



Department: Department of Higher Education
Division: Missouri State University

Agency Records Disposition Schedule

Section: Academic Advisement Center
Sub-Section:

TITLE: ACT Profile Sheets	CUTOFF:	
DESCRIPTION: ACT Profile Sheets	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13166	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Advisee Folders - for the (6) advisers in our office	CUTOFF:	
DESCRIPTION: Advisee Folders - for the (6) advisers in our office	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12194	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Advisee Folders - for undecided students (Unassigned)	CUTOFF:	
DESCRIPTION: Advisee Folders - for undecided students (Unassigned)	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12193	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Advisement Center Budger - copy - Original in Financial Services	CUTOFF:	
DESCRIPTION: Advisement Center Budger - copy - Original in Financial Services	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12196	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



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Sub-Section:

TITLE: Attendance Cards and Memorandums	CUTOFF:	
DESCRIPTION: Attendance Cards and Memorandums	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12198	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Change of Major Advisor/Assigning Advisor Forms	CUTOFF:	
DESCRIPTION: Change of Major Advisor/Assigning Advisor Forms	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12190	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Degree Program Forms - current (Original and Forms)	CUTOFF:	
DESCRIPTION: Degree Program Forms - current (Original and Forms)	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12191	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Degree Program Forms - non-current	CUTOFF:	
DESCRIPTION: Degree Program Forms - non-current	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12192	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



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Sub-Section:

TITLE: Orientation Information	CUTOFF:
DESCRIPTION: Orientation Information	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12195 SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
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TITLE: Planning and Policy Information	CUTOFF:
DESCRIPTION: Planning and Policy Information	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12197 SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
