



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Missouri State University

Section: College of Sciences and Mathematics
Sub-Section:

TITLE: Administrative Directives and Minutes - Dean's Council, Academic Department Head Meetings, Board of Regents (copy) - Original in Originating Office	CUTOFF:
DESCRIPTION: Administrative Directives and Minutes - Dean's Council, Academic Department Head Meetings, Board of Regents (copy) - Original in Originating Office	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12224	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987
TITLE: Affiliate Agreements and Contracts with Other Institutions (copy) - Original In Bursar's Office	CUTOFF:
DESCRIPTION: Affiliate Agreements and Contracts with Other Institutions (copy) - Original In Bursar's Office	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12225	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987
TITLE: Annual Reports of Departmental Activities (1 copy)	CUTOFF: EOSFY
DESCRIPTION: Annual Reports of Departmental Activities (1 copy)	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12229	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987
TITLE: Clinic and Workshop Information	CUTOFF:
DESCRIPTION: Clinic and Workshop Information	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12232	SERIES STATUS: Approved
	APPROVAL DATE: 10/14/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: College of Sciences and Mathematics

Division: Missouri State University

Sub-Section:

TITLE: College Council Minutes (copy) - original in College Dean's Office	CUTOFF:	
DESCRIPTION: College Council Minutes (copy) - original in College Dean's Office	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12230	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: College of Science and Mathematics Research Records done under Government auspices	CUTOFF:	
DESCRIPTION: College of Science and Mathematics Research Records done under Government auspices	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12227	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Course and Faculty Proposals	CUTOFF:	
DESCRIPTION: Course and Faculty Proposals	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12231	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Faculty Senate Minutes (copy) - original with President of Faculty Senate	CUTOFF:	
DESCRIPTION: Faculty Senate Minutes (copy) - original with President of Faculty Senate	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12237	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Missouri State University

Section: College of Sciences and Mathematics
Sub-Section:

TITLE: Faculty Travel Requests and Expense Reports - (copy) Original in Financial Services	CUTOFF:	
DESCRIPTION: Faculty Travel Requests and Expense Reports - (copy) Original in Financial Services	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12234	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Grade Records, Incomplete Grade Files, Excess Hours, Course Substitutions and Waivers, Undergraduate Program Information	CUTOFF:	
DESCRIPTION: Grade Records, Incomplete Grade Files, Excess Hours, Course Substitutions and Waivers, Undergraduate Program Information	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12243	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Information Concerning Prospective Personnel	CUTOFF:	
DESCRIPTION: Information Concerning Prospective Personnel	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12235	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Masters Degree Program, Graduate Studies Information	CUTOFF:	
DESCRIPTION: Masters Degree Program, Graduate Studies Information	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12241	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Missouri State University

Section: College of Sciences and Mathematics
Sub-Section:

TITLE: Original Files of Department Head Search	CUTOFF:
DESCRIPTION: Original Files of Department Head Search	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12228 SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Original Files of Faculty Search	CUTOFF:
DESCRIPTION: Original Files of Faculty Search	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12233 SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Reappointment, Rank Tenure Recommendations	CUTOFF:
DESCRIPTION: Reappointment, Rank Tenure Recommendations	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12239 SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Research Information Conducted by Faculty Members	CUTOFF:
DESCRIPTION: Research Information Conducted by Faculty Members	RETENTION: Years: 10 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12236 SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Missouri State University

Section: College of Sciences and Mathematics
Sub-Section:

TITLE: Scholastic Action Record Card (copy) - original in Admissions and Records Office	CUTOFF:	
DESCRIPTION: Scholastic Action Record Card (copy) - original in Admissions and Records Office	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12244	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Staff Needs and Recruitment Records	CUTOFF:	
DESCRIPTION: Staff Needs and Recruitment Records	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12238	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
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 #: 12226	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Surveys, Seminars, Exchange Programs Information	CUTOFF:	
DESCRIPTION: Surveys, Seminars, Exchange Programs Information	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12240	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987