



Agency Records Disposition Schedule

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

Section: J. W. Jones Student Union
Sub-Section:

TITLE: Annual and Special Operational Reports - Snack bar, games income; budget reports

CUTOFF:

DESCRIPTION: Annual and Special Operational Reports - Snack bar, games income; budget reports

RETENTION: Years: 2 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 11578 **SERIES STATUS:** Approved

APPROVAL DATE: 05/18/1983

TITLE: Applications for use of facilities

CUTOFF:

DESCRIPTION: Applications for use of facilities

RETENTION: Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 11580 **SERIES STATUS:** Approved

APPROVAL DATE: 05/18/1983

TITLE: Budget Records

CUTOFF:

DESCRIPTION: Budget Records

RETENTION: Years: 2 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 11572 **SERIES STATUS:** Approved

APPROVAL DATE: 05/18/1983

TITLE: Daily Business Receipts

CUTOFF:

DESCRIPTION: Daily Business Receipts

RETENTION: Years: 2 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 11573 **SERIES STATUS:** Approved

APPROVAL DATE: 05/18/1983



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

Agency Records Disposition Schedule

Section: J. W. Jones Student Union
Sub-Section:

TITLE: Facility Reservations	CUTOFF:	
DESCRIPTION: Facility Reservations	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11571	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Incident Reports - thefts, vandalism, accidents (copy) original with Policy and Security	CUTOFF:	
DESCRIPTION: Incident Reports - thefts, vandalism, accidents (copy) original with Policy and Security	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11576	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Periodic Operations Reports	CUTOFF:	
DESCRIPTION: Periodic Operations Reports	RETENTION: Years: 2 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11579	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Personnel Profile Cards - absence forms, payroll information	CUTOFF:	
DESCRIPTION: Personnel Profile Cards - absence forms, payroll information	RETENTION: Years: 2 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11574	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



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Section: J. W. Jones Student Union
Sub-Section:

TITLE: Policy information - for operation of Union	CUTOFF:
DESCRIPTION: Policy information - for operation of Union	RETENTION: Years: 2 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11577	SERIES STATUS: Approved
	APPROVAL DATE: 05/18/1983
TITLE: Student Committee Involvement Data	CUTOFF:
DESCRIPTION: Student Committee Involvement Data	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11575	SERIES STATUS: Approved
	APPROVAL DATE: 05/18/1983
