



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Vice-President for Administration

Division: Northwest Missouri State University

Sub-Section:

TITLE: Annual Enrollment Report to Missouri Coordinating Board on Higher Education	CUTOFF: EOSFY
DESCRIPTION: Annual Enrollment Report to Missouri Coordinating Board on Higher Education	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11229 SERIES STATUS: Approved	APPROVAL DATE: 12/17/1974
TITLE: Budget Formulation Papers - sent from various university departments (copy)	CUTOFF:
DESCRIPTION: Budget Formulation Papers - sent from various university departments (copy)	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11223 SERIES STATUS: Approved	APPROVAL DATE: 12/17/1974
TITLE: Copies of State Audits - original in Business Office	CUTOFF:
DESCRIPTION: Copies of State Audits - original in Business Office	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11222 SERIES STATUS: Approved	APPROVAL DATE: 12/17/1974
TITLE: Faculty Files - Intra-university correspondence with faculty	CUTOFF:
DESCRIPTION: Faculty Files - Intra-university correspondence with faculty	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11228 SERIES STATUS: Approved	APPROVAL DATE: 12/17/1974



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Vice-President for Administration

Division: Northwest Missouri State University

Sub-Section:

TITLE: Inter-Departmental Policy Memorandums

CUTOFF:

DESCRIPTION: Inter-Departmental Policy Memorandums

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11221

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1974

TITLE: North Central Association - file contains working papers on accreditation process

CUTOFF:

DESCRIPTION: North Central Association - file contains working papers on accreditation process

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11224

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1974

TITLE: Personnel Summary Card File - A permanent card should be kept showing condensed pertinent information about the employee before destroying inactive file.

CUTOFF: EOSFY

DESCRIPTION: Personnel Summary Card File - A permanent card should be kept showing condensed pertinent information about the employee before destroying inactive file.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 11231

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1974

TITLE: Requests for Participation in Federal Programs (copy) Programs administered by Missouri Coordinating Board on Higher Education

CUTOFF:

DESCRIPTION: Requests for Participation in Federal Programs (copy) Programs administered by Missouri Coordinating Board on Higher Education

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11227

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1974



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Vice-President for Administration

Division: Northwest Missouri State University

Sub-Section:

TITLE: Semester Enrollment Report to Missouri Coordinating Board on Higher Education

CUTOFF:

DESCRIPTION: Semester Enrollment Report to Missouri Coordinating Board on Higher Education

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 11230

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1974

TITLE: Statistical Reports sent to Higher Education General Information Survey (HEGIS) - contain student enrollment, program enrollment, financial documentation to HEW.

CUTOFF: EOSFY

DESCRIPTION: Statistical Reports sent to Higher Education General Information Survey (HEGIS) - contain student enrollment, program enrollment, financial documentation to HEW.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 11225

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1974

TITLE: Title I- VI files - allotment of Title money at the university. (copy) Program administered by Missouri Coordinating Board on Higher Education.

CUTOFF:

DESCRIPTION: Title I- VI files - allotment of Title money at the university. (copy) Program administered by Missouri Coordinating Board on Higher Education.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11226

SERIES STATUS: Approved

APPROVAL DATE:

12/17/1974