



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Missouri State University

Section: Campus Union  
Sub-Section:

<b>TITLE:</b> Concert and Conference Files	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Concert and Conference Files	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13171 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Concert Files	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Concert Files	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13170 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Information Desk Inventory Reports	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Information Desk Inventory Reports	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13169 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Money Receipts - copy - Original in Bursar's Office	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Money Receipts - copy - Original in Bursar's Office	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12219 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Missouri State University

Section: Campus Union  
Sub-Section:

<b>TITLE:</b> Requisitions - copy - Original in Purchasing	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Requisitions - copy - Original in Purchasing	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12218 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Reservation Records	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Reservation Records	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12220 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Student Employee Records - monthly cards to Financial Aids	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Student Employee Records - monthly cards to Financial Aids	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12221 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Trip Records (ski, beach, etc.)	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Trip Records (ski, beach, etc.)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12222 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987