



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Intramural Department

Division: Missouri Western State University

Sub-Section:

<b>TITLE:</b> Accident reports for intramurals and freetime recreation	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Accident reports for intramurals and freetime recreation	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13022	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Budget Printouts, requests, receipts, etc. for Intramurals, Freetime Recreation, Laundry, Trap and Skeet Range	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Budget Printouts, requests, receipts, etc. for Intramurals, Freetime Recreation, Laundry, Trap and Skeet Range	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13015	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Evaluations of Intramurals activities	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Evaluations of Intramurals activities	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13023	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Facility Reservation Forms	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Facility Reservation Forms	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 13016	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Intramural Department

Division: Missouri Western State University

Sub-Section:

<b>TITLE:</b> Freetime Recreation Participation Totals	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Freetime Recreation Participation Totals	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13024	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983
<b>TITLE:</b> Grade Book	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Grade Book	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13017	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983
<b>TITLE:</b> Intramural handbooks, rules and regulations, calendars, etc.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Intramural handbooks, rules and regulations, calendars, etc.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13025	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983
<b>TITLE:</b> Intramural Manager - responsibilities, applications, calendar, etc.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Intramural Manager - responsibilities, applications, calendar, etc.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13018	<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: Intramural Department  
Sub-Section:

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**TITLE:** Inventory for HPER Department (Health, Physical Education, and Recreation Dept.)

**CUTOFF:** EOSFY

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**DESCRIPTION:** Inventory for HPER Department (Health, Physical Education, and Recreation Dept.)

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

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**SERIES #:** 13019

**SERIES STATUS:** Approved

**APPROVAL DATE:**

05/18/1983

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**TITLE:** Laundry Supervisor - requests for vacation, sick leave, etc. - copies - Originals in Personnel

**CUTOFF:**

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**DESCRIPTION:** Laundry Supervisor - requests for vacation, sick leave, etc. - copies - Originals in Personnel

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 13020

**SERIES STATUS:** Approved

**APPROVAL DATE:**

05/18/1983

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**TITLE:** Work study and student employees time sheets - copies - originals in Financial Aid

**CUTOFF:**

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**DESCRIPTION:** Work study and student employees time sheets - copies - originals in Financial Aid

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 13021

**SERIES STATUS:** Approved

**APPROVAL DATE:**

05/18/1983