



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Purchasing

Division: Northwest Missouri State University

Sub-Section:

TITLE: Acknowledgements - Vendor Acknowledgements or Acceptances of Purchase Orders **CUTOFF:**

DESCRIPTION: Acknowledgements - Vendor Acknowledgements or Acceptances of Purchase Orders **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 11479 **SERIES STATUS:** Approved **APPROVAL DATE:** 05/18/1983

TITLE: Assignments - Assignments of contract rights **CUTOFF:**

DESCRIPTION: Assignments - Assignments of contract rights **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 11480 **SERIES STATUS:** Approved **APPROVAL DATE:** 05/18/1983

TITLE: Authority for sale of scrap - Authority for sale of scrap material **CUTOFF:**

DESCRIPTION: Authority for sale of scrap - Authority for sale of scrap material **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 11481 **SERIES STATUS:** Approved **APPROVAL DATE:** 05/18/1983

TITLE: Bids **CUTOFF:**

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

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 11482 **SERIES STATUS:** Approved **APPROVAL DATE:** 05/18/1983



Agency Records Disposition Schedule

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

Section: Purchasing
Sub-Section:

TITLE: Bills of lading	CUTOFF:
DESCRIPTION: Bills of lading	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11483 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Construction Estimates and Bids	CUTOFF:
DESCRIPTION: Construction Estimates and Bids	RETENTION: Years: 4 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11484 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Contracts - For Construction	CUTOFF:
DESCRIPTION: Contracts - For Construction	RETENTION: Years: 4 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11486 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Contracts - With vendors; other than construction	CUTOFF:
DESCRIPTION: Contracts - With vendors; other than construction	RETENTION: Years: 4 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11485 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

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

Section: Purchasing
Sub-Section:

TITLE: Equipment Leases - After expiration	CUTOFF:		
DESCRIPTION: Equipment Leases - After expiration	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11487	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Freight Bills	CUTOFF:		
DESCRIPTION: Freight Bills	RETENTION: Years: 5 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11489	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Freight Claims - Claims against shipping firms and/or vendors	CUTOFF:		
DESCRIPTION: Freight Claims - Claims against shipping firms and/or vendors	RETENTION: Years: 5 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11488	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Inventory, Plant Records - Property Control Records	CUTOFF: EOSFY		
DESCRIPTION: Inventory, Plant Records - Property Control Records	RETENTION: Years: Months: Days:		
NOTES:	DISPOSITION ACTION: Permanent		
SERIES #: 11490	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983



Agency Records Disposition Schedule

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

Section: Purchasing
Sub-Section:

TITLE: Order Document Logs - Document logs for purchase orders, requisitions, contract releases, blanket orders releases, etc.	CUTOFF:	
DESCRIPTION: Order Document Logs - Document logs for purchase orders, requisitions, contract releases, blanket orders releases, etc.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11492	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Orders, Capital Expenditure - Orders Placed Against Capital Funds	CUTOFF:	
DESCRIPTION: Orders, Capital Expenditure - Orders Placed Against Capital Funds	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11491	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Orders, Purchase - Orders for items from other than those from capital funds	CUTOFF:	
DESCRIPTION: Orders, Purchase - Orders for items from other than those from capital funds	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13129	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Quotations - Quotations for goods or services received from vendors	CUTOFF:	
DESCRIPTION: Quotations - Quotations for goods or services received from vendors	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11493	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Purchasing

Division: Northwest Missouri State University

Sub-Section:

TITLE: Receiving Reports - Records of incoming goods

CUTOFF:

DESCRIPTION: Receiving Reports - Records of incoming goods

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11494

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983

TITLE: Requisitions - Requisitions received from campus depts.

CUTOFF:

DESCRIPTION: Requisitions - Requisitions received from campus depts.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11495

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983
