



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Hammons Student Center

Division: Missouri State University

Sub-Section:

TITLE: Concert Information (employees, invoices, riders)	CUTOFF: EOSFY
DESCRIPTION: Concert Information (employees, invoices, riders)	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12371	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987
TITLE: Financial Records - copies - Original in Financial Services	CUTOFF:
DESCRIPTION: Financial Records - copies - Original in Financial Services	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12372	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987
TITLE: Injury Reports (copies only)	CUTOFF:
DESCRIPTION: Injury Reports (copies only)	RETENTION: Years: 1 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12373	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987
TITLE: Student Employment Applications	CUTOFF:
DESCRIPTION: Student Employment Applications	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12377	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Hammons Student Center

Division: Missouri State University

Sub-Section:

TITLE: Student Employment Payroll Reports	CUTOFF:		
DESCRIPTION: Student Employment Payroll Reports	RETENTION: Years: 1 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12376	SERIES STATUS: Approved	APPROVAL DATE:	10/14/1987
TITLE: Theft Reports (copies only) Original in Public Safety	CUTOFF:		
DESCRIPTION: Theft Reports (copies only) Original in Public Safety	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12374	SERIES STATUS: Approved	APPROVAL DATE:	10/14/1987
TITLE: Weekly Activity Schedule	CUTOFF:		
DESCRIPTION: Weekly Activity Schedule	RETENTION: Years: 1 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12375	SERIES STATUS: Approved	APPROVAL DATE:	10/14/1987
TITLE: Work Orders	CUTOFF:		
DESCRIPTION: Work Orders	RETENTION: Years: 1 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 13186	SERIES STATUS: Approved	APPROVAL DATE:	10/14/1987