



Agency Records Disposition Schedule

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

Section: Food Service Department
Sub-Section:

TITLE: Active Personnel File - copy - original in office of Personnel	CUTOFF:
DESCRIPTION: Active Personnel File - copy - original in office of Personnel	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11556 SERIES STATUS: Approved	APPROVAL DATE: 02/05/1980
TITLE: Bid Sheets for all products purchased	CUTOFF:
DESCRIPTION: Bid Sheets for all products purchased	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11558 SERIES STATUS: Approved	APPROVAL DATE: 02/05/1980
TITLE: Employment Forms - completed forms returned from business office	CUTOFF: EOSFY
DESCRIPTION: Employment Forms - completed forms returned from business office	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11561 SERIES STATUS: Approved	APPROVAL DATE: 02/05/1980
TITLE: Individual Payroll Sheets	CUTOFF:
DESCRIPTION: Individual Payroll Sheets	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11563 SERIES STATUS: Approved	APPROVAL DATE: 02/05/1980



Agency Records Disposition Schedule

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

Section: Food Service Department
Sub-Section:

TITLE: Monthly Sales Record of all cash sales	CUTOFF:		
DESCRIPTION: Monthly Sales Record of all cash sales	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11559	SERIES STATUS: Approved	APPROVAL DATE:	02/05/1980
TITLE: Outstanding bills	CUTOFF:		
DESCRIPTION: Outstanding bills	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11560	SERIES STATUS: Approved	APPROVAL DATE:	02/05/1980
TITLE: Purchase Requisitions - copy - original in Purchasing Office	CUTOFF:		
DESCRIPTION: Purchase Requisitions - copy - original in Purchasing Office	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11562	SERIES STATUS: Approved	APPROVAL DATE:	02/05/1980
TITLE: Simplex Time Cards - Food Orders	CUTOFF:		
DESCRIPTION: Simplex Time Cards - Food Orders	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11557	SERIES STATUS: Approved	APPROVAL DATE:	02/05/1980