



### Agency Records Disposition Schedule

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

Section: Alumni Affairs Office  
Sub-Section:

<b>TITLE:</b> Alumni Council Files Coffees	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Coffees	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13501 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Alumni Council Files Commencements	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Commencements	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13502 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Alumni Council Files Constitution	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Constitution	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13503 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Alumni Council Files County Meetings	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> County Meetings	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13504 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



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<b>TITLE:</b> Alumni Council Files Dinners	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Dinners	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13508 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Alumni Council Files Families	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Families	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13505 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Alumni Council Files Reunions	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Reunions	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13506 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Alumni Council Files Special Reunions	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Special Reunions	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13507 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



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Department: Department of Higher Education

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Sub-Section:

<b>TITLE:</b> Alumni Directories - Technical Reference Material	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Alumni Directories - Technical Reference Material	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13513 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Alumni Merit Awards	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Alumni Merit Awards	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13510 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Buck - A- Month Membership	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Buck - A- Month Membership	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13514 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Clipping Files - Newspapers and Magazines	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Clipping Files - Newspapers and Magazines	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13511 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 02/04/1975



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Section: Alumni Affairs Office  
Sub-Section:

<b>TITLE:</b> Development Fund - Alumni Fund	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Development Fund - Alumni Fund	<b>RETENTION:</b> Years:    Months:    Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 13512	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Foreign Travel - Listing of Alumni members traveling outside the United States	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Foreign Travel - Listing of Alumni members traveling outside the United States	<b>RETENTION:</b> Years: 3    Months: 0    Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13499	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Homecoming Steering Committee	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Homecoming Steering Committee	<b>RETENTION:</b> Years: 3    Months: 0    Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13509	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/04/1975
<b>TITLE:</b> Purchase Requests	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Purchase Requests	<b>RETENTION:</b> Years: 3    Months: 0    Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13498	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 02/04/1975