



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Student Health Service

Division: Missouri Western State University

Sub-Section:

TITLE: Budget Information - Annual budget for clinic supplies, professional fees and services, equipment and miscellaneous	CUTOFF:		
DESCRIPTION: Budget Information - Annual budget for clinic supplies, professional fees and services, equipment and miscellaneous	RETENTION: Years: 2 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12817	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
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TITLE: Inventory - for reorder or re-purchase	CUTOFF:		
DESCRIPTION: Inventory - for reorder or re-purchase	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12816	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
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TITLE: Inventory - Medical and surgical equipment	CUTOFF: EOSFY		
DESCRIPTION: Inventory - Medical and surgical equipment	RETENTION: Years: Months: Days:		
NOTES:	DISPOSITION ACTION: Permanent		
SERIES #: 12818	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
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TITLE: Purchase Orders - Medical and surgical supplies, office supplies and miscellaneous-copies in Purchasing Dept.	CUTOFF:		
DESCRIPTION: Purchase Orders - Medical and surgical supplies, office supplies and miscellaneous-copies in Purchasing Dept.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12815	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Student Health Service

Division: Missouri Western State University

Sub-Section:

TITLE: Student Medical Folders - Complete clinic record to include medical and laboratory reports

CUTOFF:

DESCRIPTION: Student Medical Folders - Complete clinic record to include medical and laboratory reports

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12814

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983
