



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Cashiering

Division: Northwest Missouri State University

Sub-Section:

TITLE: Bank Statement Reconciliation	CUTOFF:	
DESCRIPTION: Bank Statement Reconciliation	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11512	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Bank Statements and Deposit Slips	CUTOFF:	
DESCRIPTION: Bank Statements and Deposit Slips	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11511	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Cancelled Checks	CUTOFF:	
DESCRIPTION: Cancelled Checks	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11510	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Cashier Balancing Report - Internal Form Summarizing individual cashier daily balancing activity	CUTOFF:	
DESCRIPTION: Cashier Balancing Report - Internal Form Summarizing individual cashier daily balancing activity	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11500	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



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Division: Northwest Missouri State University

Sub-Section:

TITLE: Daily Receipt Reports - Data Processing print-out listing daily receipt transactions by: A. Cashier Batch B. Receipt Number C. Account Code D. Payor Name	CUTOFF:	
DESCRIPTION: Daily Receipt Reports - Data Processing print-out listing daily receipt transactions by: A. Cashier Batch B. Receipt Number C. Account Code D. Payor Name	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11499	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Grant Records - Requests and quarterly expenditure report	CUTOFF:	
DESCRIPTION: Grant Records - Requests and quarterly expenditure report	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11515	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Housing Deposit Paid Cards - Card file of students who have paid Housing Deposit	CUTOFF:	
DESCRIPTION: Housing Deposit Paid Cards - Card file of students who have paid Housing Deposit	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11504	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Housing Deposit Refunded Cards - Card file of students who have been refunded Housing Deposit	CUTOFF:	
DESCRIPTION: Housing Deposit Refunded Cards - Card file of students who have been refunded Housing Deposit	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11505	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



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Sub-Section:

TITLE: Journals - Ledgers detailing monthly distributions of receipts to the various accounts	CUTOFF:	
DESCRIPTION: Journals - Ledgers detailing monthly distributions of receipts to the various accounts	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11509	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
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TITLE: Library Deposit Paid Cards - Card file of students who have paid Library Service Deposit	CUTOFF:	
DESCRIPTION: Library Deposit Paid Cards - Card file of students who have paid Library Service Deposit	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11502	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
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TITLE: Library Deposit Refunded Card - Card file of students who have been refunded their Library Service Deposit	CUTOFF:	
DESCRIPTION: Library Deposit Refunded Card - Card file of students who have been refunded their Library Service Deposit	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11503	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
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TITLE: Master Balancing Report - Internal Form Summarizing all cashier daily balancing activity	CUTOFF:	
DESCRIPTION: Master Balancing Report - Internal Form Summarizing all cashier daily balancing activity	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11501	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

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

Section: Cashiering
Sub-Section:

TITLE: National Direct Student Loan A. Ledgers - Loan, payments, cancellations, and balances B. Folders - Contains promissory notes, teacher cancellations, death certificates, etc.	CUTOFF: EOSFY
DESCRIPTION: National Direct Student Loan A. Ledgers - Loan, payments, cancellations, and balances B. Folders - Contains promissory notes, teacher cancellations, death certificates, etc.	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11514 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Petty Cash Vouchers	CUTOFF:
DESCRIPTION: Petty Cash Vouchers	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11513 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Receipts A. Data Processing documents detaining student receipt transactions for incident fees, housing charges, and library service deposits B. Handwritten documents detailing various receipt transactions	CUTOFF:
DESCRIPTION: Receipts A. Data Processing documents detaining student receipt transactions for incident fees, housing charges, and library service deposits B. Handwritten documents detailing various receipt transactions recorded throughout normal daily activity	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11498 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: State Sales Tax Reports - Monthly report of sales tax remitted to the state	CUTOFF:
DESCRIPTION: State Sales Tax Reports - Monthly report of sales tax remitted to the state	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11506 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

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Section: Cashiering

Division: Northwest Missouri State University

Sub-Section:

TITLE: Student Current Session Listings A. Payment - Listing detailing student payments B. Address - Listing detailing student correspondence addresses C. Scholarships - Listing detailing scholarships D. **CUTOFF:**

DESCRIPTION: Student Current Session Listings A. Payment - Listing detailing student payments B. Address - Listing detailing student correspondence addresses C. Scholarships - Listing detailing scholarships D. Residence Hall - Listing of names of students residing in on-campus housing **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 11507 **SERIES STATUS:** Approved **APPROVAL DATE:** 05/18/1983

TITLE: Withdrawal Forms - Withdrawal clearance copy **CUTOFF:**

DESCRIPTION: Withdrawal Forms - Withdrawal clearance copy **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 11508 **SERIES STATUS:** Approved **APPROVAL DATE:** 05/18/1983
