



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Missouri State University

Section: Mountain Grove Campus
Sub-Section:

TITLE: All Contracts - (copy) original in Financial Services	CUTOFF:
DESCRIPTION: All Contracts - (copy) original in Financial Services	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12390	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987
TITLE: Budget Accounts Records	CUTOFF:
DESCRIPTION: Budget Accounts Records	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12391	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987
TITLE: Equipment Manuals and Parts Lists	CUTOFF:
DESCRIPTION: Equipment Manuals and Parts Lists	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12389	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987
TITLE: Expense Account Forms - (copy) original in Financial Services	CUTOFF:
DESCRIPTION: Expense Account Forms - (copy) original in Financial Services	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12396	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Mountain Grove Campus

Division: Missouri State University

Sub-Section:

TITLE: Grant Proposals - (copy) original in Financial Services

CUTOFF:

DESCRIPTION: Grant Proposals - (copy) original in Financial Services

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12403 **SERIES STATUS:** Approved

APPROVAL DATE: 10/14/1987

TITLE: Injury Reports of Employees - (copy) original in Personnel

CUTOFF:

DESCRIPTION: Injury Reports of Employees - (copy) original in Personnel

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12397 **SERIES STATUS:** Approved

APPROVAL DATE: 10/14/1987

TITLE: Licenses and Permits

CUTOFF: EOSFY

DESCRIPTION: Licenses and Permits

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 12388 **SERIES STATUS:** Approved

APPROVAL DATE: 10/14/1987

TITLE: Manuscript Review Records

CUTOFF:

DESCRIPTION: Manuscript Review Records

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12405 **SERIES STATUS:** Approved

APPROVAL DATE: 10/14/1987



Department: Department of Higher Education
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Agency Records Disposition Schedule

Section: Mountain Grove Campus
Sub-Section:

TITLE: Manuscripts of Publications from Fruit Experiment Station	CUTOFF:
DESCRIPTION: Manuscripts of Publications from Fruit Experiment Station	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17316	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987
TITLE: Official Weather Observers Record	CUTOFF:
DESCRIPTION: Official Weather Observers Record	RETENTION: Years: 1 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12401	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987
TITLE: Payment Requisitions - (copy) original in Financial Services	CUTOFF:
DESCRIPTION: Payment Requisitions - (copy) original in Financial Services	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12394	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987
TITLE: Payment Requisitions - (copy) original in Financial Services	CUTOFF:
DESCRIPTION: Payment Requisitions - (copy) original in Financial Services	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12395	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987



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Division: Missouri State University

Sub-Section:

TITLE: Petty Cash Purchases	CUTOFF:	
DESCRIPTION: Petty Cash Purchases	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12393	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Plans for Buildings and Permanent Equipment - (copy) original on main campus	CUTOFF:	
DESCRIPTION: Plans for Buildings and Permanent Equipment - (copy) original on main campus	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12402	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Plant Accession Records	CUTOFF:	
DESCRIPTION: Plant Accession Records	RETENTION: Years: 2 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12398	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Publications of the State Fruit Experiment Station	CUTOFF: EOSFY	
DESCRIPTION: Publications of the State Fruit Experiment Station	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 17317	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

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Sub-Section:

TITLE: Record of Farm Product Sales	CUTOFF:	
DESCRIPTION: Record of Farm Product Sales	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12392	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Records of all Plants and Cuttings Sent to Various Individuals and Nurseries	CUTOFF:	
DESCRIPTION: Records of all Plants and Cuttings Sent to Various Individuals and Nurseries	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12399	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Research Data	CUTOFF:	
DESCRIPTION: Research Data	RETENTION: Years: 10 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12404	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Student Records - (copy) - originals on main campus	CUTOFF: EOSFY	
DESCRIPTION: Student Records - (copy) - originals on main campus	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 17577	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987