



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Student Dean's Office

Division: Southeast Missouri State University

Sub-Section:

TITLE: Campus Organizations - Officers, sponsors, office files	CUTOFF:
DESCRIPTION: Campus Organizations - Officers, sponsors, office files	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13225	SERIES STATUS: Approved
	APPROVAL DATE: 02/04/1975
TITLE: College Calendar Schedule - Student events, faculty events and non-campus group events	CUTOFF:
DESCRIPTION: College Calendar Schedule - Student events, faculty events and non-campus group events	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13228	SERIES STATUS: Approved
	APPROVAL DATE: 02/04/1975
TITLE: College Permits - Social events and off-campus speakers	CUTOFF:
DESCRIPTION: College Permits - Social events and off-campus speakers	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13226	SERIES STATUS: Approved
	APPROVAL DATE: 02/04/1975
TITLE: New Student Orientation Materials	CUTOFF:
DESCRIPTION: New Student Orientation Materials	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13223	SERIES STATUS: Approved
	APPROVAL DATE: 02/04/1975



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Department: Department of Higher Education
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Section: Student Dean's Office
Sub-Section:

TITLE: Purchase Requests - Original filed in Business Office	CUTOFF:
DESCRIPTION: Purchase Requests - Original filed in Business Office	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13227 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Student Committee Reports	CUTOFF:
DESCRIPTION: Student Committee Reports	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13224 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Student Discipline File	CUTOFF:
DESCRIPTION: Student Discipline File	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13222 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Student Personnel Folders - Completed admissions application, physician's authority to administer medical treatment, personnel evaluation forms for transfers, student correspondence, records of disciplinary	CUTOFF:
DESCRIPTION: Student Personnel Folders - Completed admissions application, physician's authority to administer medical treatment, personnel evaluation forms for transfers, student correspondence, records of disciplinary action, personnel data forms	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13229 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975