



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Missouri State University

Section: Custodial
Sub-Section:

TITLE: Employee Time Records (Time Cards)	CUTOFF:
DESCRIPTION: Employee Time Records (Time Cards)	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12278	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987
TITLE: Material Safety Data Sheets	CUTOFF:
DESCRIPTION: Material Safety Data Sheets	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12277	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987
TITLE: Purchase Orders - (copy) original in Financial Services	CUTOFF:
DESCRIPTION: Purchase Orders - (copy) original in Financial Services	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12276	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987
