



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Physical Plant

Division: University of Central Missouri

Sub-Section:

TITLE: Appointment and Employment Record	CUTOFF:		
DESCRIPTION: Appointment and Employment Record	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11039	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Blue prints (Official)	CUTOFF: EOSFY		
DESCRIPTION: Blue prints (Official)	RETENTION: Years: Months: Days:		
NOTES:	DISPOSITION ACTION: Permanent		
SERIES #: 11040	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Custodial - Fire extinguisher report, linen room record sheet, building permits	CUTOFF:		
DESCRIPTION: Custodial - Fire extinguisher report, linen room record sheet, building permits	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11048	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Daily and Monthly Time Cards	CUTOFF:		
DESCRIPTION: Daily and Monthly Time Cards	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11038	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990



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Sub-Section:

TITLE: Drawings - Map drawings, parking lot drawings, floor plans	CUTOFF: EOSFY		
DESCRIPTION: Drawings - Map drawings, parking lot drawings, floor plans	RETENTION: Years: Months: Days:		
NOTES:	DISPOSITION ACTION: Permanent		
SERIES #: 11046	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Inventory - inventory record cards, inventory transfer, item transfer (3 types), inventory of business machines (Permanent Record file in Accounting)	CUTOFF:		
DESCRIPTION: Inventory - inventory record cards, inventory transfer, item transfer (3 types), inventory of business machines (Permanent Record file in Accounting)	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11047	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Job Order - daily work orders, monthly job order and project, water leak	CUTOFF:		
DESCRIPTION: Job Order - daily work orders, monthly job order and project, water leak	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11043	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Labor and material - Cost estimates	CUTOFF:		
DESCRIPTION: Labor and material - Cost estimates	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11050	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990



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Sub-Section:

TITLE: Laundry - Laundry pick up and delivery, college laundry charge sheet, laundry annual report	CUTOFF:	
DESCRIPTION: Laundry - Laundry pick up and delivery, college laundry charge sheet, laundry annual report	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11049	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Payroll - Monthly time sheets, payroll sheets; supervisors time book, salary record of employee, time book sheet - copies - Originals in Personnel Office	CUTOFF:	
DESCRIPTION: Payroll - Monthly time sheets, payroll sheets; supervisors time book, salary record of employee, time book sheet - copies - Originals in Personnel Office	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11041	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Personnel - Damages and responsibility, accident, resignations (2 types), vacation (2 types), sick leave, past employee, reference, part time and full time application transfer - copies - Originals in Personnel Off	CUTOFF:	
DESCRIPTION: Personnel - Damages and responsibility, accident, resignations (2 types), vacation (2 types), sick leave, past employee, reference, part time and full time application transfer - copies - Originals in Personnel Off	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11042	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Purchasing - Purchase requests, purchase order (short form) inventory card, information slips order number slips, number of cartons received for mailing, local and stage purchase order number books, record of	CUTOFF:	
DESCRIPTION: Purchasing - Purchase requests, purchase order (short form) inventory card, information slips order number slips, number of cartons received for mailing, local and stage purchase order number books, record of outgoing freight, statement pads, printing job order - copies - Originals in Accounting	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11044	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



Agency Records Disposition Schedule

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Sub-Section:

TITLE: Vehicle and Equipment - Equipment card, daily care of cars mileage and trip report (2 types) vehicle card and sheet, vehicle trouble sheet, bus trip sheets

CUTOFF:

DESCRIPTION: Vehicle and Equipment - Equipment card, daily care of cars mileage and trip report (2 types) vehicle card and sheet, vehicle trouble sheet, bus trip sheets

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11045

SERIES STATUS: Approved

APPROVAL DATE:

07/10/1990
