



Department: Department of Higher Education  
Division: Northwest Missouri State University

### Agency Records Disposition Schedule

Section: Learning Resource Center  
Sub-Section:

<b>TITLE:</b> Accreditation and Evaluation Reports	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Accreditation and Evaluation Reports	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11548	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983
<b>TITLE:</b> Annual Reports	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Annual Reports	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11551	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983
<b>TITLE:</b> Faculty and Staff work schedules	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Faculty and Staff work schedules	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11545	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983
<b>TITLE:</b> Job Orders	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Job Orders	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11547	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983



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### Agency Records Disposition Schedule

Section: Learning Resource Center  
Sub-Section:

<b>TITLE:</b> Learning Resources Activities	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Learning Resources Activities	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11554	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983
<b>TITLE:</b> Learning Resources Advisory Committee Meeting Minutes Originals in Faculty Senate Offices	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Learning Resources Advisory Committee Meeting Minutes Originals in Faculty Senate Offices	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11549	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983
<b>TITLE:</b> Learning Resources Budget Reports	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Learning Resources Budget Reports	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11550	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983
<b>TITLE:</b> Library Acquisition requests for books- materials	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Library Acquisition requests for books- materials	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11555	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983



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### Agency Records Disposition Schedule

Section: Learning Resource Center  
Sub-Section:

<b>TITLE:</b> Library Census	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Library Census	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11544	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Personnel Folders - copy - (Original in Office of Vice-President for Administration)	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Personnel Folders - 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> 11546	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Purchase Orders - copy - Original in Purchasing Dept.	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Purchase Orders - copy - Original in Purchasing Dept.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11552	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Revenue Deposit Slips ( for test, copier, etc.) Original in Business Office	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Revenue Deposit Slips ( for test, copier, etc.) Original in Business Office	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11553	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983



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### Agency Records Disposition Schedule

Section: Learning Resource Center  
Sub-Section:

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**TITLE:** Student Hours (work in Learning Resources)

**CUTOFF:**

**DESCRIPTION:** Student Hours (work in Learning Resources)

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 11543

**SERIES STATUS:** Approved

**APPROVAL DATE:**

05/18/1983

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