



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Library and Education Media Center

Division: Missouri State University

Sub-Section:

TITLE: Accession Records - list of library material additions with source, price, etc.	CUTOFF: EOSFY
DESCRIPTION: Accession Records - list of library material additions with source, price, etc.	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11962 SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Annual Reports of the Librarian	CUTOFF: EOSFY
DESCRIPTION: Annual Reports of the Librarian	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11958 SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Budget and Account Books - daily record of library expenditures	CUTOFF:
DESCRIPTION: Budget and Account Books - daily record of library expenditures	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11956 SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Circulation Records - records of the use of the library's collection (statistics only)	CUTOFF: EOSFY
DESCRIPTION: Circulation Records - records of the use of the library's collection (statistics only)	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11968 SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



Agency Records Disposition Schedule

Department: Department of Higher Education
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Section: Library and Education Media Center
Sub-Section:

TITLE: Files of Hiring Process for Staff Positions	CUTOFF:	
DESCRIPTION: Files of Hiring Process for Staff Positions	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11972	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Files of Search Committees for Faculty Positions	CUTOFF:	
DESCRIPTION: Files of Search Committees for Faculty Positions	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11971	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Interlibrary Loan Records	CUTOFF:	
DESCRIPTION: Interlibrary Loan Records	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11966	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Invoice Vouchers (copy) original in	CUTOFF:	
DESCRIPTION: Invoice Vouchers (copy) original in	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11969	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



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Department: Department of Higher Education
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Section: Library and Education Media Center
Sub-Section:

TITLE: Library Science Department Grade Books	CUTOFF: EOSFY
DESCRIPTION: Library Science Department Grade Books	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11959 SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Library Statistics - annual summaries of the activities of the departments of the library	CUTOFF: EOSFY
DESCRIPTION: Library Statistics - annual summaries of the activities of the departments of the library	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11960 SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Library Statistics - raw data of the daily activities of the departments of the library	CUTOFF:
DESCRIPTION: Library Statistics - raw data of the daily activities of the departments of the library	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11961 SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Order Records	CUTOFF:
DESCRIPTION: Order Records	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11965 SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Missouri State University

Section: Library and Education Media Center
Sub-Section:

TITLE: Personnel Information - student, staff, faculty; applications evaluations, work assignments, and dates of employment (copy) original in Personnel Office	CUTOFF:	
DESCRIPTION: Personnel Information - student, staff, faculty; applications evaluations, work assignments, and dates of employment (copy) original in Personnel Office	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11954	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Purchase Orders	CUTOFF:	
DESCRIPTION: Purchase Orders	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11973	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Records of Fines and Lost Book Payments Collected by the Library	CUTOFF:	
DESCRIPTION: Records of Fines and Lost Book Payments Collected by the Library	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11967	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Serials Record File - holdings file, financial record and source for the library's periodical holdings	CUTOFF: EOSFY	
DESCRIPTION: Serials Record File - holdings file, financial record and source for the library's periodical holdings	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 11970	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Library and Education Media Center

Division: Missouri State University

Sub-Section:

TITLE: Shelf List - current inventory of the library collection **CUTOFF:**

DESCRIPTION: Shelf List - current inventory of the library collection **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 11963 **SERIES STATUS:** Approved **APPROVAL DATE:** 10/14/1987

TITLE: Withdrawn File - list of library materials discarded or lost, when last copy of item has been withdrawn **CUTOFF:** EOSFY

from shelf list

DESCRIPTION: Withdrawn File - list of library materials discarded or lost, when last copy of item has been withdrawn **RETENTION:** Years: Months: Days:

from shelf list

NOTES: **DISPOSITION ACTION:** Permanent

SERIES #: 11964 **SERIES STATUS:** Approved **APPROVAL DATE:** 10/14/1987