



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Student Health Center

Division: University of Central Missouri

Sub-Section:

TITLE: Annual Reports - Primarily statistical records of clinic and infirmary activities, (10 years after last year of enrollment).	CUTOFF:	
DESCRIPTION: Annual Reports - Primarily statistical records of clinic and infirmary activities, (10 years after last year of enrollment).	RETENTION: Years: 10 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11103	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
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TITLE: Budget Information - Annual budget for clinic and infirmary supplies, professional fees and services, equipment and miscellaneous.	CUTOFF:	
DESCRIPTION: Budget Information - Annual budget for clinic and infirmary supplies, professional fees and services, equipment and miscellaneous.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11106	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
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TITLE: Inventory - for reorder or re-purchase.	CUTOFF:	
DESCRIPTION: Inventory - for reorder or re-purchase.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11105	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
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TITLE: Inventory - Medical and surgical equipment.	CUTOFF: EOSFY	
DESCRIPTION: Inventory - Medical and surgical equipment.	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 11107	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Student Health Center

Division: University of Central Missouri

Sub-Section:

TITLE: Purchase Orders - Medical and surgical supplies, office supplies and miscellaneous - copies - Originals in Accounting. **CUTOFF:**

DESCRIPTION: Purchase Orders - Medical and surgical supplies, office supplies and miscellaneous - copies - Originals in Accounting. **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 11104 **SERIES STATUS:** Approved **APPROVAL DATE:** 07/10/1990

TITLE: Student Medical Folders - Complete clinic record to include medical and laboratory reports and insurance claims, complete hospital records including insurance claims and ancillary reports. **CUTOFF:**

DESCRIPTION: Student Medical Folders - Complete clinic record to include medical and laboratory reports and insurance claims, complete hospital records including insurance claims and ancillary reports. **RETENTION:** Years: 1 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 11102 **SERIES STATUS:** Approved **APPROVAL DATE:** 07/10/1990
