



Agency Records Disposition Schedule

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

Section: Kent Library
Sub-Section:

TITLE: Advisory Committee	CUTOFF: EOSFY
DESCRIPTION: Advisory Committee	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13476 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
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TITLE: Book Guarantee Refunds	CUTOFF:
DESCRIPTION: Book Guarantee Refunds	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13479 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
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TITLE: Computer Textbook Print-Outs	CUTOFF:
DESCRIPTION: Computer Textbook Print-Outs	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13481 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
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TITLE: Library Area Activities - List of activities in the library building	CUTOFF:
DESCRIPTION: Library Area Activities - List of activities in the library building	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13484 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975



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Section: Kent Library
Sub-Section:

TITLE: Library Budget Reports	CUTOFF:
DESCRIPTION: Library Budget Reports	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13477 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Purchase Orders	CUTOFF:
DESCRIPTION: Purchase Orders	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13478 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Revenue Deposit Slips	CUTOFF:
DESCRIPTION: Revenue Deposit Slips	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13480 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Textbook Order file	CUTOFF:
DESCRIPTION: Textbook Order file	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13482 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975



Agency Records Disposition Schedule

Department: Department of Higher Education
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Section: Kent Library
Sub-Section:

TITLE: Textbook Request File

CUTOFF:

DESCRIPTION: Textbook Request File

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13483

SERIES STATUS: Approved

APPROVAL DATE:

02/04/1975
