



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Lincoln University

Section: Safety and Security  
Sub-Section:

<b>TITLE:</b> Academic Calendar - Schedule of Events on Campus Original in Archives	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Academic Calendar - Schedule of Events on Campus Original in Archives	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10806	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Active Administrative Guidelines	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Active Administrative Guidelines	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 10807	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Bonding for Officers - (copies) - original in Business Office	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Bonding for Officers - (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> 10821	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Building Security - Opening, closing and building checks	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Building Security - Opening, closing and building checks	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10808	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992



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### Agency Records Disposition Schedule

Section: Safety and Security

Sub-Section:

<b>TITLE:</b> Incident Reports	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Incident Reports	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10818	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Job Description	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Job Description	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 10816	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Lost Property Records Recovery and Release	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Lost Property Records Recovery and Release	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10812	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Monthly Time Sheets -(copies)- original in business office	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Monthly Time Sheets -(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> 10810	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992



### Agency Records Disposition Schedule

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Sub-Section:

<b>TITLE:</b> Monthly Work Schedules - becomes a part of Time Sheets	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Monthly Work Schedules - becomes a part of Time Sheets	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10809	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Radio and Police Daily Logs	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Radio and Police Daily Logs	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10814	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Receipts - Parking and Traffic Violations - (copies)- original in Business Office	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Receipts - Parking and Traffic Violations - (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> 10817	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Recovered Property	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Recovered Property	<b>RETENTION:</b> Years: 1 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10813	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/27/1992



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### Agency Records Disposition Schedule

Section: Safety and Security  
Sub-Section:

<b>TITLE:</b> Reference and Printed Material	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Reference and Printed Material	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10815	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Requisition Receipts - (copies) - original in	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Requisition Receipts - (copies) - original in	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10822	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Safety and Security Budget -(copy)- original in Business Office	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Safety and Security Budget -(copy)- original in Business Office	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10811	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/27/1992
<b>TITLE:</b> Security Personnel Files - (Copies) - Original in Personnel	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Security Personnel Files - (Copies) - Original in Personnel	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10819	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/27/1992



**Agency Records Disposition Schedule**

Department: Department of Higher Education

Section: Safety and Security

Division: Lincoln University

Sub-Section:

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**TITLE:** Travel Authorizations - (copies) - original in Business Office

**CUTOFF:**

**DESCRIPTION:** Travel Authorizations - (copies) - original in Business Office

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 10820

**SERIES STATUS:** Approved

**APPROVAL DATE:**

02/27/1992

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