



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: University Book Store

Division: University of Central Missouri

Sub-Section:

TITLE: Departmental Book Orders - copies - Originals in all Academic Departments

CUTOFF:

DESCRIPTION: Departmental Book Orders - copies - Originals in all Academic Departments

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11100

SERIES STATUS: Approved

APPROVAL DATE: 07/10/1990

TITLE: Purchase Orders

CUTOFF:

DESCRIPTION: Purchase Orders

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11099

SERIES STATUS: Approved

APPROVAL DATE: 07/10/1990

TITLE: Requisitions and Invoices

CUTOFF:

DESCRIPTION: Requisitions and Invoices

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11098

SERIES STATUS: Approved

APPROVAL DATE: 07/10/1990

TITLE: Student charge cards against financial aid

CUTOFF:

DESCRIPTION: Student charge cards against financial aid

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11101

SERIES STATUS: Approved

APPROVAL DATE: 07/10/1990