



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Registrar's Office

Division: Northwest Missouri State University

Sub-Section:

TITLE: Academic Records - includes probations, suspensions, transcripts

CUTOFF: EOSFY

DESCRIPTION: Academic Records - includes probations, suspensions, transcripts

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 11455 **SERIES STATUS:** Approved

APPROVAL DATE: 05/18/1983

TITLE: Advanced Placement Reports - from high school

CUTOFF: EOSFY

DESCRIPTION: Advanced Placement Reports - from high school

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 11456 **SERIES STATUS:** Approved

APPROVAL DATE: 05/18/1983

TITLE: Bound NWMSU general catalogs, as published

CUTOFF: EOSFY

DESCRIPTION: Bound NWMSU general catalogs, as published

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 11457 **SERIES STATUS:** Approved

APPROVAL DATE: 05/18/1983

TITLE: Cancellation of pre-registration by student

CUTOFF: EOSFY

DESCRIPTION: Cancellation of pre-registration by student

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 11458 **SERIES STATUS:** Approved

APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Registrar's Office

Division: Northwest Missouri State University

Sub-Section:

TITLE: Change grade forms (from faculty)

CUTOFF: EOSFY

DESCRIPTION: Change grade forms (from faculty)

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 11459 **SERIES STATUS:** Approved

APPROVAL DATE: 05/18/1983

TITLE: Change-of-Program Cards

CUTOFF:

DESCRIPTION: Change-of-Program Cards

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11460 **SERIES STATUS:** Approved

APPROVAL DATE: 05/18/1983

TITLE: Class rosters - 1st day of classes

CUTOFF:

DESCRIPTION: Class rosters - 1st day of classes

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11461 **SERIES STATUS:** Approved

APPROVAL DATE: 05/18/1983

TITLE: Class rosters - At end of 10th day of instruction

CUTOFF:

DESCRIPTION: Class rosters - At end of 10th day of instruction

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11462 **SERIES STATUS:** Approved

APPROVAL DATE: 05/18/1983



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

Agency Records Disposition Schedule

Section: Registrar's Office
Sub-Section:

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| TITLE: Correspondence course grades and Extension class grades | CUTOFF: EOSFY |
| DESCRIPTION: Correspondence course grades and Extension class grades | RETENTION: Years: Months: Days: |
| NOTES: | DISPOSITION ACTION: Permanent |
| SERIES #: 11463 SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Final student grade reports (Registrar's copy) | CUTOFF: |
| DESCRIPTION: Final student grade reports (Registrar's copy) | RETENTION: Years: 3 Months: 0 Days: 0 |
| NOTES: | DISPOSITION ACTION: Destroy |
| SERIES #: 11464 SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: GPA ranking, by classes (notebook) | CUTOFF: EOSFY |
| DESCRIPTION: GPA ranking, by classes (notebook) | RETENTION: Years: Months: Days: |
| NOTES: | DISPOSITION ACTION: Permanent |
| SERIES #: 11465 SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Grade Sheet, Instructor's Original (Bound) | CUTOFF: EOSFY |
| DESCRIPTION: Grade Sheet, Instructor's Original (Bound) | RETENTION: Years: Months: Days: |
| NOTES: | DISPOSITION ACTION: Permanent |
| SERIES #: 11466 SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |



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

Agency Records Disposition Schedule

Section: Registrar's Office
Sub-Section:

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| TITLE: Graduation Roster | CUTOFF: EOSFY | |
| DESCRIPTION: Graduation Roster | RETENTION: Years: Months: Days: | |
| NOTES: | DISPOSITION ACTION: Permanent | |
| SERIES #: 11467 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: List of Complete Student Computerized Record and Enrollment Reporting Data as Established by Missouri Coordination Board on Higher Education | CUTOFF: | |
| DESCRIPTION: List of Complete Student Computerized Record and Enrollment Reporting Data as Established by Missouri Coordination Board on Higher Education | RETENTION: Years: 3 Months: 0 Days: 0 | |
| NOTES: | DISPOSITION ACTION: Destroy | |
| SERIES #: 11478 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Minutes of Committee on Admissions, advanced Standing and Graduation | CUTOFF: EOSFY | |
| DESCRIPTION: Minutes of Committee on Admissions, advanced Standing and Graduation | RETENTION: Years: Months: Days: | |
| NOTES: | DISPOSITION ACTION: Permanent | |
| SERIES #: 11468 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Record of Teaching Certificates issued | CUTOFF: EOSFY | |
| DESCRIPTION: Record of Teaching Certificates issued | RETENTION: Years: Months: Days: | |
| NOTES: | DISPOSITION ACTION: Permanent | |
| SERIES #: 11469 | SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Registrar's Office

Division: Northwest Missouri State University

Sub-Section:

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| TITLE: Record of Teaching Certificates recommended | CUTOFF: EOSFY |
| DESCRIPTION: Record of Teaching Certificates recommended | RETENTION: Years: Months: Days: |
| NOTES: | DISPOSITION ACTION: Permanent |
| SERIES #: 11470 SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Student Advisement Sheet | CUTOFF: |
| DESCRIPTION: Student Advisement Sheet | RETENTION: Years: 3 Months: 0 Days: 0 |
| NOTES: | DISPOSITION ACTION: Destroy |
| SERIES #: 11471 SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Student Application for Missouri Residency - for fee purposes | CUTOFF: EOSFY |
| DESCRIPTION: Student Application for Missouri Residency - for fee purposes | RETENTION: Years: Months: Days: |
| NOTES: | DISPOSITION ACTION: Permanent |
| SERIES #: 11472 SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |
| TITLE: Student's high school record (copy) | CUTOFF: UNTIL STUDENT GRADUATES |
| DESCRIPTION: Student's high school record (copy) | RETENTION: Years: Months: Days: |
| NOTES: | DISPOSITION ACTION: Permanent |
| SERIES #: 11473 SERIES STATUS: Approved | APPROVAL DATE: 05/18/1983 |



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

Agency Records Disposition Schedule

Section: Registrar's Office
Sub-Section:

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| TITLE: Student's Schedule of Classes (in his writing) | CUTOFF: |
| DESCRIPTION: Student's Schedule of Classes (in his writing) | RETENTION: Years: 3 Months: 0 Days: 0 |
| NOTES: | DISPOSITION ACTION: Destroy |
| SERIES #: 11475 | SERIES STATUS: Approved |
| | APPROVAL DATE: 05/18/1983 |
| TITLE: Student's transfer record | CUTOFF: EOSFY |
| DESCRIPTION: Student's transfer record | RETENTION: Years: Months: Days: |
| NOTES: | DISPOSITION ACTION: Permanent |
| SERIES #: 11474 | SERIES STATUS: Approved |
| | APPROVAL DATE: 05/18/1983 |
| TITLE: Transcript Requests | CUTOFF: |
| DESCRIPTION: Transcript Requests | RETENTION: Years: 3 Months: 0 Days: 0 |
| NOTES: | DISPOSITION ACTION: Destroy |
| SERIES #: 11476 | SERIES STATUS: Approved |
| | APPROVAL DATE: 05/18/1983 |
| TITLE: Withdrawal Forms | CUTOFF: EOSFY |
| DESCRIPTION: Withdrawal Forms | RETENTION: Years: Months: Days: |
| NOTES: | DISPOSITION ACTION: Permanent |
| SERIES #: 11477 | SERIES STATUS: Approved |
| | APPROVAL DATE: 05/18/1983 |