



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Missouri State University

Section: Office of Continuing Education and Extended University
Sub-Section:

TITLE: Adult Learner Scholarship Files	CUTOFF:	
DESCRIPTION: Adult Learner Scholarship Files	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12267	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Alpha Sigma Lambda Files	CUTOFF:	
DESCRIPTION: Alpha Sigma Lambda Files	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12269	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: American Dietic's Association Files	CUTOFF: EOSFY	
DESCRIPTION: American Dietic's Association Files	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 12264	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Continuing Education University Activity Files	CUTOFF:	
DESCRIPTION: Continuing Education University Activity Files	RETENTION: Years: 10 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12255	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



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Sub-Section:

TITLE: Continuing Education University Student Data Files	CUTOFF:
DESCRIPTION: Continuing Education University Student Data Files	RETENTION: Years: 10 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12256 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: CRC Program Files	CUTOFF: EOSFY
DESCRIPTION: CRC Program Files	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12265 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: CSAC Program Files	CUTOFF: EOSFY
DESCRIPTION: CSAC Program Files	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12260 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Dietary Managers Files	CUTOFF: EOSFY
DESCRIPTION: Dietary Managers Files	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12262 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



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Section: Office of Continuing Education and Extended University
Sub-Section:

TITLE: Evening College Advisee Files	CUTOFF:	
DESCRIPTION: Evening College Advisee Files	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12268	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: GED Scholarship Information	CUTOFF:	
DESCRIPTION: GED Scholarship Information	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12254	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Mailing List of Area County Secondary Schools	CUTOFF: EOSFY	
DESCRIPTION: Mailing List of Area County Secondary Schools	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 13172	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Mailing List of Local Non-profit Organizations	CUTOFF:	
DESCRIPTION: Mailing List of Local Non-profit Organizations	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13173	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



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Sub-Section:

TITLE: Mailing Lists - credit, noncredit and CEU	CUTOFF:
DESCRIPTION: Mailing Lists - credit, noncredit and CEU	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12258	SERIES STATUS: Approved
	APPROVAL DATE: 02/23/1987
TITLE: MONA Program Files	CUTOFF: EOSFY
DESCRIPTION: MONA Program Files	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12259	SERIES STATUS: Approved
	APPROVAL DATE: 02/23/1987
TITLE: NBCC Files	CUTOFF: EOSFY
DESCRIPTION: NBCC Files	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12263	SERIES STATUS: Approved
	APPROVAL DATE: 02/23/1987
TITLE: Non-credit Course Files	CUTOFF:
DESCRIPTION: Non-credit Course Files	RETENTION: Years: 10 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12257	SERIES STATUS: Approved
	APPROVAL DATE: 02/23/1987



Agency Records Disposition Schedule

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Sub-Section:

TITLE: Nursing Home Administrator Files	CUTOFF: EOSFY
DESCRIPTION: Nursing Home Administrator Files	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12261 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: OASIS Scholarship Files	CUTOFF:
DESCRIPTION: OASIS Scholarship Files	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12266 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Recommended Evening Schedules	CUTOFF:
DESCRIPTION: Recommended Evening Schedules	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13174 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Semester Detail Statistical Files - reports for evening, intersession, off-campus, media, senior citizen program, noncredit programs	CUTOFF: EOSFY
DESCRIPTION: Semester Detail Statistical Files - reports for evening, intersession, off-campus, media, senior citizen program, noncredit programs	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12253 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



Agency Records Disposition Schedule

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Sub-Section:

TITLE: Special "8" Student Information

CUTOFF:

DESCRIPTION: Special "8" Student Information

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12252

SERIES STATUS: Approved

APPROVAL DATE:

02/23/1987
