



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Department of Business and Economics

Division: Northwest Missouri State University

Sub-Section:

TITLE: Budgetary Material - departmental funds and expense account (copies) Original in Business Manager Office	CUTOFF:	
DESCRIPTION: Budgetary Material - departmental funds and expense account (copies) Original in Business Manager Office	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11339	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
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TITLE: Catalogs - general university and graduate catalog copy and notes	CUTOFF:	
DESCRIPTION: Catalogs - general university and graduate catalog copy and notes	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11340	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
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TITLE: Centers - on campus, including library, computer, industry services	CUTOFF:	
DESCRIPTION: Centers - on campus, including library, computer, industry services	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11341	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
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TITLE: Class Schedules - individual faculty schedules and work loads, and schedules of departmental classes	CUTOFF:	
DESCRIPTION: Class Schedules - individual faculty schedules and work loads, and schedules of departmental classes	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11342	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Department of Business and Economics

Division: Northwest Missouri State University

Sub-Section:

TITLE: Committees - of which chairman is a member (copy) Original with chairman	CUTOFF:		
DESCRIPTION: Committees - of which chairman is a member (copy) Original with chairman	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11343	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Conferences and Seminars - on and off campus, relative to the department	CUTOFF:		
DESCRIPTION: Conferences and Seminars - on and off campus, relative to the department	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11344	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Course Programs - workshops and new programs at undergraduate level as well as course programs off campus	CUTOFF:		
DESCRIPTION: Course Programs - workshops and new programs at undergraduate level as well as course programs off campus	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11346	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Employment Application - all current applications from prospective faculty members	CUTOFF:		
DESCRIPTION: Employment Application - all current applications from prospective faculty members	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11347	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983



Agency Records Disposition Schedule

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

Section: Department of Business and Economics
Sub-Section:

TITLE: Equipment - classroom machines and equipment - description and operating manuals

CUTOFF:

DESCRIPTION: Equipment - classroom machines and equipment - description and operating manuals

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11348

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983

TITLE: Graduate Program - assistanceships, courses, degrees

CUTOFF:

DESCRIPTION: Graduate Program - assistanceships, courses, degrees

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11349

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983

TITLE: Organizations - student organizations within the dept.

CUTOFF:

DESCRIPTION: Organizations - student organizations within the dept.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11350

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983

TITLE: Personnel - files on departmental faculty and staff (copy) original in office of Vice-President for Academic Affairs

CUTOFF:

DESCRIPTION: Personnel - files on departmental faculty and staff (copy) original in office of Vice-President for Academic Affairs

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11351

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Department of Business and Economics

Division: Northwest Missouri State University

Sub-Section:

TITLE: Publications - handbooks for faculty and support staff, and brochures published by the department	CUTOFF:		
DESCRIPTION: Publications - handbooks for faculty and support staff, and brochures published by the department	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11352	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
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TITLE: Reference Files - annual reports from major companies, Federal Reserve Bulletins - for student use	CUTOFF:		
DESCRIPTION: Reference Files - annual reports from major companies, Federal Reserve Bulletins - for student use	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11353	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
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TITLE: Student Files - students currently enrolled as well as those past students who have majored in Business and Economics	CUTOFF: EOSFY		
DESCRIPTION: Student Files - students currently enrolled as well as those past students who have majored in Business and Economics	RETENTION: Years: Months: Days:		
NOTES:	DISPOSITION ACTION: Permanent		
SERIES #: 11354	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
