



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: University of Central Missouri

Section: Accounting
Sub-Section:

TITLE: Bank Statements and Deposit Slips	CUTOFF:	
DESCRIPTION: Bank Statements and Deposit Slips	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11064	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Budget Plan Agreement - Form confirming agreement by parents or students to pay their college expenses by the month	CUTOFF:	
DESCRIPTION: Budget Plan Agreement - Form confirming agreement by parents or students to pay their college expenses by the month	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11056	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Budgetary Records	CUTOFF:	
DESCRIPTION: Budgetary Records	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11067	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Cancelled Checks	CUTOFF:	
DESCRIPTION: Cancelled Checks	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11063	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Sub-Section:

TITLE: Check Register - Computer listing of vendor checks by check number indicating payee, date, account number and amount	CUTOFF:	
DESCRIPTION: Check Register - Computer listing of vendor checks by check number indicating payee, date, account number and amount	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11062	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
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TITLE: CMSU Loan Fund Folders - Contains loan applications, promissory notes, correspondence	CUTOFF:	
DESCRIPTION: CMSU Loan Fund Folders - Contains loan applications, promissory notes, correspondence	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 11073	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
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TITLE: Daily Bank Deposit Listing - Internal form listing total daily cash receipts	CUTOFF:	
DESCRIPTION: Daily Bank Deposit Listing - Internal form listing total daily cash receipts	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11051	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
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TITLE: Daily Receipt Distribution Listing - Listing of all daily receipts by receipt number and account number	CUTOFF:	
DESCRIPTION: Daily Receipt Distribution Listing - Listing of all daily receipts by receipt number and account number	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11052	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Sub-Section:

TITLE: Deferred Fee note - Document signed by students to defer payment of fees	CUTOFF:	
DESCRIPTION: Deferred Fee note - Document signed by students to defer payment of fees	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11057	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Equipment Inventory Listing	CUTOFF:	
DESCRIPTION: Equipment Inventory Listing	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 11069	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Federal and State Withholding Reports	CUTOFF:	
DESCRIPTION: Federal and State Withholding Reports	RETENTION: Years: 7 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11081	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: General Ledger and Subsidiary Ledger	CUTOFF:	
DESCRIPTION: General Ledger and Subsidiary Ledger	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 11065	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Sub-Section:

TITLE: Journal Vouchers	CUTOFF:	
DESCRIPTION: Journal Vouchers	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11066	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
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TITLE: Loan Register - Current - Computer listing of all current NDEA, NDSL, Perkins Loan borrowers	CUTOFF:	
DESCRIPTION: Loan Register - Current - Computer listing of all current NDEA, NDSL, Perkins Loan borrowers	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 11075	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
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TITLE: Loan Register - Paid-in-Full - Computer listing of all NDEA, NDSL, Perkins Loan borrowers who have fully paid their loans	CUTOFF:	
DESCRIPTION: Loan Register - Paid-in-Full - Computer listing of all NDEA, NDSL, Perkins Loan borrowers who have fully paid their loans	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 11074	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
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TITLE: National Defense Student Loan Folders - Contains promissory notes, teacher cancellations, bankruptcy proceedings, death certificates, correspondence	CUTOFF:	
DESCRIPTION: National Defense Student Loan Folders - Contains promissory notes, teacher cancellations, bankruptcy proceedings, death certificates, correspondence	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 11071	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Sub-Section:

TITLE: Nursing Loan Folders - Contains promissory notes, nursing cancellations, correspondence	CUTOFF:		
DESCRIPTION: Nursing Loan Folders - Contains promissory notes, nursing cancellations, correspondence	RETENTION: Years: Months: Days:		
NOTES:	DISPOSITION ACTION: Permanent		
SERIES #: 11072	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Paid Voucher File - Source documents of payments to vendors in check number order; consists of purchase requests, purchase orders, receiving reports, invoices, expense vouchers, etc.; includes petty cash	CUTOFF:		
DESCRIPTION: Paid Voucher File - Source documents of payments to vendors in check number order; consists of purchase requests, purchase orders, receiving reports, invoices, expense vouchers, etc.; includes petty cash reimbursements	RETENTION: Years: 5 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11061	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Payroll Registers - Monthly computer listings of earnings, withholdings, deductions	CUTOFF: EOSFY		
DESCRIPTION: Payroll Registers - Monthly computer listings of earnings, withholdings, deductions	RETENTION: Years: Months: Days:		
NOTES:	DISPOSITION ACTION: Permanent		
SERIES #: 11076	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Physical Plant Charge Tickets - Job tickets for services provided by Physical Plant and billed to other departments	CUTOFF:		
DESCRIPTION: Physical Plant Charge Tickets - Job tickets for services provided by Physical Plant and billed to other departments	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11068	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990



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Sub-Section:

TITLE: Receipt Ledger - monthly listing of all receipts in detail by day and receipt number	CUTOFF:
DESCRIPTION: Receipt Ledger - monthly listing of all receipts in detail by day and receipt number	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11053 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Receipt Summary - Monthly listing of all receipts in detail in receipt number order by account number	CUTOFF:
DESCRIPTION: Receipt Summary - Monthly listing of all receipts in detail in receipt number order by account number	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11054 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Social Security Reports	CUTOFF:
DESCRIPTION: Social Security Reports	RETENTION: Years: 7 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11080 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: State Payment Requisition - Source document recording vendor, purchase order number, encumbrance amount to be liquidated, payment made, check number and date, and vendor number	CUTOFF:
DESCRIPTION: State Payment Requisition - Source document recording vendor, purchase order number, encumbrance amount to be liquidated, payment made, check number and date, and vendor number	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11070 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Sub-Section:

TITLE: State Sales Tax Report - Monthly report of sales tax remitted to the state	CUTOFF:	
DESCRIPTION: State Sales Tax Report - Monthly report of sales tax remitted to the state	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11055	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
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TITLE: Student Health and Accident Insurance Listing - Listing of students participating in the student insurance program	CUTOFF:	
DESCRIPTION: Student Health and Accident Insurance Listing - Listing of students participating in the student insurance program	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11059	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
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TITLE: Time Sheets and payroll Source Documents - Including student documents	CUTOFF:	
DESCRIPTION: Time Sheets and payroll Source Documents - Including student documents	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11079	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
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TITLE: Vendor Paid File - Alphabetic - Source documents of paid payment requests and purchase orders filed alphabetically by payee	CUTOFF:	
DESCRIPTION: Vendor Paid File - Alphabetic - Source documents of paid payment requests and purchase orders filed alphabetically by payee	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11060	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



Agency Records Disposition Schedule

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Sub-Section:

TITLE: W-2 Forms

CUTOFF:

DESCRIPTION: W-2 Forms

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11077

SERIES STATUS: Approved

APPROVAL DATE:

07/10/1990

TITLE: W-4 Forms

CUTOFF:

DESCRIPTION: W-4 Forms

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11078

SERIES STATUS: Approved

APPROVAL DATE:

07/10/1990

TITLE: Withdrawal Form - Record of student withdrawals from the university and notation of applicable refunds

CUTOFF:

DESCRIPTION: Withdrawal Form - Record of student withdrawals from the university and notation of applicable refunds

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11058

SERIES STATUS: Approved

APPROVAL DATE:

07/10/1990
