



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Textbook Service

Division: Southeast Missouri State University

Sub-Section:

TITLE: Cash Receipts and Deposit Receipts	CUTOFF:	
DESCRIPTION: Cash Receipts and Deposit Receipts	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13244	SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Collection of previously used textbooks (2 copies of each)	CUTOFF: EOSFY	
DESCRIPTION: Collection of previously used textbooks (2 copies of each)	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 13239	SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Microfilm of Textbook Charge-Outs - The person puts the textbook charge-out card and his ID Card in the microfilm machine and it is recorded	CUTOFF:	
DESCRIPTION: Microfilm of Textbook Charge-Outs - The person puts the textbook charge-out card and his ID Card in the microfilm machine and it is recorded	RETENTION: Years: 10 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13242	SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Purchase Orders - (Working Copy) - Original filed in business office	CUTOFF:	
DESCRIPTION: Purchase Orders - (Working Copy) - Original filed in business office	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13243	SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975



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Section: Textbook Service
Sub-Section:

TITLE: Shelf Lists - currently used textbooks (4x6 cards) Discontinued textbooks (4x6 cards)	CUTOFF:
DESCRIPTION: Shelf Lists - currently used textbooks (4x6 cards) Discontinued textbooks (4x6 cards)	RETENTION: Years: 2 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13240 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
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TITLE: Textbook Commission Records - Approval of texts, minutes of commission meetings, record of income and expenses, etc.	CUTOFF: EOSFY
DESCRIPTION: Textbook Commission Records - Approval of texts, minutes of commission meetings, record of income and expenses, etc.	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13241 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
