



### Agency Records Disposition Schedule

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

Section: Physical Plant  
Sub-Section:

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<b>TITLE:</b> Application, Attendance Record (kept in active file termination of employment) - Original filed in Personnel Office	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Application, Attendance Record (kept in active file termination of employment) - Original filed in Personnel Office	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11414 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/05/1980
<b>TITLE:</b> Drawings, Blueprints, Specifications	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Drawings, Blueprints, Specifications	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11401 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/05/1980
<b>TITLE:</b> Licenses - Government Band Paging System, Citizens Band Base Station Licenses	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Licenses - Government Band Paging System, Citizens Band Base Station Licenses	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11415 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/05/1980
<b>TITLE:</b> Loses to Physical Plant; Fire, Flood Storm	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Loses to Physical Plant; Fire, Flood Storm	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11402 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/05/1980

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Department: Department of Higher Education  
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Section: Physical Plant  
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<b>TITLE:</b> Maintenance Logs (Retain for life of equipment)	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Maintenance Logs (Retain for life of equipment)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11408 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/05/1980
<b>TITLE:</b> Maintenance logs, trip tickets	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Maintenance logs, trip tickets	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11405 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/05/1980
<b>TITLE:</b> Maintenance Requests	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Maintenance Requests	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11412 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/05/1980
<b>TITLE:</b> Operating Manuals (Retain for life of equipment)	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Operating Manuals (Retain for life of equipment)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11407 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/05/1980



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Department: Department of Higher Education

Section: Physical Plant

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Sub-Section:

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<b>TITLE:</b> Ownership, Identification, Records (kept in active file until sold or disposed of)	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Ownership, Identification, Records (kept in active file until sold or disposed of)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11404 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/05/1980
<b>TITLE:</b> Parts Lists (Retain for life of equipment)	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Parts Lists (Retain for life of equipment)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11409 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/05/1980
<b>TITLE:</b> Project Requests	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Project Requests	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11411 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/05/1980
<b>TITLE:</b> Purchasing A. Purchase Order (copy)	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Purchasing A. Purchase Order (copy)	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11416 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/05/1980

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