



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Truman State University

Section: Counseling and Testing Center
Sub-Section:

TITLE: Administrative Recommendations

CUTOFF:

DESCRIPTION: Administrative Recommendations

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11728

SERIES STATUS: Approved

APPROVAL DATE:

03/13/1989

TITLE: Institutional test records- Test score sheets, G.E.D. test record and punch cards for test scores for various tests given at Northeast Missouri State University.

CUTOFF: EOSFY

DESCRIPTION: Institutional test records- Test score sheets, G.E.D. test record and punch cards for test scores for various tests given at Northeast Missouri State University.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 11727

SERIES STATUS: Approved

APPROVAL DATE:

03/13/1989

TITLE: Student counseling records-notes, individual test results, other confidential information

CUTOFF:

DESCRIPTION: Student counseling records-notes, individual test results, other confidential information

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11726

SERIES STATUS: Approved

APPROVAL DATE:

03/13/1989