



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Department of Music

Division: Missouri Western State University

Sub-Section:

TITLE: ACT computer printouts - for recruitment and placement

CUTOFF:

DESCRIPTION: ACT computer printouts - for recruitment and placement

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12976

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983

TITLE: Active faculty records - official records in Provost's Office - Evaluations Job Descriptions Credentials

CUTOFF:

(copies) Course Syllabi Testbook requests

DESCRIPTION: Active faculty records - official records in Provost's Office - Evaluations Job Descriptions Credentials

RETENTION: Years: 3 Months: 0 Days: 0

(copies) Course Syllabi Testbook requests

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12980

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983

TITLE: Attendance and travel records (faculty)

CUTOFF:

DESCRIPTION: Attendance and travel records (faculty)

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12994

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983

TITLE: Current majors - degree declaration forms, advisors

CUTOFF:

DESCRIPTION: Current majors - degree declaration forms, advisors

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12978

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983



Agency Records Disposition Schedule

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

Section: Department of Music
Sub-Section:

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| TITLE: Curriculum Proposals and action taken (departmental proposals, departmental and institutional action) Degree programs and general studies Certification requirements Class schedules (departmental, back 10 years) | CUTOFF: |
| DESCRIPTION: Curriculum Proposals and action taken (departmental proposals, departmental and institutional action) Degree programs and general studies Certification requirements Class schedules (departmental, back 10 years currently) | RETENTION: Years: 2 Months: 0 Days: 0 |
| NOTES: | DISPOSITION ACTION: Destroy |
| SERIES #: 12986 SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Enrollment data - computer printouts | CUTOFF: |
| DESCRIPTION: Enrollment data - computer printouts | RETENTION: Years: 3 Months: 0 Days: 0 |
| NOTES: | DISPOSITION ACTION: Destroy |
| SERIES #: 12987 SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Equipment inventory Audio visual hardware and software Office furniture and machines | CUTOFF: EOSFY |
| DESCRIPTION: Equipment inventory Audio visual hardware and software Office furniture and machines | RETENTION: Years: Months: Days: |
| NOTES: | DISPOSITION ACTION: Permanent |
| SERIES #: 12993 SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Faculty recruitment Recruiting and hiring guidelines Applications | CUTOFF: |
| DESCRIPTION: Faculty recruitment Recruiting and hiring guidelines Applications | RETENTION: Years: 3 Months: 0 Days: 0 |
| NOTES: | DISPOSITION ACTION: Destroy |
| SERIES #: 12982 SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |



Agency Records Disposition Schedule

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

Section: Department of Music
Sub-Section:

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| TITLE: Faculty workload reports | CUTOFF: | | |
| DESCRIPTION: Faculty workload reports | RETENTION: Years: 2 Months: 0 Days: 0 | | |
| NOTES: | DISPOSITION ACTION: Destroy | | |
| SERIES #: 12984 | SERIES STATUS: Approved | APPROVAL DATE: | 05/18/1983 |
| TITLE: Financial records - Original in Business Office Agency accounts Department budget - proposals and working budgets Faculty travel allowances and expenditures Purchase orders | CUTOFF: | | |
| DESCRIPTION: Financial records - Original in Business Office Agency accounts Department budget - proposals and working budgets Faculty travel allowances and expenditures Purchase orders | RETENTION: Years: 3 Months: 0 Days: 0 | | |
| NOTES: | DISPOSITION ACTION: Destroy | | |
| SERIES #: 12992 | SERIES STATUS: Approved | APPROVAL DATE: | 05/18/1983 |
| TITLE: Grade appeals - procedures and records | CUTOFF: | | |
| DESCRIPTION: Grade appeals - procedures and records | RETENTION: Years: 3 Months: 0 Days: 0 | | |
| NOTES: | DISPOSITION ACTION: Destroy | | |
| SERIES #: 12977 | SERIES STATUS: Approved | APPROVAL DATE: | 05/18/1983 |
| TITLE: Graduates - departmental | CUTOFF: | | |
| DESCRIPTION: Graduates - departmental | RETENTION: Years: 3 Months: 0 Days: 0 | | |
| NOTES: | DISPOSITION ACTION: Destroy | | |
| SERIES #: 12979 | SERIES STATUS: Approved | APPROVAL DATE: | 05/18/1983 |



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Department of Music

Division: Missouri Western State University

Sub-Section:

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| TITLE: Guidelines for tenure, promotion, professional leave, and professional grants | CUTOFF: | |
| DESCRIPTION: Guidelines for tenure, promotion, professional leave, and professional grants | RETENTION: Years: 2 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12983 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Inactive faculty records - official records in Provost's Office - Evaluations Credentials (copies) Course Syllabi Testbook requests | CUTOFF: | |
| DESCRIPTION: Inactive faculty records - official records in Provost's Office - Evaluations Credentials (copies) Course Syllabi Testbook requests | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12981 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Institutional publications - copies | CUTOFF: | |
| DESCRIPTION: Institutional publications - copies | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12988 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Minutes Faculty Senate Department Committee Mtgs. Department Meetings Dean/Dept. Chairperson Mtgs. CGAC | CUTOFF: | |
| DESCRIPTION: Minutes Faculty Senate Department Committee Mtgs. Department Meetings Dean/Dept. Chairperson Mtgs. CGAC | RETENTION: Years: 2 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12985 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Department of Music

Division: Missouri Western State University

Sub-Section:

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| TITLE: Organizations and committees (institutional, divisional, and departmental) – membership and minutes | CUTOFF: | |
| DESCRIPTION: Organizations and committees (institutional, divisional, and departmental) – membership and minutes | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12989 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Policies and guidelines (institutional, divisional, departmental) | CUTOFF: | |
| DESCRIPTION: Policies and guidelines (institutional, divisional, departmental) | RETENTION: Years: 2 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12990 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Scholarships - classification, guidelines, records of awards | CUTOFF: | |
| DESCRIPTION: Scholarships - classification, guidelines, records of awards | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12975 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Work study records Time sheets Budget/salary expenditures | CUTOFF: | |
| DESCRIPTION: Work study records Time sheets Budget/salary expenditures | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 12991 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |