



Department: Department of Higher Education  
Division: Missouri State University

### Agency Records Disposition Schedule

Section: Purchasing  
Sub-Section:

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**TITLE:** Attendance Record

**CUTOFF:** EOSFY

**DESCRIPTION:** Attendance Record

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

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**SERIES #:** 13528

**SERIES STATUS:** Approved

**APPROVAL DATE:**

02/23/1987

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**TITLE:** Child Study Center Income and Disbursement Record

**CUTOFF:**

**DESCRIPTION:** Child Study Center Income and Disbursement Record

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 13527

**SERIES STATUS:** Approved

**APPROVAL DATE:**

02/23/1987

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**TITLE:** Freight Claims

**CUTOFF:**

**DESCRIPTION:** Freight Claims

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 12116

**SERIES STATUS:** Approved

**APPROVAL DATE:**

02/23/1987

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**TITLE:** Health History

**CUTOFF:** EOSFY

**DESCRIPTION:** Health History

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

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**SERIES #:** 13526

**SERIES STATUS:** Approved

**APPROVAL DATE:**

02/23/1987



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Missouri State University

Section: Purchasing  
Sub-Section:

<b>TITLE:</b> Purchase Orders - Original	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Purchase Orders - Original	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13525 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Purchase Orders (copy)	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Purchase Orders (copy)	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12118 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Summary of Expenditures (copy) - original in Financial Services	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Summary of Expenditures (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> 12117 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> typewriter Pool - record of typewriter rentals of various departments on campus - charged against the department	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> typewriter Pool - record of typewriter rentals of various departments on campus - charged against the department	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12119 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987



**Agency Records Disposition Schedule**

Department: Department of Higher Education

Section: Purchasing

Division: Missouri State University

Sub-Section:

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**TITLE:** Vendor Catalogs

**CUTOFF:**

**DESCRIPTION:** Vendor Catalogs

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 12115

**SERIES STATUS:** Approved

**APPROVAL DATE:**

02/23/1987

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