



Department: Department of Higher Education
Division: Missouri State University

Agency Records Disposition Schedule

Section: Vice President for Academic Affairs
Sub-Section:

TITLE: Abstracts of Thesis	CUTOFF: EOSFY
DESCRIPTION: Abstracts of Thesis	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17442 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Accreditation Materials	CUTOFF: EOSFY
DESCRIPTION: Accreditation Materials	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17397 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Advisee Files - copy of official file	CUTOFF:
DESCRIPTION: Advisee Files - copy of official file	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17398 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Annual Reports of Departmental Activities and Strategic Planning Documents	CUTOFF:
DESCRIPTION: Annual Reports of Departmental Activities and Strategic Planning Documents	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17399 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Vice President for Academic Affairs

Division: Missouri State University

Sub-Section:

TITLE: Annual Reports on College Faculty - shows professional activity and curricular development	CUTOFF: EOSFY
DESCRIPTION: Annual Reports on College Faculty - shows professional activity and curricular development	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17400 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Clinic and Workshop Information	CUTOFF:
DESCRIPTION: Clinic and Workshop Information	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17405 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: College Council Actions	CUTOFF:
DESCRIPTION: College Council Actions	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17406 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Commencement Programs - list of degrees conferred	CUTOFF: EOSFY
DESCRIPTION: Commencement Programs - list of degrees conferred	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17439 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



Agency Records Disposition Schedule

Department: Department of Higher Education
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Section: Vice President for Academic Affairs
Sub-Section:

TITLE: Coordinating Board for Higher Education New Program Documents	CUTOFF: EOSFY
DESCRIPTION: Coordinating Board for Higher Education New Program Documents	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17401 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Course Syllabi	CUTOFF:
DESCRIPTION: Course Syllabi	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17407 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Department of Elementary and Secondary Education Certification Records	CUTOFF:
DESCRIPTION: Department of Elementary and Secondary Education Certification Records	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17408 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Faculty Awards	CUTOFF:
DESCRIPTION: Faculty Awards	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17434 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



Agency Records Disposition Schedule

Department: Department of Higher Education
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Section: Vice President for Academic Affairs
Sub-Section:

TITLE: Faculty Grade Books	CUTOFF:
DESCRIPTION: Faculty Grade Books	RETENTION: Years: 10 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17409	SERIES STATUS: Approved
	APPROVAL DATE: 02/23/1987
TITLE: Faculty Handbooks	CUTOFF: EOSFY
DESCRIPTION: Faculty Handbooks	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17433	SERIES STATUS: Approved
	APPROVAL DATE: 02/23/1987
TITLE: Faculty Senate Proceedings - includes Senate action, resolutions, committee membership, and monthly senate minutes	CUTOFF: EOSFY
DESCRIPTION: Faculty Senate Proceedings - includes Senate action, resolutions, committee membership, and monthly senate minutes	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17410	SERIES STATUS: Approved
	APPROVAL DATE: 02/23/1987
TITLE: Federal and Non-Federal Grant Applications - funded	CUTOFF:
DESCRIPTION: Federal and Non-Federal Grant Applications - funded	RETENTION: Years: 7 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17411	SERIES STATUS: Approved
	APPROVAL DATE: 02/23/1987



Agency Records Disposition Schedule

Department: Department of Higher Education
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Section: Vice President for Academic Affairs
Sub-Section:

TITLE: Grievance Files	CUTOFF:	
DESCRIPTION: Grievance Files	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 17431	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Intellectual Property Files - including patents and copyrights	CUTOFF: EOSFY	
DESCRIPTION: Intellectual Property Files - including patents and copyrights	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 17421	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Leave Applications - sabbatical and educational	CUTOFF:	
DESCRIPTION: Leave Applications - sabbatical and educational	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 17432	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: List of Graduate Assistants	CUTOFF: EOSFY	
DESCRIPTION: List of Graduate Assistants	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 17438	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



Agency Records Disposition Schedule

Department: Department of Higher Education
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Section: Vice President for Academic Affairs
Sub-Section:

TITLE: New Graduate Course Approvals	CUTOFF: EOSFY
DESCRIPTION: New Graduate Course Approvals	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17441 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Record of Funded Faculty Research Proposals	CUTOFF: EOSFY
DESCRIPTION: Record of Funded Faculty Research Proposals	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17443 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Scholastic Actions - all student actions - copy	CUTOFF:
DESCRIPTION: Scholastic Actions - all student actions - copy	RETENTION: Years: 7 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17428 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Search Files - candidate recruitment	CUTOFF:
DESCRIPTION: Search Files - candidate recruitment	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17430 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



Agency Records Disposition Schedule

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Division: Missouri State University

Sub-Section:

TITLE: Seminar Papers - written by graduate students for partial fulfillment of requirements for Master's Degree	CUTOFF: EOSFY
DESCRIPTION: Seminar Papers - written by graduate students for partial fulfillment of requirements for Master's Degree	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17444	SERIES STATUS: Approved
	APPROVAL DATE: 02/23/1987
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TITLE: Student Course Work	CUTOFF:
DESCRIPTION: Student Course Work	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17429	SERIES STATUS: Approved
	APPROVAL DATE: 02/23/1987
