



Agency Records Disposition Schedule

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

Section: Office of the President
Sub-Section:

TITLE: Board Records/Regents and Trustees

CUTOFF: EOSFY

DESCRIPTION: Board Records/Regents and Trustees

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 12512

SERIES STATUS: Approved

APPROVAL DATE:

07/10/1990

TITLE: Budget (Operational) - retained 2 Yrs. in President's Office, longer in Office of P. Administrative Affairs
(original)

CUTOFF:

DESCRIPTION: Budget (Operational) - retained 2 Yrs. in President's Office, longer in Office of P. Administrative Affairs
(original)

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12513

SERIES STATUS: Approved

APPROVAL DATE:

07/10/1990

TITLE: Budget (State of Missouri) - bound copies and supporting documents related to State Appropriations for
H.E.

CUTOFF:

DESCRIPTION: Budget (State of Missouri) - bound copies and supporting documents related to State Appropriations for
H.E.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12514

SERIES STATUS: Approved

APPROVAL DATE:

07/10/1990

TITLE: Budget Formulation Records/Supporting Document Administrative Area Requests

CUTOFF:

DESCRIPTION: Budget Formulation Records/Supporting Document Administrative Area Requests

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12515

SERIES STATUS: Approved

APPROVAL DATE:

07/10/1990



Agency Records Disposition Schedule

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

Section: Office of the President
Sub-Section:

TITLE: Divisional and Departmental Directives and Activity Records (Maintained for Informational Source for Current year or 2)	CUTOFF:	
DESCRIPTION: Divisional and Departmental Directives and Activity Records (Maintained for Informational Source for Current year or 2)	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12516	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Expense Accounts	CUTOFF:	
DESCRIPTION: Expense Accounts	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12517	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Historical Records (Archives collection also maintained in Library - Transferred to Library)	CUTOFF:	
DESCRIPTION: Historical Records (Archives collection also maintained in Library - Transferred to Library)	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12518	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Inactive Employee Files (As of July 1, 1980) All transferred to Personnel Director or Academic Affairs after one year in President's Office files (originals)	CUTOFF:	
DESCRIPTION: Inactive Employee Files (As of July 1, 1980) All transferred to Personnel Director or Academic Affairs after one year in President's Office files (originals)	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12519	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



Agency Records Disposition Schedule

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

Section: Office of the President
Sub-Section:

TITLE: Inventory Records on President's Resident and Office Furnishings and equipment - Maintaining back records in office, official inventory maintained in business Office

CUTOFF:

DESCRIPTION: Inventory Records on President's Resident and Office Furnishings and equipment - Maintaining back records in office, official inventory maintained in business Office

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 12520 **SERIES STATUS:** Approved

APPROVAL DATE: 07/10/1990

TITLE: News Releases (copy to Archives)

CUTOFF:

DESCRIPTION: News Releases (copy to Archives)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 12521 **SERIES STATUS:** Approved

APPROVAL DATE: 07/10/1990

TITLE: Office Bulletins (From other office)

CUTOFF:

DESCRIPTION: Office Bulletins (From other office)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 12522 **SERIES STATUS:** Approved

APPROVAL DATE: 07/10/1990

TITLE: Publications (Bound publications of college catalog, yearbook, etc.)

CUTOFF:

DESCRIPTION: Publications (Bound publications of college catalog, yearbook, etc.)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 12523 **SERIES STATUS:** Approved

APPROVAL DATE: 07/10/1990



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Office of the President

Division: Missouri Western State University

Sub-Section:

TITLE: Publications (from other colleges, institution or departments)	CUTOFF:
DESCRIPTION: Publications (from other colleges, institution or departments)	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12524 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Purchase Orders	CUTOFF:
DESCRIPTION: Purchase Orders	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12525 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Travel Records (Calendars, Files on Meetings, Expenditures Incurred, etc.) Maintained for 3 years	CUTOFF:
DESCRIPTION: Travel Records (Calendars, Files on Meetings, Expenditures Incurred, etc.) Maintained for 3 years	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12526 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
