



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Vice President of University Advancement

Division: Missouri State University

Sub-Section:

TITLE: Alumni Cards - completed by students the semester they graduated	CUTOFF:
DESCRIPTION: Alumni Cards - completed by students the semester they graduated	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17509	SERIES STATUS: Approved
	APPROVAL DATE: 02/23/1987
TITLE: Annual Report of Cooperative Education Activities	CUTOFF: EOSFY
DESCRIPTION: Annual Report of Cooperative Education Activities	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17520	SERIES STATUS: Approved
	APPROVAL DATE: 02/23/1987
TITLE: Biographical Material on Current Coaches and Athletes	CUTOFF: EOSFY
DESCRIPTION: Biographical Material on Current Coaches and Athletes	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17513	SERIES STATUS: Approved
	APPROVAL DATE: 02/23/1987
TITLE: Complimentary Ticket Documentation	CUTOFF:
DESCRIPTION: Complimentary Ticket Documentation	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 18982	SERIES STATUS: Approved
	APPROVAL DATE: 02/23/1987



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Sub-Section:

TITLE: Contracts - between the Juanita K. Hammonds Hall and artists/promoters and all correspondence involved in negotiating the event	CUTOFF:	
DESCRIPTION: Contracts - between the Juanita K. Hammonds Hall and artists/promoters and all correspondence involved in negotiating the event	RETENTION: Years: 10 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 18978	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Cumulative Statistics and Records of Players and Lettermen Records	CUTOFF: EOSFY	
DESCRIPTION: Cumulative Statistics and Records of Players and Lettermen Records	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 17502	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Donor Files - include underwriter/donation agreements and correspondence between the Juanita K. Hammonds Hall and donors/underwriters	CUTOFF: EOSFY	
DESCRIPTION: Donor Files - include underwriter/donation agreements and correspondence between the Juanita K. Hammonds Hall and donors/underwriters	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 18976	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Employment Contracts - (copy) original in Personnel Office	CUTOFF:	
DESCRIPTION: Employment Contracts - (copy) original in Personnel Office	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 17515	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



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Department: Department of Higher Education
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Sub-Section:

TITLE: Expense Reports	CUTOFF:	
DESCRIPTION: Expense Reports	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 18977	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Faculty-Staff Speakers Bureau - list of available speakers	CUTOFF:	
DESCRIPTION: Faculty-Staff Speakers Bureau - list of available speakers	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 17499	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Files of Material from Opponents in all Sports	CUTOFF:	
DESCRIPTION: Files of Material from Opponents in all Sports	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 17511	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Game Contracts	CUTOFF:	
DESCRIPTION: Game Contracts	RETENTION: Years: 10 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 17501	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



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Sub-Section:

TITLE: Gift-in-Kind Documentation - documentation that shows the dollar value of advertising donated to the Juanita K. Hammonds Hall by media outlets

CUTOFF: EOSFY

DESCRIPTION: Gift-in-Kind Documentation - documentation that shows the dollar value of advertising donated to the Juanita K. Hammonds Hall by media outlets

RETENTION: Years: Months: Days:

NOTES: **DISPOSITION ACTION:** Permanent

SERIES #: 18979 **SERIES STATUS:** Approved

APPROVAL DATE: 02/23/1987

TITLE: Grant Proposals - (copy) original in Financial Services

CUTOFF:

DESCRIPTION: Grant Proposals - (copy) original in Financial Services

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 18973 **SERIES STATUS:** Approved

APPROVAL DATE: 02/23/1987

TITLE: HAMMONDS STUDENT CENTER/PLASTER SPORTS COMPLEX Injury Reports - (copy) original in

CUTOFF:

DESCRIPTION: Injury Reports - (copy) original in

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 17518 **SERIES STATUS:** Approved

APPROVAL DATE: 02/23/1987

TITLE: HAMMONDS STUDENT CENTER/PLASTER SPORTS COMPLEX Weekly Activity Sheets

CUTOFF:

DESCRIPTION: Weekly Activity Sheets

RETENTION: Years: 1 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 17519 **SERIES STATUS:** Approved

APPROVAL DATE: 02/23/1987



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Sub-Section:

TITLE: JUANITA K. HAMMONDS HALL FOR THE PERFORMING ARTS Invoices	CUTOFF:
DESCRIPTION: Invoices - to schools and teachers for dues, workshop registration, and tickets; to organizations for use of the Hall; for advertising; for labor invoices and schedules used to bill promoters and for in-house use	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 18972 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: JUANITA K. HAMMONDS HALL FOR THE PERFORMING ARTS Promotional Material	CUTOFF:
DESCRIPTION: Promotional Material - flyers, brochures, advertising tearsheets, press information, visuals (slides and photos), posters, and other promotional pieces used to promote the Juanita K. Hammonds Hall and events	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 18974 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Media Guides from SMSU Teams	CUTOFF: EOSFY
DESCRIPTION: Media Guides from SMSU Teams	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17512 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: NCAA Fiscal Reports	CUTOFF:
DESCRIPTION: NCAA Fiscal Reports	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17503 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



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TITLE: Sales Records - documentation verifying daily deposit amounts	CUTOFF:	
DESCRIPTION: Sales Records - documentation verifying daily deposit amounts	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 18980	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Score Books and Game-by-Game Summaries of Athletic Events	CUTOFF:	
DESCRIPTION: Score Books and Game-by-Game Summaries of Athletic Events	RETENTION: Years: 50 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 17514	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: SMSU Alumni Association By-Laws - (copy) original in Financial Services	CUTOFF:	
DESCRIPTION: SMSU Alumni Association By-Laws - (copy) original in Financial Services	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 17517	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: SMSU Foundation By-Laws - (copy) original in Financial Services	CUTOFF:	
DESCRIPTION: SMSU Foundation By-Laws - (copy) original in Financial Services	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 17516	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



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TITLE: SMSU Foundation Gift and Donor Information	CUTOFF: EOSFY
DESCRIPTION: SMSU Foundation Gift and Donor Information	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17506 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Student Athlete Scholarship Awards	CUTOFF:
DESCRIPTION: Student Athlete Scholarship Awards	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17500 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Study Guides for Center Events	CUTOFF:
DESCRIPTION: Study Guides for Center Events	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 18975 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Voided and Refunded Tickets	CUTOFF:
DESCRIPTION: Voided and Refunded Tickets	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 18981 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987