



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Personnel Office

Division: Missouri Western State University

Sub-Section:

<b>TITLE:</b> Applications for Employment	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Applications for Employment	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13041	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983
<b>TITLE:</b> Committee meeting minutes and reports	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Committee meeting minutes and reports	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13049	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983
<b>TITLE:</b> Group Health Insurance personnel folders	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Group Health Insurance personnel folders	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13044	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983
<b>TITLE:</b> Handbooks of policies for Supportive Staff Employees	<b>CUTOFF:</b> EOSFY		
<b>DESCRIPTION:</b> Handbooks of policies for Supportive Staff Employees	<b>RETENTION:</b> Years: Months: Days:		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent		
<b>SERIES #:</b> 13051	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Personnel Office

Division: Missouri Western State University

Sub-Section:

<b>TITLE:</b> Health Insurance Enrollment Records	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Health Insurance Enrollment Records	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13045	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983
<b>TITLE:</b> Monthly insurance billing records	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Monthly insurance billing records	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13043	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983
<b>TITLE:</b> Position Classification Descriptions for Supportive Staff employees	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Position Classification Descriptions for Supportive Staff employees	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13050	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983
<b>TITLE:</b> Records of Discrimination Complaints and Correspondence	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Records of Discrimination Complaints and Correspondence	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13046	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Personnel Office

Division: Missouri Western State University

Sub-Section:

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<b>TITLE:</b> Records related to Unemployment Insurance Claims	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Records related to Unemployment Insurance Claims	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13048	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983

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<b>TITLE:</b> Vacancies notices and related correspondence and documentation	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Vacancies notices and related correspondence and documentation	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13042	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983

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<b>TITLE:</b> Worker's Compensation reports and related correspondence Original in C.A.R.O.(Central Accident Reporting Office) Jefferson City.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Worker's Compensation reports and related correspondence Original in C.A.R.O.(Central Accident Reporting Office) Jefferson City.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13047	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983

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