



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

### Agency Records Disposition Schedule

Section: Placement  
Sub-Section:

<b>TITLE:</b> Annual Placement Report	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Annual Placement Report	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11604	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Brochures, broadsides and folders provided by Business, Indusconcerning employment	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Brochures, broadsides and folders provided by Business, Indusconcerning employment	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11603	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Compilation of vacancies by fields from letters, telephone calls and other sources (vacancy book listings)	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Compilation of vacancies by fields from letters, telephone calls and other sources (vacancy book listings)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11602	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Front sheet for credentials - information provided by seniors alumni candidates to keep personal data current for prospective employees	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Front sheet for credentials - information provided by seniors alumni candidates to keep personal data current for prospective employees	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11600	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Placement

Division: Northwest Missouri State University

Sub-Section:

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**TITLE:** Information cards provided by seniors, alumni and reciprocity candidates

**CUTOFF:**

**DESCRIPTION:** Information cards provided by seniors, alumni and reciprocity candidates

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 11599      **SERIES STATUS:** Approved

**APPROVAL DATE:** 05/18/1983

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**TITLE:** Purchase Request - copies - Originals in Purchasing

**CUTOFF:**

**DESCRIPTION:** Purchase Request - copies - Originals in Purchasing

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 11596      **SERIES STATUS:** Approved

**APPROVAL DATE:** 05/18/1983

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**TITLE:** Recommendation forms from Faculty, employers, character references, personal reference

**CUTOFF:**

**DESCRIPTION:** Recommendation forms from Faculty, employers, character references, personal reference

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 11598      **SERIES STATUS:** Approved

**APPROVAL DATE:** 05/18/1983

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**TITLE:** Record of payment of Placement Fees

**CUTOFF:**

**DESCRIPTION:** Record of payment of Placement Fees

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 11605      **SERIES STATUS:** Approved

**APPROVAL DATE:** 05/18/1983



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Placement

Division: Northwest Missouri State University

Sub-Section:

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**TITLE:** Vacancy Bulletin - Maining List - IBM Cards

**CUTOFF:**

**DESCRIPTION:** Vacancy Bulletin - Maining List - IBM Cards

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 11597

**SERIES STATUS:** Approved

**APPROVAL DATE:**

05/18/1983

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**TITLE:** Vacancy reportings from school districts, colleges and Universities (letters)

**CUTOFF:**

**DESCRIPTION:** Vacancy reportings from school districts, colleges and Universities (letters)

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 11601

**SERIES STATUS:** Approved

**APPROVAL DATE:**

05/18/1983

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