



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Maintenance

Division: Missouri State University

Sub-Section:

<b>TITLE:</b> Mechanical Stores Parts Inventory	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Mechanical Stores Parts Inventory	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 12285 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Motor Pool Vehicle Maintenance Records	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Motor Pool Vehicle Maintenance Records	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12286 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Petty Cash Receipt Records	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Petty Cash Receipt Records	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12282 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Processed Trip Tickets	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Processed Trip Tickets	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12284 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987



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Sub-Section:

<b>TITLE:</b> Requisitions - (copy) - original in Financial Services	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Requisitions - (copy) - original in Financial Services	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12279	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Time Cards - (copy) - original in Financial Services	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Time Cards - (copy) - original in Financial Services	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12280	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Vehicle Reservation Cards	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Vehicle Reservation Cards	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12281	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987
<b>TITLE:</b> Work Orders - completed	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Work Orders - completed	<b>RETENTION:</b> Years: 1 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12283	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 10/14/1987