



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Switchboard

Division: Missouri State University

Sub-Section:

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<b>TITLE:</b> American College Test Needs Analysis - Student loan analysis, this list the financial condition of student and parents	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> American College Test Needs Analysis - Student loan analysis, this list the financial condition of student and parents	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13524 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Current Campus Directory	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Current Campus Directory	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12104 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> General Information File and Report File - Backup material	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> General Information File and Report File - Backup material	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13523 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Long Distance Telephone Calls - monthly billing record of all long distance calls	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Long Distance Telephone Calls - monthly billing record of all long distance calls	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12103 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987

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<b>TITLE:</b> Student Employment Cards	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Student Employment Cards	<b>RETENTION:</b> Years: 7 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13522	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987

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<b>TITLE:</b> Student Financial Aid Folders for Educational Opportunity Grants - Applications and correspondence	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Folders for Educational Opportunity Grants - Applications and correspondence	<b>RETENTION:</b> Years: 7 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13519	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987

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<b>TITLE:</b> Student Financial Aid Folders for Guaranteed Loan Program and Federally Insured	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Folders for Guaranteed Loan Program and Federally Insured	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13521	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987

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<b>TITLE:</b> Student Financial Aid Folders for National Direct Student Loans - Applications	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Folders for National Direct Student Loans - Applications	<b>RETENTION:</b> Years: 7 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13520	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987

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### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Switchboard

Division: Missouri State University

Sub-Section:

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**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 #:** 12105

**SERIES STATUS:** Approved

**APPROVAL DATE:**

02/23/1987

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