



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: College of Business and Economics

Division: University of Central Missouri

Sub-Section:

TITLE: Administrative Correspondence - Correspondence with the administration, President, Vice Presidents, Deans, etc	CUTOFF:		
DESCRIPTION: Administrative Correspondence - Correspondence with the administration, President, Vice Presidents, Deans, etc	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 10865	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Applications for Employment - Folders on every recent applicant who is not yet employed or who may be considered in the near future. Copies - Originals in Vice President of Academic Affairs	CUTOFF:		
DESCRIPTION: Applications for Employment - Folders on every recent applicant who is not yet employed or who may be considered in the near future. Copies - Originals in Vice President of Academic Affairs	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 10887	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Budgetary Material - Distribution for various departments within the College of Business	CUTOFF:		
DESCRIPTION: Budgetary Material - Distribution for various departments within the College of Business	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 10866	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Centers - Specific areas on campus that this office is in communication with - Library, Testing Center, etc.	CUTOFF:		
DESCRIPTION: Centers - Specific areas on campus that this office is in communication with - Library, Testing Center, etc.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 10864	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990



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Sub-Section:

TITLE: Clubs and Organizations - Folders on each club within the College of Business	CUTOFF:		
DESCRIPTION: Clubs and Organizations - Folders on each club within the College of Business	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 10867	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990

TITLE: Committees - Within the College of Business such as the Social Committee and Textbook Committee	CUTOFF:		
DESCRIPTION: Committees - Within the College of Business such as the Social Committee and Textbook Committee.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 10868	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990

TITLE: Conferences and Seminars - Held on or off campus that pertain to the College of Business	CUTOFF:		
DESCRIPTION: Conferences and Seminars - Held on or off campus that pertain to the College of Business	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 10869	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990

TITLE: Contests - Material on the business contests that are held here each year for high school students	CUTOFF:		
DESCRIPTION: Contests - Material on the business contests that are held here each year for high school students	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 10870	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990



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Sub-Section:

TITLE: Councils - Includes the various councils that this office is a member of	CUTOFF:	
DESCRIPTION: Councils - Includes the various councils that this office is a member of	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 10863	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Courses - Contains material relating to course updates, titles, and enrollments	CUTOFF:	
DESCRIPTION: Courses - Contains material relating to course updates, titles, and enrollments	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 10871	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Dean's Committees - Includes various committees that Dean of College is a member of on campus	CUTOFF:	
DESCRIPTION: Dean's Committees - Includes various committees that Dean of College is a member of on campus	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 10862	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Departments - Files on each of the departments in the College of Business	CUTOFF:	
DESCRIPTION: Departments - Files on each of the departments in the College of Business	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 10872	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Department: Department of Higher Education

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Division: University of Central Missouri

Sub-Section:

TITLE: Faculty Files - Information as to assignments, schedules, work load reports, etc.	CUTOFF:		
DESCRIPTION: Faculty Files - Information as to assignments, schedules, work load reports, etc.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 10873	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
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TITLE: Grade Books	CUTOFF: EOSFY		
DESCRIPTION: Grade Books	RETENTION: Years: Months: Days:		
NOTES:	DISPOSITION ACTION: Permanent		
SERIES #: 10889	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
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TITLE: Graduate Assistant Program - Correspondence with present and former graduate assistants	CUTOFF:		
DESCRIPTION: Graduate Assistant Program - Correspondence with present and former graduate assistants	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 10874	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
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TITLE: Graduate Degrees - Outlines of all master programs available in business	CUTOFF:		
DESCRIPTION: Graduate Degrees - Outlines of all master programs available in business	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 10877	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990



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Sub-Section:

TITLE: Graduate Folders - File on Graduate Bulletin Supplements and the graduate outline and information **CUTOFF:**
DESCRIPTION: Graduate Folders - File on Graduate Bulletin Supplements and the graduate outline and information **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 10875 **SERIES STATUS:** Approved **APPROVAL DATE:** 07/10/1990

TITLE: Graduate Folders - File on Graduate Bulletin Supplements and the graduate outline and information **CUTOFF:**
DESCRIPTION: Graduate Folders - File on Graduate Bulletin Supplements and the graduate outline and information **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 10876 **SERIES STATUS:** Approved **APPROVAL DATE:** 07/10/1990

TITLE: Internships in Business - Folders on correspondence and procedures for this program **CUTOFF:**
DESCRIPTION: Internships in Business - Folders on correspondence and procedures for this program **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 10878 **SERIES STATUS:** Approved **APPROVAL DATE:** 07/10/1990

TITLE: Office Machinery and Equipment - Folders on each company that services the College of Business, contains invoices, booklets, etc. **CUTOFF:**

DESCRIPTION: Office Machinery and Equipment - Folders on each company that services the College of Business, contains invoices, booklets, etc. **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 10879 **SERIES STATUS:** Approved **APPROVAL DATE:** 07/10/1990



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Sub-Section:

TITLE: Personnel - Complete folder on each faculty and staff member - Copies - Originals in Personnel Office	CUTOFF:	
DESCRIPTION: Personnel - Complete folder on each faculty and staff member - Copies - Originals in Personnel Office	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 10888	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Policies - Information outline of policies of the College of Business	CUTOFF:	
DESCRIPTION: Policies - Information outline of policies of the College of Business	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 10880	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Publications - Folders on the different publications the College of Business receives and published	CUTOFF:	
DESCRIPTION: Publications - Folders on the different publications the College of Business receives and published	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 10881	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Reports and Printouts - Miscellaneous information regarding status of different schedules, etc.	CUTOFF:	
DESCRIPTION: Reports and Printouts - Miscellaneous information regarding status of different schedules, etc.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 10882	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Sub-Section:

TITLE: Scholarships and Grants - Folders on each of the scholarships available to the College of Business	CUTOFF:
DESCRIPTION: Scholarships and Grants - Folders on each of the scholarships available to the College of Business	RETENTION: Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 10883	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
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TITLE: Testing and Research - Folders on research proposals, various studies made that pertained to the College of Business	CUTOFF:
DESCRIPTION: Testing and Research - Folders on research proposals, various studies made that pertained to the College of Business	RETENTION: Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 10885	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
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TITLE: Vocational Education - Material pertaining of Business to Vocational Education reimbursement	CUTOFF:
DESCRIPTION: Vocational Education - Material pertaining of Business to Vocational Education reimbursement	RETENTION: Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 10884	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
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TITLE: Workshops - Information on the summer work- shops that are held here. Specific files on each workshop and related correspondence	CUTOFF:
DESCRIPTION: Workshops - Information on the summer work- shops that are held here. Specific files on each workshop and related correspondence	RETENTION: Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 10886	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
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