



Department: Department of Higher Education

Division: Missouri Western State University

Agency Records Disposition Schedule

Section: Career Placement Center-Off-Campus

Sub-Section:

TITLE: Annual Placement Reports	CUTOFF:	
DESCRIPTION: Annual Placement Reports	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13059	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Budget Materials	CUTOFF:	
DESCRIPTION: Budget Materials	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13056	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Business-Industry-Government File Folders and Card File	CUTOFF:	
DESCRIPTION: Business-Industry-Government File Folders and Card File	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13057	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: News Releases	CUTOFF:	
DESCRIPTION: News Releases	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13060	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



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Sub-Section:

TITLE: Prospective Student Cards	CUTOFF:	
DESCRIPTION: Prospective Student Cards	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13061	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Prospective Student List	CUTOFF:	
DESCRIPTION: Prospective Student List	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13062	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Purchase Requisitions - copies, original in Purchasing Dept.	CUTOFF:	
DESCRIPTION: Purchase Requisitions - copies, original in Purchasing Dept.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13052	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Student Card File - Name, Address, Phone Number, Job Record	CUTOFF: EOSFY	
DESCRIPTION: Student Card File - Name, Address, Phone Number, Job Record	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 13054	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



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Sub-Section:

TITLE: Student Placement File - Personal Data Forms, Appraisal Letters	CUTOFF: EOSFY
DESCRIPTION: Student Placement File - Personal Data Forms, Appraisal Letters	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13053 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Student Work-Study Time Record	CUTOFF:
DESCRIPTION: Student Work-Study Time Record	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13063 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Travel Reports - Vehicle, Lodging	CUTOFF:
DESCRIPTION: Travel Reports - Vehicle, Lodging	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13058 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Vacancy Lists - Teaching Positions	CUTOFF:
DESCRIPTION: Vacancy Lists - Teaching Positions	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13055 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
