



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Bookstore

Division: Northwest Missouri State University

Sub-Section:

TITLE: Bookstore Requisitions - (copy) original in Purchasing Dept.	CUTOFF:		
DESCRIPTION: Bookstore Requisitions - (copy) original in Purchasing Dept.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11436	SERIES STATUS: Approved	APPROVAL DATE:	02/05/1980
TITLE: Completed Purchase Orders (copy) original in Purchasing Dept.	CUTOFF:		
DESCRIPTION: Completed Purchase Orders (copy) original in Purchasing Dept.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11435	SERIES STATUS: Approved	APPROVAL DATE:	02/05/1980
TITLE: Inventory Cost Analysis and Coding Forms - printout showing cost and revenue and generated by Bookstore	CUTOFF:		
DESCRIPTION: Inventory Cost Analysis and Coding Forms - printout showing cost and revenue and generated by Bookstore	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11439	SERIES STATUS: Approved	APPROVAL DATE:	02/05/1980
TITLE: Payroll Records - (copy) original in Purchasing Dept.	CUTOFF:		
DESCRIPTION: Payroll Records - (copy) original in Purchasing Dept.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11437	SERIES STATUS: Approved	APPROVAL DATE:	02/05/1980



Agency Records Disposition Schedule

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

Section: Bookstore
Sub-Section:

TITLE: Reference Material

CUTOFF:

DESCRIPTION: Reference Material

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11440

SERIES STATUS: Approved

APPROVAL DATE:

02/05/1980

TITLE: Text Book Request Forms

CUTOFF:

DESCRIPTION: Text Book Request Forms

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11438

SERIES STATUS: Approved

APPROVAL DATE:

02/05/1980
