



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Accounting and Payroll Offices

Division: Northwest Missouri State University

Sub-Section:

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**TITLE:** Check Register - List of checks, name of payees, and amounts of checks

**CUTOFF:**

**DESCRIPTION:** Check Register - List of checks, name of payees, and amounts of checks

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 11497

**SERIES STATUS:** Approved

**APPROVAL DATE:**

05/18/1983

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**TITLE:** Employee Health, Life and Accident, Long Term Disability Insurance Cards - Card listing of employees participating in the group insurance program

**CUTOFF:**

**DESCRIPTION:** Employee Health, Life and Accident, Long Term Disability Insurance Cards - Card listing of employees participating in the group insurance program

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 11496

**SERIES STATUS:** Approved

**APPROVAL DATE:**

05/18/1983