



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Student Affairs

Division: Missouri Western State University

Sub-Section:

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**TITLE:** Budget Formulation Papers - Original In Business Office

**CUTOFF:**

**DESCRIPTION:** Budget Formulation Papers - Original In Business Office

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 13074

**SERIES STATUS:** Approved

**APPROVAL DATE:**

05/18/1983

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**TITLE:** Departmental Meeting Minutes

**CUTOFF:**

**DESCRIPTION:** Departmental Meeting Minutes

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 13078

**SERIES STATUS:** Approved

**APPROVAL DATE:**

05/18/1983

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**TITLE:** Informational Reports

**CUTOFF:**

**DESCRIPTION:** Informational Reports

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 13077

**SERIES STATUS:** Approved

**APPROVAL DATE:**

05/18/1983

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**TITLE:** News Releases

**CUTOFF:**

**DESCRIPTION:** News Releases

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 13075

**SERIES STATUS:** Approved

**APPROVAL DATE:**

05/18/1983



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Student Affairs

Division: Missouri Western State University

Sub-Section:

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<b>TITLE:</b> Publications	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Publications	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13076	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983

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<b>TITLE:</b> Purchase Orders - Original in Business Office	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Purchase Orders - Original in Business Office	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13073	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983

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