



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Purchasing

Division: Missouri Western State University

Sub-Section:

TITLE: Bid Documents for purchases	CUTOFF:		
DESCRIPTION: Bid Documents for purchases	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 13065	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
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TITLE: Budget Reports - Dept. Only - Originals in Business Office	CUTOFF:		
DESCRIPTION: Budget Reports - Dept. Only - Originals in Business Office	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 13066	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
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TITLE: Contracts - Maintenance	CUTOFF:		
DESCRIPTION: Contracts - Maintenance	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 13068	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
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TITLE: Contracts - State Procurement	CUTOFF:		
DESCRIPTION: Contracts - State Procurement	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 13067	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983



Department: Department of Higher Education

Division: Missouri Western State University

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Section: Purchasing

Sub-Section:

TITLE: Encumbrance Logs	CUTOFF:		
DESCRIPTION: Encumbrance Logs	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 13072	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Physical Inventory	CUTOFF: EOSFY		
DESCRIPTION: Physical Inventory	RETENTION: Years: Months: Days:		
NOTES:	DISPOSITION ACTION: Permanent		
SERIES #: 13064	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Policy Guide	CUTOFF:		
DESCRIPTION: Policy Guide	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 13071	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Purchase Orders - Documented as Paid	CUTOFF:		
DESCRIPTION: Purchase Orders - Documented as Paid	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 13069	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Purchasing

Division: Missouri Western State University

Sub-Section:

TITLE: Purchase Requisitions

CUTOFF:

DESCRIPTION: Purchase Requisitions

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13070

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983
