



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

Agency Records Disposition Schedule

Section: Residence Hall Business Office
Sub-Section:

TITLE: Account Receivable Report	CUTOFF:
DESCRIPTION: Account Receivable Report	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13494 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Accounts Receivable Receipts	CUTOFF:
DESCRIPTION: Accounts Receivable Receipts	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13497 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Bank Deposit Records	CUTOFF:
DESCRIPTION: Bank Deposit Records	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13493 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Employees Withholding Cards (Active)	CUTOFF: EOSFY
DESCRIPTION: Employees Withholding Cards (Active)	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13495 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975



Agency Records Disposition Schedule

Department: Department of Higher Education
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Section: Residence Hall Business Office
Sub-Section:

TITLE: Employees Withholding Cards (Inactive)	CUTOFF:
DESCRIPTION: Employees Withholding Cards (Inactive)	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13496	SERIES STATUS: Approved
	APPROVAL DATE: 02/04/1975
TITLE: Residence Hall Employees Payroll and Time Sheets -	CUTOFF:
DESCRIPTION: Residence Hall Employees Payroll and Time Sheets -	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13492	SERIES STATUS: Approved
	APPROVAL DATE: 02/04/1975
TITLE: Residence Hall Students Accounts Receivable Records - Original filed in Business Office	CUTOFF:
DESCRIPTION: Residence Hall Students Accounts Receivable Records - Original filed in Business Office	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13490	SERIES STATUS: Approved
	APPROVAL DATE: 02/04/1975
TITLE: Residence Hall Students Room Deposits	CUTOFF:
DESCRIPTION: Residence Hall Students Room Deposits	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13491	SERIES STATUS: Approved
	APPROVAL DATE: 02/04/1975