



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Admissions

Division: Northwest Missouri State University

Sub-Section:

TITLE: Admissions File for Freshmen, Transfers, Returning, and Graduates	CUTOFF:	
DESCRIPTION: Admissions File for Freshmen, Transfers, Returning, and Graduates	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 11425	SERIES STATUS: Approved	APPROVAL DATE: 02/05/1980
TITLE: American College Test Report - Includes interest areas, possible major, high school rank	CUTOFF:	
DESCRIPTION: American College Test Report - Includes interest areas, possible major, high school rank	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 11427	SERIES STATUS: Approved	APPROVAL DATE: 02/05/1980
TITLE: Graduate Records of Enrolled Students - To Registrar when completed	CUTOFF:	
DESCRIPTION: Graduate Records of Enrolled Students - To Registrar when completed	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11423	SERIES STATUS: Approved	APPROVAL DATE: 02/05/1980
TITLE: Records of Graduates and undergraduates (Denied, Cancelled, or "no show")	CUTOFF:	
DESCRIPTION: Records of Graduates and undergraduates (Denied, Cancelled, or "no show")	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11424	SERIES STATUS: Approved	APPROVAL DATE: 02/05/1980



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

Section: Admissions
Sub-Section:

TITLE: Transcripts of Students Who Never Completed Admissions	CUTOFF:
DESCRIPTION: Transcripts of Students Who Never Completed Admissions	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11426	SERIES STATUS: Approved
	APPROVAL DATE: 02/05/1980
TITLE: Undergraduate Records of Enrolled Students A. Application and Test Scores B. Transcripts sent to Registrar (Copy - Original in Registrar Office)	CUTOFF:
DESCRIPTION: Undergraduate Records of Enrolled Students A. Application and Test Scores B. Transcripts sent to Registrar (Copy - Original in Registrar Office)	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11422	SERIES STATUS: Approved
	APPROVAL DATE: 02/05/1980
