



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Mail Services

Division: Missouri State University

Sub-Section:

TITLE: Film Mailing Book (P.O.D. Form 3877-A) - record of insured mail	CUTOFF:	
DESCRIPTION: Film Mailing Book (P.O.D. Form 3877-A) - record of insured mail	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13161	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Film Mailing Book Record - Record of films returned via Southwest Missouri State University mail room	CUTOFF:	
DESCRIPTION: Film Mailing Book Record - Record of films returned via Southwest Missouri State University mail room	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13162	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Post Office Weekly Report - weekly ending inventory of post office cash and postage stock on hand	CUTOFF:	
DESCRIPTION: Post Office Weekly Report - weekly ending inventory of post office cash and postage stock on hand	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12079	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Summary of Expenditures (copy) - original in Financial Services	CUTOFF:	
DESCRIPTION: Summary of Expenditures (copy) - original in Financial Services	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12080	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987