



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Student Housing Office

Division: Missouri State University

Sub-Section:

TITLE: Admission to University Notices	CUTOFF:	
DESCRIPTION: Admission to University Notices	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13183	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Camps and Conferences - invoices and copy of contract	CUTOFF:	
DESCRIPTION: Camps and Conferences - invoices and copy of contract	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12335	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Edit Report from Data Base Update	CUTOFF:	
DESCRIPTION: Edit Report from Data Base Update	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12326	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Food Service Reports	CUTOFF:	
DESCRIPTION: Food Service Reports	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12336	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Student Housing Office

Division: Missouri State University

Sub-Section:

TITLE: Housing Deposit Lists - receipts, refunds and forfeitures

CUTOFF:

DESCRIPTION: Housing Deposit Lists - receipts, refunds and forfeitures

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12324 **SERIES STATUS:** Approved

APPROVAL DATE: 10/14/1987

TITLE: Incident Reports

CUTOFF:

DESCRIPTION: Incident Reports

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12330 **SERIES STATUS:** Approved

APPROVAL DATE: 10/14/1987

TITLE: Judicial Files

CUTOFF:

DESCRIPTION: Judicial Files

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12331 **SERIES STATUS:** Approved

APPROVAL DATE: 10/14/1987

TITLE: Office Management File - procedures, policies manuals

CUTOFF: EOSFY

DESCRIPTION: Office Management File - procedures, policies manuals

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 12334 **SERIES STATUS:** Approved

APPROVAL DATE: 10/14/1987



Department: Department of Higher Education
Division: Missouri State University

Agency Records Disposition Schedule

Section: Student Housing Office
Sub-Section:

TITLE: Purchase Requisitions	CUTOFF:		
DESCRIPTION: Purchase Requisitions	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12328	SERIES STATUS: Approved	APPROVAL DATE:	10/14/1987
TITLE: Refrigerator and Microwave Contracts	CUTOFF:		
DESCRIPTION: Refrigerator and Microwave Contracts	RETENTION: Years: 2 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12327	SERIES STATUS: Approved	APPROVAL DATE:	10/14/1987
TITLE: Release of student Information Forms	CUTOFF:		
DESCRIPTION: Release of student Information Forms	RETENTION: Years: 10 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12333	SERIES STATUS: Approved	APPROVAL DATE:	10/14/1987
TITLE: Report of Money Received	CUTOFF:		
DESCRIPTION: Report of Money Received	RETENTION: Years: 1 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12325	SERIES STATUS: Approved	APPROVAL DATE:	10/14/1987



Department: Department of Higher Education

Division: Missouri State University

Agency Records Disposition Schedule

Section: Student Housing Office

Sub-Section:

TITLE: Resident Assistant Working Agreements	CUTOFF:	
DESCRIPTION: Resident Assistant Working Agreements	RETENTION: Years: 10 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12332	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Room Assignment Cards	CUTOFF:	
DESCRIPTION: Room Assignment Cards	RETENTION: Years: 2 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12329	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Telephone Service Contracts	CUTOFF:	
DESCRIPTION: Telephone Service Contracts	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13182	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: University Housing Contracts	CUTOFF:	
DESCRIPTION: University Housing Contracts	RETENTION: Years: 7 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12323	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987