



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Assistant Provost

Division: Northwest Missouri State University

Sub-Section:

<b>TITLE:</b> Annual Reports, Assistant Provost	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Annual Reports, Assistant Provost	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11516 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 12/17/1974
<b>TITLE:</b> Budget Materials	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Budget Materials. Mandatory Audit	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11523 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 12/17/1974
<b>TITLE:</b> Cooperative Programs (agreements, materials, programs)	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Cooperative Programs (agreements, materials, programs)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11526 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 12/17/1974
<b>TITLE:</b> Course Syllabi (5 Yrs.. After revision)	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Course Syllabi (5 Yrs.. After revision)	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11519 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 12/17/1974



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Assistant Provost

Division: Northwest Missouri State University

Sub-Section:

<b>TITLE:</b> Current Policies File	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Current Policies File	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11527	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	12/17/1974
<b>TITLE:</b> Departmental Memos	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Departmental Memos	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11528	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	12/17/1974
<b>TITLE:</b> Faculty Council Meetings Minutes	<b>CUTOFF:</b> EOSFY		
<b>DESCRIPTION:</b> Faculty Council Meetings Minutes	<b>RETENTION:</b> Years: Months: Days:		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent		
<b>SERIES #:</b> 11517	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	12/17/1974
<b>TITLE:</b> Faculty Personnel Records - copy - Original in Office of Vice-President for administration	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Faculty Personnel Records - copy - Original in Office of Vice-President for administration	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11522	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	12/17/1974



Department: Department of Higher Education

Division: Northwest Missouri State University

### Agency Records Disposition Schedule

Section: Assistant Provost

Sub-Section:

<b>TITLE:</b> Faculty Senate Meeting Minutes	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Faculty Senate Meeting Minutes	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11518	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 12/17/1974
<b>TITLE:</b> General Faculty Bulletins	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> General Faculty Bulletins	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11521	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 12/17/1974
<b>TITLE:</b> General Faculty Meetings Minutes	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> General Faculty Meetings Minutes	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11524	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 12/17/1974
<b>TITLE:</b> Official Catalogs (undergraduate)	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Official Catalogs (undergraduate)	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11520	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 12/17/1974



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Assistant Provost

Division: Northwest Missouri State University

Sub-Section:

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**TITLE:** Work load and class load Reports

**CUTOFF:**

**DESCRIPTION:** Work load and class load Reports

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 11525

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/1974

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