



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Missouri State University

Section: Vice President for Administrative Services  
Sub-Section:

<b>TITLE:</b> Affirmative Action Plan	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Affirmative Action Plan	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 18573 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Annual Reports	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Annual Reports	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 17396 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Applications for Employment - to include job bid sheets, vacancy notices, and other related information concerning job placement	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Applications for Employment - to include job bid sheets, vacancy notices, and other related information concerning job placement	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 17373 <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> 17395 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987



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<b>TITLE:</b> Daily Permit Inventory Reports	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Daily Permit Inventory Reports	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 17382	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Drawings and Blueprints of Campus Structures	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Drawings and Blueprints of Campus Structures	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 17394	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Employee Staff Handbook	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Employee Staff Handbook	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 18574	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Labor Relations - negotiations, notes, etc.	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Labor Relations - negotiations, notes, etc.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 17376	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987



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<b>TITLE:</b> Missing/Stolen Permit Report	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Missing/Stolen Permit Report	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 17385	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Parking Appeal Forms	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Parking Appeal Forms	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 17386	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Parking Permits	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Parking Permits	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 17381	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Parking Tickets	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Parking Tickets	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 17379	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/23/1987



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<b>TITLE:</b> Permit Inventory Audit	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Permit Inventory Audit	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 17383	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Post Office Weekly Report - weekly ending inventory of post office cash and postage stock on hand	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Post Office Weekly Report - weekly ending inventory of post office cash and postage stock on hand	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 17391	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Real Estate Records - appraisals, contracts, deeds, etc.	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Real Estate Records - appraisals, contracts, deeds, etc.	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 18575	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Safety and Security Report	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Safety and Security Report	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 17387	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987



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Sub-Section:

<b>TITLE:</b> Supplemental Payroll Forms	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Supplemental Payroll Forms	<b>RETENTION:</b> Years: 4 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 17374	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Term, Service and Maintenance Contracts	<b>CUTOFF:</b> term of contract	
<b>DESCRIPTION:</b> Term, Service and Maintenance Contracts	<b>RETENTION:</b> Years: 10 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 17377	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987
<b>TITLE:</b> Vehicle Registration Forms	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Vehicle Registration Forms	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 17380	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/23/1987