



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Graduate Office

Division: Northwest Missouri State University

Sub-Section:

TITLE: Accrediting Associations - self studies, reports, correspondence, materials	CUTOFF:		
DESCRIPTION: Accrediting Associations - self studies, reports, correspondence, materials	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11326	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Annual Reports	CUTOFF:		
DESCRIPTION: Annual Reports	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11316	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Applications for Graduate Study	CUTOFF:		
DESCRIPTION: Applications for Graduate Study	RETENTION: Years: 10 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11311	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
TITLE: Budget Materials (copies) Originals in Business Office	CUTOFF:		
DESCRIPTION: Budget Materials (copies) Originals in Business Office	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11319	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education
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Section: Graduate Office
Sub-Section:

TITLE: Class Schedules and Programs	CUTOFF:	
DESCRIPTION: Class Schedules and Programs	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11335	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Committee Activities - Affirmative Action, Research Accreditation committees policy recommendations on Accreditation committees policy recommendations on Accreditation committees policy recommendations on	CUTOFF:	
DESCRIPTION: Committee Activities - Affirmative Action, Research Accreditation committees policy recommendations on Accreditation committees policy recommendations on Accreditation committees policy recommendations on graduate study	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11327	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Computer Import - class schedule printout, course files	CUTOFF:	
DESCRIPTION: Computer Import - class schedule printout, course files	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11338	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Cooperative Programs - agreements, materials, programs	CUTOFF:	
DESCRIPTION: Cooperative Programs - agreements, materials, programs	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11324	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



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Sub-Section:

TITLE: Current Policy Files	CUTOFF: EOSFY	
DESCRIPTION: Current Policy Files	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 11315	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: General Faculty Bulletins	CUTOFF:	
DESCRIPTION: General Faculty Bulletins	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11332	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: General Information File - for potential graduate students	CUTOFF:	
DESCRIPTION: General Information File - for potential graduate students	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11334	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Graduate Assistants - file and application	CUTOFF:	
DESCRIPTION: Graduate Assistants - file and application	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11320	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

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

Section: Graduate Office
Sub-Section:

TITLE: Graduate Catalogs	CUTOFF: EOSFY
DESCRIPTION: Graduate Catalogs	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11323 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Graduate Council Minutes	CUTOFF: EOSFY
DESCRIPTION: Graduate Council Minutes	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11318 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Graduate Faculty Meeting Minutes	CUTOFF: EOSFY
DESCRIPTION: Graduate Faculty Meeting Minutes	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11331 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Graduate Grant Awards and other graduate recognitions	CUTOFF:
DESCRIPTION: Graduate Grant Awards and other graduate recognitions	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11325 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

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

Section: Graduate Office
Sub-Section:

TITLE: Graduate Student Council and other graduate student meetings Election Records to Various Graduate Student Committees	CUTOFF:
DESCRIPTION: Election Records to Various Graduate Student Committees	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11330	SERIES STATUS: Approved
	APPROVAL DATE: 05/18/1983
TITLE: Graduate Student Council and other graduate student meetings Minutes	CUTOFF: EOSFY
DESCRIPTION: Minutes	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11329	SERIES STATUS: Approved
	APPROVAL DATE: 05/18/1983
TITLE: Graduate Student Folders - approved program forms, admission forms, petitions, duplicate grade slips, memos correspondence, candidacy requirements, test scores	CUTOFF:
DESCRIPTION: Graduate Student Folders - approved program forms, admission forms, petitions, duplicate grade slips, memos correspondence, candidacy requirements, test scores	RETENTION: Years: 8 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11312	SERIES STATUS: Approved
	APPROVAL DATE: 05/18/1983
TITLE: GRE. GMAT and other National Test Scores	CUTOFF:
DESCRIPTION: GRE. GMAT and other National Test Scores	RETENTION: Years: 10 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11333	SERIES STATUS: Approved
	APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education

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Sub-Section:

TITLE: Inactive Student Folders	CUTOFF:	
DESCRIPTION: Inactive Student Folders	RETENTION: Years: 8 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11313	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: List of Theses - names, dates, titles, degrees	CUTOFF: EOSFY	
DESCRIPTION: List of Theses - names, dates, titles, degrees	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 11321	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Lists of Degrees Conferred by Area and Dates	CUTOFF: EOSFY	
DESCRIPTION: Lists of Degrees Conferred by Area and Dates	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 11314	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Professional Organizations - bulletins, activities	CUTOFF:	
DESCRIPTION: Professional Organizations - bulletins, activities	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11336	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



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Sub-Section:

TITLE: Project Files - public service materials and activities	CUTOFF:		
DESCRIPTION: Project Files - public service materials and activities	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11322	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983

TITLE: Statistical Information - numbers of students hours taught	CUTOFF:		
DESCRIPTION: Statistical Information - numbers of students hours taught	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11317	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983

TITLE: Studies Files - follow-up studies, questionnaires sent to post graduate students	CUTOFF:		
DESCRIPTION: Studies Files - follow-up studies, questionnaires sent to post graduate students	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11337	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983
