



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Book Store

Division: Lincoln University

Sub-Section:

TITLE: Department Book Orders - Submitted by department heads, Listing what books and how many he wants to order for each course (copy) Original in business office.	CUTOFF:	
DESCRIPTION: Department Book Orders - Submitted by department heads, Listing what books and how many he wants to order for each course (copy) Original in business office.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 10753	SERIES STATUS: Approved	APPROVAL DATE: 02/27/1992
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TITLE: Invoices - Credit memos, Payment of bills, Purchase of Books and Supplies (copy) Original in Business Office)	CUTOFF:	
DESCRIPTION: Invoices - Credit memos, Payment of bills, Purchase of Books and Supplies (copy) Original in Business Office)	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 10750	SERIES STATUS: Approved	APPROVAL DATE: 02/27/1992
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TITLE: Payroll Records - List of Student Workers, hours worked, social security numbers, withhold information (Copy) - original in Personnel	CUTOFF:	
DESCRIPTION: Payroll Records - List of Student Workers, hours worked, social security numbers, withhold information (Copy) - original in Personnel	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13188	SERIES STATUS: Approved	APPROVAL DATE: 02/27/1992
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TITLE: Policy and Procedures File Manual and Statement (copy) - original in Archives	CUTOFF:	
DESCRIPTION: Policy and Procedures File Manual and Statement (copy) - original in Archives	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 10755	SERIES STATUS: Approved	APPROVAL DATE: 02/27/1992
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Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Book Store

Division: Lincoln University

Sub-Section:

TITLE: Purchase Orders - Books, Supplies and Equipment (copy) original in Business Office

CUTOFF:

DESCRIPTION: Purchase Orders - Books, Supplies and Equipment (copy) original in Business Office

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 10751 **SERIES STATUS:** Approved

APPROVAL DATE: 02/27/1992

TITLE: Reference and Printed Material

CUTOFF:

DESCRIPTION: Reference and Printed Material

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 10756 **SERIES STATUS:** Approved

APPROVAL DATE: 02/27/1992

TITLE: Requisitions - for books and supplies sold to other departments on campus. (copy) - original in Business Office

CUTOFF:

DESCRIPTION: Requisitions - for books and supplies sold to other departments on campus. (copy) - original in Business Office

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 10754 **SERIES STATUS:** Approved

APPROVAL DATE: 02/27/1992

TITLE: Transmittals - For money taken in by Book Store (copy) - original in Business Office

CUTOFF:

DESCRIPTION: Transmittals - For money taken in by Book Store (copy) - original in Business Office

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 10752 **SERIES STATUS:** Approved

APPROVAL DATE: 02/27/1992