



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Lincoln University

Section: Maintenance  
Sub-Section:

<b>TITLE:</b> Blue Prints - All buildings on campus	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Blue Prints - All buildings on campus	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 10799 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Open Bids - Bids submitted for purchase of supplies and for maintenance and work contract to outside companies (copies) Original in Administration Affairs	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Open Bids - Bids submitted for purchase of supplies and for maintenance and work contract to outside companies (copies) Original in Administration Affairs	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10802 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Payment Requisition - For Maintenance and Operations - Includes custodial supplies, hardware, lumber, gas and electricity, gasoline (Copies) Original in Business Office	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Payment Requisition - For Maintenance and Operations - Includes custodial supplies, hardware, lumber, gas and electricity, gasoline (Copies) Original in Business Office	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10795 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Payroll Forms - Name of employee, salary or hourly wage, amount paid, deductions, social security number (Copies) Original in Business Office	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Payroll Forms - Name of employee, salary or hourly wage, amount paid, deductions, social security number (Copies) Original in Business Office	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10797 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Maintenance

Division: Lincoln University

Sub-Section:

<b>TITLE:</b> Record of Keys - Key code number for locks in the buildings Updated Update	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Record of Keys - Key code number for locks in the buildings Updated Update	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 10800 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Time Cards	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Time Cards	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10803 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Work Order Book - Book with all work requests listed	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Work Order Book - Book with all work requests listed	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10801 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992