



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Missouri Western State University

Section: Admissions Office
Sub-Section:

TITLE: Admission reports of incoming freshman and transfer	CUTOFF:	
DESCRIPTION: Admission reports of incoming freshman and transfer	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12554	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Folders of undergraduates who were either denied admission or failed to enroll	CUTOFF:	
DESCRIPTION: Folders of undergraduates who were either denied admission or failed to enroll	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12553	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Single applications and/or transcripts of students who never completed admission	CUTOFF:	
DESCRIPTION: Single applications and/or transcripts of students who never completed admission	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12555	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Test scores of students who do not enroll cation term	CUTOFF:	
DESCRIPTION: Test scores of students who do not enroll cation term	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12556	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Admissions Office

Division: Missouri Western State University

Sub-Section:

TITLE: Undergraduate folders of enrolled students- transferred to registrar when completed

CUTOFF: EOSFY

DESCRIPTION: Undergraduate folders of enrolled students- transferred to registrar when completed

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 12552

SERIES STATUS: Approved

APPROVAL DATE:

07/10/1990
