



Agency Records Disposition Schedule

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

Section: Student Health Office
Sub-Section:

TITLE: Annual Reports - Primarily statistical records of clinic activities and treatment	CUTOFF:
DESCRIPTION: Annual Reports - Primarily statistical records of clinic activities and treatment	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13486 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Inventory - Medical and surgical equipment	CUTOFF: EOSFY
DESCRIPTION: Inventory - Medical and surgical equipment	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13489 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Inventory - Running inventory of drugs, clinical supplies and office supplies	CUTOFF: EOSFY
DESCRIPTION: Inventory - Running inventory of drugs, clinical supplies and office supplies	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13488 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Purchase Orders - Medical and surgical supplies and office supplies. Copies	CUTOFF:
DESCRIPTION: Purchase Orders - Medical and surgical supplies and office supplies. Copies	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13487 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Student Health Office

Division: Southeast Missouri State University

Sub-Section:

TITLE: Student Medical Folders - Complete Clinic record to include medical and laboratory reports and records of clinic activities

CUTOFF:

DESCRIPTION: Student Medical Folders - Complete Clinic record to include medical and laboratory reports and records of clinic activities

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13485

SERIES STATUS: Approved

APPROVAL DATE:

02/04/1975
