Lists	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12720 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Freshman Orientation Reports	CUTOFF:
DESCRIPTION: Freshman Orientation Reports	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12724 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Maintenance Requests- copies- Originals in Maintenance Office	CUTOFF:
DESCRIPTION: Maintenance Requests- copies- Originals in Maintenance Office	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12717 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



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Department: Department of Higher Education

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Division: Missouri Western State University

Sub-Section:

TITLE: Publications- College, Student Organizations, and Catalogs	CUTOFF:		
DESCRIPTION: Publications- College, Student Organizations, and Catalogs	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12723	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
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TITLE: Purchase Requisitions- copies- Originals in Accounting	CUTOFF:		
DESCRIPTION: Purchase Requisitions- copies- Originals in Accounting	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12716	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
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TITLE: Resident Assistant Files- Contracts and Evaluations	CUTOFF:		
DESCRIPTION: Resident Assistant Files- Contracts and Evaluations	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12730	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
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TITLE: Student Check-outs-copies - Originals in Business Office	CUTOFF:		
DESCRIPTION: Student Check-outs-copies - Originals in Business Office	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12727	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983



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Section: Dean of Students

Sub-Section:

TITLE: Student Disciplinary Files	CUTOFF:	
DESCRIPTION: Student Disciplinary Files	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12719	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Student Governance Minutes and Resolutions- SGA, CCB, and Dorm Counsel	CUTOFF: EOSFY	
DESCRIPTION: Student Governance Minutes and Resolutions- SGA, CCB, and Dorm Counsel	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 12715	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Student Information List	CUTOFF:	
DESCRIPTION: Student Information List	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12722	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Student Personnel Files- Records of Student Discipline Problems and Action Taken as a Result of Said Problems	CUTOFF:	
DESCRIPTION: Student Personnel Files- Records of Student Discipline Problems and Action Taken as a Result of Said Problems	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12729	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education

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Sub-Section:

TITLE: Student Voter Lists

CUTOFF:

DESCRIPTION: Student Voter Lists

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12721

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983
