



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

Agency Records Disposition Schedule

Section: Graduate School
Sub-Section:

TITLE: Annual Reports	CUTOFF: EOSFY	
DESCRIPTION: Annual Reports	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 13267	SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Applicant Files - Rejected or accepted, but did not enroll	CUTOFF:	
DESCRIPTION: Applicant Files - Rejected or accepted, but did not enroll	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13260	SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Budget Materials and Purchase Orders - Original filed in Business	CUTOFF:	
DESCRIPTION: Budget Materials and Purchase Orders - Original filed in Business	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13275	SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Class Schedules for each Academic Period	CUTOFF:	
DESCRIPTION: Class Schedules for each Academic Period	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13271	SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975



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Sub-Section:

TITLE: Comprehensive Examinations folder	CUTOFF:	
DESCRIPTION: Comprehensive Examinations folder	RETENTION: Years: 4 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13266	SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Computer Application Records - Computer print-out of all graduate applications for 1 year	CUTOFF:	
DESCRIPTION: Computer Application Records - Computer print-out of all graduate applications for 1 year	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13262	SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Course Approval Forms - No longer offered Course Approval Forms - Course Still offered	CUTOFF:	
DESCRIPTION: Course Approval Forms - No longer offered Course Approval Forms - Course Still offered	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 13269	SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Current Term Prospective Degree Candidates	CUTOFF:	
DESCRIPTION: Current Term Prospective Degree Candidates	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13273	SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975



Agency Records Disposition Schedule

Department: Department of Higher Education
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Section: Graduate School
Sub-Section:

TITLE: Enrollment Reports	CUTOFF: EOSFY
DESCRIPTION: Enrollment Reports	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13268	SERIES STATUS: Approved
	APPROVAL DATE: 02/04/1975
TITLE: Instructor Approval Forms (Active) Instructor Approval Forms (Inactive)	CUTOFF:
DESCRIPTION: Instructor Approval Forms (Active) Instructor Approval Forms (Inactive)	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13270	SERIES STATUS: Approved
	APPROVAL DATE: 02/04/1975
TITLE: Lists of Graduate Degrees Granted	CUTOFF: EOSFY
DESCRIPTION: Lists of Graduate Degrees Granted	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13274	SERIES STATUS: Approved
	APPROVAL DATE: 02/04/1975
TITLE: Miller Analogies Test Score Lists	CUTOFF: EOSFY
DESCRIPTION: Miller Analogies Test Score Lists	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13265	SERIES STATUS: Approved
	APPROVAL DATE: 02/04/1975



Agency Records Disposition Schedule

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Sub-Section:

TITLE: Minutes of the Graduate Council	CUTOFF: EOSFY
DESCRIPTION: Minutes of the Graduate Council	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13264 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Registration Forms- For Graduate school	CUTOFF: EOSFY
DESCRIPTION: Registration Forms- For Graduate school	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13263 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Reports and Self-Studies for North Central and North Central	CUTOFF:
DESCRIPTION: Reports and Self-Studies for North Central and North Central	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13272 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Student folders (Active) Student Folders (Inactive)	CUTOFF: EOSFY
DESCRIPTION: Student folders (Active) Student Folders (Inactive)	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13261 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975