



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Greenwood Laboratory School

Division: Missouri State University

Sub-Section:

TITLE: Academic Records - students cumulative files/transcripts

CUTOFF: EOSFY

DESCRIPTION: Academic Records - students cumulative files/transcripts

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 12345

SERIES STATUS: Approved

APPROVAL DATE:

02/23/1987

TITLE: Alumni Book - names and addresses of alumni

CUTOFF: EOSFY

DESCRIPTION: Alumni Book - names and addresses of alumni

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 12346

SERIES STATUS: Approved

APPROVAL DATE:

02/23/1987

TITLE: Application for Admissions Forms

CUTOFF:

DESCRIPTION: Application for Admissions Forms

RETENTION: Years: 13 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12347

SERIES STATUS: Approved

APPROVAL DATE:

02/23/1987

TITLE: Attendance - master daily attendance sheets and log book high school and elementary

CUTOFF:

DESCRIPTION: Attendance - master daily attendance sheets and log book high school and elementary

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12348

SERIES STATUS: Approved

APPROVAL DATE:

02/23/1987



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Missouri State University

Section: Greenwood Laboratory School
Sub-Section:

TITLE: Cafetorium/Lunch Program - monthly lunch claims, free and reduced lunch applications	CUTOFF:
DESCRIPTION: Cafetorium/Lunch Program - monthly lunch claims, free and reduced lunch applications	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12350 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Certificate of Registration - student enrollment registrations	CUTOFF:
DESCRIPTION: Certificate of Registration - student enrollment registrations	RETENTION: Years: 13 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12351 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Change of Schedule	CUTOFF:
DESCRIPTION: Change of Schedule	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12352 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Counselors Files (Secondary and Elementary) - test scores, personal data, family history, teacher comments	CUTOFF:
DESCRIPTION: Counselors Files (Secondary and Elementary) - test scores, personal data, family history, teacher comments	RETENTION: Years: 13 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12353 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Greenwood Laboratory School

Division: Missouri State University

Sub-Section:

TITLE: Final Class Lists - listing of students enrolled with final rank in class grades 9-12

CUTOFF: EOSFY

DESCRIPTION: Final Class Lists - listing of students enrolled with final rank in class grades 9-12

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 12354 **SERIES STATUS:** Approved

APPROVAL DATE: 02/23/1987

TITLE: Grade Cards (H.S.) and Elementary Teacher Comment Reports and Pass Promotion (yes/no)

CUTOFF:

DESCRIPTION: Grade Cards (H.S.) and Elementary Teacher Comment Reports and Pass Promotion (yes/no)

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12355 **SERIES STATUS:** Approved

APPROVAL DATE: 02/23/1987

TITLE: Grade Deficiency Record Forms

CUTOFF:

DESCRIPTION: Grade Deficiency Record Forms

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12356 **SERIES STATUS:** Approved

APPROVAL DATE: 02/23/1987

TITLE: Grade Point Averages - grades 7-12

CUTOFF:

DESCRIPTION: Grade Point Averages - grades 7-12

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12357 **SERIES STATUS:** Approved

APPROVAL DATE: 02/23/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Greenwood Laboratory School

Division: Missouri State University

Sub-Section:

TITLE: Health Immunization Histories - grades K-12	CUTOFF:	
DESCRIPTION: Health Immunization Histories - grades K-12	RETENTION: Years: 13 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12358	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Health Records - grade K-12 - currently being set up for each student with visual, audio screening information, etc.	CUTOFF:	
DESCRIPTION: Health Records - grade K-12 - currently being set up for each student with visual, audio screening information, etc.	RETENTION: Years: 13 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12359	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Health Room Daily Log - to show services rendered	CUTOFF:	
DESCRIPTION: Health Room Daily Log - to show services rendered	RETENTION: Years: 13 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12360	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Honors Lists/Honor Roll Reports	CUTOFF:	
DESCRIPTION: Honors Lists/Honor Roll Reports	RETENTION: Years: 4 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12361	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



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Department: Department of Higher Education
Division: Missouri State University

Section: Greenwood Laboratory School
Sub-Section:

TITLE: Medical Examinations for P.E., Athletics, Parent Permission Letters	CUTOFF:
DESCRIPTION: Medical Examinations for P.E., Athletics, Parent Permission Letters	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12362 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: North Central Re-evaluation	CUTOFF: EOSFY
DESCRIPTION: North Central Re-evaluation	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12363 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Parent/Student Handbook	CUTOFF: EOSFY
DESCRIPTION: Parent/Student Handbook	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 18579 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Receipts, Requisitions for Payment and Purchase	CUTOFF:
DESCRIPTION: Receipts, Requisitions for Payment and Purchase	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12349 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



Department: Department of Higher Education
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Agency Records Disposition Schedule

Section: Greenwood Laboratory School
Sub-Section:

TITLE: Registration Cards	CUTOFF:	
DESCRIPTION: Registration Cards	RETENTION: Years: 13 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12365	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Schedule Cards with Present Schedules	CUTOFF:	
DESCRIPTION: Schedule Cards with Present Schedules	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12366	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Scholarship Information	CUTOFF:	
DESCRIPTION: Scholarship Information	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 18580	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Student/Family Enrollment Cards	CUTOFF:	
DESCRIPTION: Student/Family Enrollment Cards	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12367	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



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Department: Department of Higher Education

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Sub-Section:

TITLE: Summary of Expenditures	CUTOFF:	
DESCRIPTION: Summary of Expenditures	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12368	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987

TITLE: Teacher Grade Books - grades 7-12	CUTOFF:	
DESCRIPTION: Teacher Grade Books - grades 7-12	RETENTION: Years: 10 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12369	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987

TITLE: Transfer Student Records	CUTOFF:	
DESCRIPTION: Transfer Student Records	RETENTION: Years: 13 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12370	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
