



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Education and Psychology

Division: Missouri Western State University

Sub-Section: Psychology

TITLE: Advisor Records	CUTOFF:		
DESCRIPTION: Advisor Records	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12790	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
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TITLE: Class load reports (number of students in relation to class)	CUTOFF:		
DESCRIPTION: Class load reports (number of students in relation to class)	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12784	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
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TITLE: Equipment Warranties	CUTOFF:		
DESCRIPTION: Equipment Warranties	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12795	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
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TITLE: Evaluations (self, supervising teachers)	CUTOFF:		
DESCRIPTION: Evaluations (self, supervising teachers)	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12789	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983



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Department: Department of Higher Education
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Section: Division of Education and Psychology
Sub-Section: Psychology

TITLE: Faculty Organizations	CUTOFF:	
DESCRIPTION: Faculty Organizations	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12785	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Field Trips (Information as to where, times, events)	CUTOFF:	
DESCRIPTION: Field Trips (Information as to where, times, events)	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12782	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Grade Books- Originals	CUTOFF: EOSFY	
DESCRIPTION: Grade Books- Originals	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 12786	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Inventory	CUTOFF: EOSFY	
DESCRIPTION: Inventory	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 12793	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



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Department: Department of Higher Education
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TITLE: Job Applicants File	CUTOFF:	
DESCRIPTION: Job Applicants File	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12796	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Job Descriptions	CUTOFF:	
DESCRIPTION: Job Descriptions	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12791	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Part Time Faculty File	CUTOFF:	
DESCRIPTION: Part Time Faculty File	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12794	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Potential Student File	CUTOFF:	
DESCRIPTION: Potential Student File	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12792	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



Department: Department of Higher Education
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Agency Records Disposition Schedule

Section: Division of Education and Psychology
Sub-Section: Psychology

TITLE: Promotion and Tenure	CUTOFF: EOSFY
DESCRIPTION: Promotion and Tenure	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12787 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Proposals (Course proposals unders curriculum)	CUTOFF:
DESCRIPTION: Proposals (Course proposals unders curriculum)	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12783 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Purchase Orders- copies- Originals in Purchasing	CUTOFF:
DESCRIPTION: Purchase Orders- copies- Originals in Purchasing	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12788 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Reports- Annual reports sent to and from other agencies concerning operations to department heads (copies) Originals in respective agencies	CUTOFF:
DESCRIPTION: Reports- Annual reports sent to and from other agencies concerning operations to department heads (copies) Originals in respective agencies	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12780 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Education and Psychology

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Sub-Section: Psychology

TITLE: Syllabi and Course Outlines

CUTOFF:

DESCRIPTION: Syllabi and Course Outlines

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12781

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983
