



Agency Records Disposition Schedule

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

Section: Vice-President-Administrative Affairs
Sub-Section:

TITLE: Annual Financial Reports.	CUTOFF: EOSFY
DESCRIPTION: Annual Financial Reports.	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12541 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Auditor's Statement - State or Private.	CUTOFF: EOSFY
DESCRIPTION: Auditor's Statement - State or Private.	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12540 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Blueprints and plans for all buildings constructed.	CUTOFF: EOSFY
DESCRIPTION: Blueprints and plans for all buildings constructed.	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12545 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Bond prospectus.	CUTOFF:
DESCRIPTION: Bond prospectus.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12549 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Sub-Section:

TITLE: Budget Formulation papers.	CUTOFF:
DESCRIPTION: Budget Formulation papers.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12542 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Contracts on all buildings constructed. ation of contract	CUTOFF:
DESCRIPTION: Contracts on all buildings constructed. ation of contract	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12539 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Financial Statements for Board Meetings.	CUTOFF:
DESCRIPTION: Financial Statements for Board Meetings.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12544 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Legislative Budgets.	CUTOFF:
DESCRIPTION: Legislative Budgets.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12551 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Department: Department of Higher Education

Section: Vice-President-Administrative Affairs

Division: Missouri Western State University

Sub-Section:

TITLE: Miscellaneous Contracts (originals, e.g. Food Service or Bus company contracts to provide services).	CUTOFF:	
DESCRIPTION: Miscellaneous Contracts (originals, e.g. Food Service or Bus company contracts to provide services).	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12546	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Operating budget.	CUTOFF:	
DESCRIPTION: Operating budget.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12550	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Paid coupons from bond issues. incl. CSA	CUTOFF:	
DESCRIPTION: Paid coupons from bond issues. incl. CSA	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12543	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Safekeeping pledged on monies invested.	CUTOFF:	
DESCRIPTION: Safekeeping pledged on monies invested.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12547	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Vice-President-Administrative Affairs

Division: Missouri Western State University

Sub-Section:

TITLE: Titles to Motor Vehicles.

CUTOFF: End of Ownership

DESCRIPTION: Titles to Motor Vehicles.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Transfer to appropriate file

SERIES #: 12548

SERIES STATUS: Approved

APPROVAL DATE:

07/10/1990
