



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Truman State University

Section: Data Processing Center  
Sub-Section:

<b>TITLE:</b> Budget Backup File - Dump of Disk File; Transactions fields, updates and fields, vendors and budget accounts.	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Budget Backup File - Dump of Disk File; Transactions fields, updates and fields, vendors and budget accounts.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11806	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Check Register - Account to be paid and amount to be paid	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Check Register - Account to be paid and amount to be paid	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11811	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Current Semester Student Tape - Student name, number, courses address, parents' names, honor point ratio	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Current Semester Student Tape - Student name, number, courses address, parents' names, honor point ratio	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11799	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Financial System - Disk Files	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Financial System - Disk Files	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11813	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989



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<b>TITLE:</b> Library System Tape - complete records of periodicals and books available to students in library	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Library System Tape - complete records of periodicals and books available to students in library	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11804 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Loan Tape Backup of Item 15	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Loan Tape Backup of Item 15	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11801 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Loan Tape Paid in Full - Yearly tape that is updated when it is paid in full	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Loan Tape Paid in Full - Yearly tape that is updated when it is paid in full	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11803 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Loan Tape Prior to Invoices - Essentially a backup invoice run	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Loan Tape Prior to Invoices - Essentially a backup invoice run	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11802 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989

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<b>TITLE:</b> Loanmaster Current - Name, number, amount of loan, payments, interest, if discount for teaching	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Loanmaster Current - Name, number, amount of loan, payments, interest, if discount for teaching	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11800 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Paid Transaction Tape - all paid transactions	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Paid Transaction Tape - all paid transactions	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11810 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Prior Semester Student Tape - Student name, number, grades and courses, address, parents' names, honor point ratio	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Prior Semester Student Tape - Student name, number, grades and courses, address, parents' names, honor point ratio	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11798 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Purged Records Tape - Accounts not used within a year time span are taken off the master file and put on a separate tape in case they may be needed again	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Purged Records Tape - Accounts not used within a year time span are taken off the master file and put on a separate tape in case they may be needed again	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11809 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989



**Agency Records Disposition Schedule**

Department: Department of Higher Education

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Division: Truman State University

Sub-Section:

**TITLE:** Regular Payroll and Workstudy Backup Tape File - Month by monty backup of complete payroll information for the two payrolls; includes everything on employee from disk file

**CUTOFF:**

**DESCRIPTION:** Regular Payroll and Workstudy Backup Tape File - Month by monty backup of complete payroll information for the two payrolls; includes everything on employee from disk file

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 11812      **SERIES STATUS:** Approved

**APPROVAL DATE:** 03/13/1989

**TITLE:** Split Master File - Overall budget, payroll and vendor transactions

**CUTOFF:**

**DESCRIPTION:** Split Master File - Overall budget, payroll and vendor transactions

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 11808      **SERIES STATUS:** Approved

**APPROVAL DATE:** 03/13/1989

**TITLE:** Transactions History Tape - History of transactions since beginning of fiscal year

**CUTOFF:**

**DESCRIPTION:** Transactions History Tape - History of transactions since beginning of fiscal year

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 11807      **SERIES STATUS:** Approved

**APPROVAL DATE:** 03/13/1989