



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Registrar's Office

Division: Truman State University

Sub-Section:

<b>TITLE:</b> Academic Records of the University before 1908	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Academic Records of the University before 1908. Records may be microfilmed	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11646	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Board of Regents Minutes - Official minutes of all Board meetings	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Board of Regents Minutes - Official minutes of all Board meetings	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11641	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Bound copies of the Echo and Index - College yearbooks and school newspapers - one copy	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Bound copies of the Echo and Index - College yearbooks and school newspapers - one copy	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11640	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Correspondence Grades 1920 to present - NMSU correspondence grade reports.	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Correspondence Grades 1920 to present - NMSU correspondence grade reports.	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11651	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989



### Agency Records Disposition Schedule

Department: Department of Higher Education

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Division: Truman State University

Sub-Section:

<b>TITLE:</b> Faculty Grade Reports - Original class list on which the grades have been marked by the instructor.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Faculty Grade Reports - Original class list on which the grades have been marked by the instructor.	<b>RETENTION:</b> Years: 30 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11634	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989
<b>TITLE:</b> General Information Card - Card on which the student records his demographic data, duplicate of which is on the data processing total file.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> General Information Card - Card on which the student records his demographic data, duplicate of which is on the data processing total file.	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11630	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989
<b>TITLE:</b> Grade Change File - All changes of grade made after the official grading period.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Grade Change File - All changes of grade made after the official grading period.	<b>RETENTION:</b> Years: Months: Days:		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent		
<b>SERIES #:</b> 11648	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989
<b>TITLE:</b> Graduation Check Sheet - Analysis of required courses for graduation - work sheet	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Graduation Check Sheet - Analysis of required courses for graduation - work sheet	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11644	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Registrar's Office

Division: Truman State University

Sub-Section:

<b>TITLE:</b> Graduation Lists - Official list of graduates of the institution for each commencement.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Graduation Lists - Official list of graduates of the institution for each commencement.	<b>RETENTION:</b> Years: Months: Days:		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent		
<b>SERIES #:</b> 11636	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989
<b>TITLE:</b> Missouri Commission on Higher Education and all Federal Reports - Copies of all enrollment and student related reports	<b>CUTOFF:</b> EOFFY		
<b>DESCRIPTION:</b> Missouri Commission on Higher Education and all Federal Reports - Copies of all enrollment and student related reports	<b>RETENTION:</b> Years: Months: Days:		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent		
<b>SERIES #:</b> 11650	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989
<b>TITLE:</b> Missouri Residency Forms - A declaration of intent to declare Missouri Residency	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Missouri Residency Forms - A declaration of intent to declare Missouri Residency	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11631	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989
<b>TITLE:</b> Missouri Teacher Certification Application - University copy of the life teaching certificate application. (Original filed with Mo. Department of Education).	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Missouri Teacher Certification Application - University copy of the life teaching certificate application. (Original filed with Mo. Department of Education).	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11645	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989



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Department: Department of Higher Education  
Division: Truman State University

Section: Registrar's Office  
Sub-Section:

<b>TITLE:</b> Name Change Cards - Card file indicating all notifications of name changes of present and past students.	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Name Change Cards - Card file indicating all notifications of name changes of present and past students.	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11638	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Northeast Missouri State Teacher's College Bulletins Northeast Missouri State College Bulletins (one copy) Northeast Missouri State University Bulletins	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Northeast Missouri State Teacher's College Bulletins Northeast Missouri State College Bulletins (one copy) Northeast Missouri State University Bulletins	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11635	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Old Matriculation Cards (1908-1967) - Card indicating the assigned student number before social security numbers were used	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Old Matriculation Cards (1908-1967) - Card indicating the assigned student number before social security numbers were used	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11647	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Permit to Register - Original registration document on which the student requests his classes	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Permit to Register - Original registration document on which the student requests his classes	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11629	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Truman State University

Section: Registrar's Office  
Sub-Section:

<b>TITLE:</b> Probation Lists - Lists by semester of students on academic probation	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Probation Lists - Lists by semester of students on academic probation	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11642	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Registrar's Correspondence	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Registrar's Correspondence	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11652	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Repeat Forms - Application whereby the GPA is altered after a course is taken for a second time	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Repeat Forms - Application whereby the GPA is altered after a course is taken for a second time	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11649	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Secondary Certificate Sheets - Analysis of earned credits for teacher certification - work sheet	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Secondary Certificate Sheets - Analysis of earned credits for teacher certification - work sheet	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11643	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989



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Department: Department of Higher Education

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Division: Truman State University

Sub-Section:

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<b>TITLE:</b> Student Course Schedule with grades - A data processing printout of each term containing all students enrolled and the grades they have received by class	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Student Course Schedule with grades - A data processing printout of each term containing all students enrolled and the grades they have received by class	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11633	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989

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<b>TITLE:</b> Substitution File - Course substitution cards approved for degree candidates.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Substitution File - Course substitution cards approved for degree candidates.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11639	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989

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<b>TITLE:</b> Teacher Certificate Contracts - A temporary agreement between NMSU and the student stating courses needed for certification, a copy of which is permanently filed with the Teacher Certification Department,	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Teacher Certificate Contracts - A temporary agreement between NMSU and the student stating courses needed for certification, a copy of which is permanently filed with the Teacher Certification Department, Jefferson City.	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11632	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989

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<b>TITLE:</b> Transcript Request Correspondence - Letters and forms requesting that a copy of a student's record be sent.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Transcript Request Correspondence - Letters and forms requesting that a copy of a student's record be sent.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11653	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989

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Department: Department of Higher Education  
Division: Truman State University

Section: Registrar's Office  
Sub-Section:

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**TITLE:** Transcripts - NMSU

**CUTOFF:**

**DESCRIPTION:** The complete academic record for each student.

**RETENTION:** Years: Months: Days:

**NOTES:** Records may be microfilmed.

**DISPOSITION ACTION:** Permanent

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**SERIES #:** 11628

**SERIES STATUS:** Approved

**APPROVAL DATE:**

03/13/1989

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**TITLE:** Transcripts from Central Wesleyan and Ozark Wesleyan Colleges - Official records entrusted to NMSU after the schools closed.

**CUTOFF:**

**DESCRIPTION:** Transcripts from Central Wesleyan and Ozark Wesleyan Colleges - Official records entrusted to NMSU after the schools closed.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

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**SERIES #:** 11637

**SERIES STATUS:** Approved

**APPROVAL DATE:**

03/13/1989

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