



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Truman State University

Section: Public Relations
Sub-Section:

TITLE: Alumni Association Records - Official records, meeting minutes financial reports	CUTOFF: EOSFY
DESCRIPTION: Alumni Association Records - Official records, meeting minutes financial reports	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11786 SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989
TITLE: Alumni List - Contains alumni's name address, date of graduation, present employer and other degrees received.	CUTOFF: EOSFY
DESCRIPTION: Alumni List - Contains alumni's name address, date of graduation, present employer and other degrees received.	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11783 SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989
TITLE: Alumni Magazine (1 copy)	CUTOFF: EOSFY
DESCRIPTION: Alumni Magazine (1 copy)	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11784 SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989
TITLE: Back Issues of the Student Newspaper - One copy filed permanently in the Registrar's Office	CUTOFF:
DESCRIPTION: Back Issues of the Student Newspaper - One copy filed permanently in the Registrar's Office	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11789 SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989



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Sub-Section:

TITLE: Budget Information - Original in Business Office	CUTOFF:		
DESCRIPTION: Budget Information - Original in Business Office	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11781	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
TITLE: Computer Printouts of Alumni records	CUTOFF:		
DESCRIPTION: Computer Printouts of Alumni records	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11785	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
TITLE: Final Publication Copy of all Manuals, Books and Brochures Concerning Northeast Missouri State University (1 Copy)	CUTOFF: EOSFY		
DESCRIPTION: Final Publication Copy of all Manuals, Books and Brochures Concerning Northeast Missouri State University (1 Copy)	RETENTION: Years: Months: Days:		
NOTES:	DISPOSITION ACTION: Permanent		
SERIES #: 11787	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
TITLE: General activities - Lists activities sponsored by the Public Relations office	CUTOFF:		
DESCRIPTION: General activities - Lists activities sponsored by the Public Relations office	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11780	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989



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Department: Department of Higher Education
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Section: Public Relations
Sub-Section:

TITLE: News Releases	CUTOFF:	
DESCRIPTION: News Releases	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11778	SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989
TITLE: Photo File - Selected pictures and color slides of faculty, buildings, and students.	CUTOFF:	
DESCRIPTION: Photo File - Selected pictures and color slides of faculty, buildings, and students.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11779	SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989
TITLE: Sports Statistics and Records - Lists individual and team records competitive teams and the score of each sports activity	CUTOFF: EOSFY	
DESCRIPTION: Sports Statistics and Records - Lists individual and team records competitive teams and the score of each sports activity	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 11782	SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989
TITLE: Student Newspaper Advertising List - Record of all potential advertisers in the student newspaper	CUTOFF:	
DESCRIPTION: Student Newspaper Advertising List - Record of all potential advertisers in the student newspaper	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11788	SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989



Agency Records Disposition Schedule

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Division: Truman State University

Sub-Section:

TITLE: Student Newspaper Supporting Information - Clippings from the student newspaper filed by subject.

CUTOFF:

DESCRIPTION: Student Newspaper Supporting Information - Clippings from the student newspaper filed by subject.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11790

SERIES STATUS: Approved

APPROVAL DATE:

03/13/1989
