



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Department of English and Modern Languages

Division: Missouri Western State University

Sub-Section:

TITLE: ACT computer printouts - for recruitment and placement	CUTOFF:
DESCRIPTION: ACT computer printouts - for recruitment and placement	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12936	SERIES STATUS: Approved
	APPROVAL DATE: 05/18/1983
TITLE: Active faculty records - official records in Provost's Office - Evaluations Job Descriptions Credentials (copies) Course Syllabi Testbook requests	CUTOFF:
DESCRIPTION: Active faculty records - official records in Provost's Office - Evaluations Job Descriptions Credentials (copies) Course Syllabi Testbook requests	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12940	SERIES STATUS: Approved
	APPROVAL DATE: 05/18/1983
TITLE: Attendance and travel records (faculty)	CUTOFF:
DESCRIPTION: Attendance and travel records (faculty)	RETENTION: Years: 2 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12954	SERIES STATUS: Approved
	APPROVAL DATE: 05/18/1983
TITLE: Current majors - degree declaration forms, advisors	CUTOFF:
DESCRIPTION: Current majors - degree declaration forms, advisors	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12938	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: Curriculum Proposals and action taken (departmental proposals, departmental and institutional action) Degree programs and general studies Certification requirements Class schedules (departmental, back 10 years	CUTOFF:
DESCRIPTION: Curriculum Proposals and action taken (departmental proposals, departmental and institutional action) Degree programs and general studies Certification requirements Class schedules (departmental, back 10 years currently)	RETENTION: Years: 2 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12946 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Enrollment data - computer printouts	CUTOFF:
DESCRIPTION: Enrollment data - computer printouts	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12947 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Equipment inventory Audio visual hardware and software Office furniture and machines	CUTOFF: EOSFY
DESCRIPTION: Equipment inventory Audio visual hardware and software Office furniture and machines	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12953 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Faculty recruitment Recruiting and hiring guidelines Applications	CUTOFF:
DESCRIPTION: Faculty recruitment Recruiting and hiring guidelines Applications	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12942 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



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Sub-Section:

TITLE: Faculty workload reports	CUTOFF:		
DESCRIPTION: Faculty workload reports	RETENTION: Years: 2 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12944	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Financial records - Original in Business Office Agency accounts Department budget - proposals and working budgets Faculty travel allowances and expenditures Purchase orders	CUTOFF:		
DESCRIPTION: Financial records - Original in Business Office Agency accounts Department budget - proposals and working budgets Faculty travel allowances and expenditures Purchase orders	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12952	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Grade appeals - procedures and records	CUTOFF:		
DESCRIPTION: Grade appeals - procedures and records	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12937	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Graduates - departmental	CUTOFF:		
DESCRIPTION: Graduates - departmental	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12939	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Department of English and Modern Languages

Division: Missouri Western State University

Sub-Section:

TITLE: Guidelines for tenure, promotion, professional leave, and professional grants

CUTOFF:

DESCRIPTION: Guidelines for tenure, promotion, professional leave, and professional grants

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12943

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983

TITLE: Inactive faculty records - official records in Provost's Office - Evaluations Credentials (copies) Course

CUTOFF:

Syllabi Testbook requests

DESCRIPTION: Inactive faculty records - official records in Provost's Office - Evaluations Credentials (copies) Course

RETENTION: Years: 3 Months: 0 Days: 0

Syllabi Testbook requests

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12941

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983

TITLE: Institutional publications - copies

CUTOFF:

DESCRIPTION: Institutional publications - copies

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12948

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983

TITLE: Minutes Faculty Senate Department Committee Mtgs. Department Meetings Dean/Dept. Chairperson

CUTOFF:

Mtgs. CGAC

DESCRIPTION: Minutes Faculty Senate Department Committee Mtgs. Department Meetings Dean/Dept. Chairperson

RETENTION: Years: 2 Months: 0 Days: 0

Mtgs. CGAC

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12945

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education

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Division: Missouri Western State University

Sub-Section:

TITLE: Organizations and committees (institutional, divisional, and departmental) – membership and minutes	CUTOFF:		
DESCRIPTION: Organizations and committees (institutional, divisional, and departmental) – membership and minutes	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12949	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
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TITLE: Policies and guidelines (institutional, divisional, departmental)	CUTOFF:		
DESCRIPTION: Policies and guidelines (institutional, divisional, departmental)	RETENTION: Years: 2 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12950	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
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TITLE: Scholarships - classification, guidelines, records of awards	CUTOFF:		
DESCRIPTION: Scholarships - classification, guidelines, records of awards	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12935	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
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TITLE: Work study records Time sheets Budget/salary expenditures	CUTOFF:		
DESCRIPTION: Work study records Time sheets Budget/salary expenditures	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12951	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
