



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Foundation

Division: Missouri Western State University

Sub-Section:

<b>TITLE:</b> Allocation proposals, processes and distribution	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Allocation proposals, processes and distribution	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12810	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Articles of Incorporation, Bylaws, Minutes	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Articles of Incorporation, Bylaws, Minutes	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12813	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Bank statements and deposit slips	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Bank statements and deposit slips	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12808	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Cancelled Checks	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Cancelled Checks	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12812	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983



### Agency Records Disposition Schedule

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

Section: Foundation  
Sub-Section:

<b>TITLE:</b> Check Register	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Check Register	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12811	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Financial reports	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Financial reports	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12809	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> General ledgers and subsidiary records	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> General ledgers and subsidiary records	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12807	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 05/18/1983