



Department: Department of Higher Education
Division: Missouri State University

Agency Records Disposition Schedule

Section: Alumni and Development Office
Sub-Section:

TITLE: Acknowledgement letters	CUTOFF: EOSFY
DESCRIPTION: Acknowledgement letters	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12202	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987
TITLE: Alumni Cards - completed by students the semester they graduate	CUTOFF:
DESCRIPTION: Alumni Cards - completed by students the semester they graduate	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12199	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987
TITLE: Alumni notes - career changes, major accomplishments, etc.	CUTOFF:
DESCRIPTION: Alumni notes - career changes, major accomplishments, etc.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12205	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987
TITLE: Budget expenditures records (copy) - original in Financial Services	CUTOFF:
DESCRIPTION: Budget expenditures records (copy) - original in Financial Services	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12207	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987



Agency Records Disposition Schedule

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Sub-Section:

TITLE: Cash receipts - backup for money received	CUTOFF: EOSFY	
DESCRIPTION: Cash receipts - backup for money received	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 12201	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Reports: financial, Board of Regents, CFAE (copies) - original in originating offices	CUTOFF:	
DESCRIPTION: Reports: financial, Board of Regents, CFAE (copies) - original in originating offices	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12206	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Request for Withdrawal of Funds forms (copy) original in Financial Services	CUTOFF:	
DESCRIPTION: Request for Withdrawal of Funds forms (copy) original in Financial Services	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12200	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Surveys/questionnaires - mailed to all alumni	CUTOFF: EOSFY	
DESCRIPTION: Surveys/questionnaires - mailed to all alumni	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 12203	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

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Division: Missouri State University

Sub-Section:

TITLE: Transcripts sent from Records Office to update old addresses

CUTOFF:

DESCRIPTION: Transcripts sent from Records Office to update old addresses

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12204

SERIES STATUS: Approved

APPROVAL DATE:

10/14/1987
