



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

Agency Records Disposition Schedule

Section: Vice-President for Academic Affairs
 Sub-Section:

TITLE: CBHE and HEGIS reports	CUTOFF: EOSFY
DESCRIPTION: CBHE and HEGIS reports	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13128 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Course Syllabi (5 years after revision)	CUTOFF:
DESCRIPTION: Course Syllabi (5 years after revision)	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11234 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Division Annual Reports	CUTOFF: EOSFY
DESCRIPTION: Division Annual Reports	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11233 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Division Head Meeting Minutes	CUTOFF: EOSFY
DESCRIPTION: Division Head Meeting Minutes	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11240 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education

Division: Northwest Missouri State University

Section: Vice-President for Academic Affairs

Sub-Section:

TITLE: Faculty Annual Evaluation Reports	CUTOFF: EOSFY
DESCRIPTION: Faculty Annual Evaluation Reports	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11232 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Faculty Bulletins	CUTOFF:
DESCRIPTION: Faculty Bulletins	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11235 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Faculty Handbook	CUTOFF: EOSFY
DESCRIPTION: Faculty Handbook	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11239 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Faculty Personnel Records (copy on President's Office)	CUTOFF:
DESCRIPTION: Faculty Personnel Records (copy on President's Office)	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11236 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

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

Section: Vice-President for Academic Affairs
Sub-Section:

TITLE: General Faculty Meeting Minutes

CUTOFF: EOSFY

DESCRIPTION: General Faculty Meeting Minutes

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 11237

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983

TITLE: Rank/Tenure Recommendations (faculty members eligible for tenure promotion and action taken and/or rank promotion)

CUTOFF: EOSFY

DESCRIPTION: Rank/Tenure Recommendations (faculty members eligible for tenure promotion and action taken and/or rank promotion)

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 11241

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983

TITLE: Work Load and Class Load Reports

CUTOFF:

DESCRIPTION: Work Load and Class Load Reports

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11238

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983