



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Missouri State University

Section: Office of News Services  
Sub-Section:

<b>TITLE:</b> Board of Regents report (copy)	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Board of Regents report (copy)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12043 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Budget Information - printouts and requests	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Budget Information - printouts and requests	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12045 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Faculty - information forms, photos	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Faculty - information forms, photos	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12039 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Faculty - Staff Speakers Bureau - list of available speakers	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Faculty - Staff Speakers Bureau - list of available speakers	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12040 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Office of News Services

Division: Missouri State University

Sub-Section:

<b>TITLE:</b> News releases: General releases Sports Information	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> News releases: General releases Sports Information	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12038 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Newslines (daily campus publication)	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Newslines (daily campus publication)	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 12041 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Newspaper clippings: Sports scrapbooks before 1987 sent to the library annex; news scrapbooks before 1987 sent to the library annex; current scrapbooks held in News Services	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Newspaper clippings: Sports scrapbooks before 1987 sent to the library annex; news scrapbooks before 1987 sent to the library annex; current scrapbooks held in News Services	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 12042 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Purchase requisitions (copy) - original in Financial Services	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Purchase 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> 12044 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987