



### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: Truman State University

Section: Dean of Instruction  
Sub-Section:

<b>TITLE:</b> Active Budget Material - Original in Business Office.	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Active Budget Material - Original in Business Office.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11660 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Administrative Directives and Memorandums	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Administrative Directives and Memorandums	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11654 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Administrative Faculty Council Minutes	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Administrative Faculty Council Minutes	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11655 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Budget Planning Material - Original in Business Office.	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Budget Planning Material - Original in Business Office.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11659 <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:

<b>TITLE:</b> Class Schedules - Lists instructor, time and place each course will be offered.	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Class Schedules - Lists instructor, time and place each course will be offered.	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11658 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Faculty Personnel File (Active) Faculty Personnel File (Inactive) (copies)	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Faculty Personnel File (Active) Faculty Personnel File (Inactive) (copies)	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11662 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Grant Project Proposals (Funded) Active Grant Project Proposals (Funded) Inactive	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Grant Project Proposals (Funded) Active Grant Project Proposals (Funded) Inactive	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11663 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Instructor Course Syllabi Report - Contains course outline and content	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Instructor Course Syllabi Report - Contains course outline and content	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11656 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989



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### Agency Records Disposition Schedule

Section: Dean of Instruction  
Sub-Section:

<b>TITLE:</b> President and Vice-President Annual Reports	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> President and Vice-President Annual Reports	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11664 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Proposed Course Additions	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Proposed Course Additions	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11657 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Purchase Requests - Original in Business Office	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Purchase Requests - Original in Business Office	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11661 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> State and Federal Reports - Higher education general information surveys submitted to the state and federal government.	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> State and Federal Reports - Higher education general information surveys submitted to the state and federal government.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11665 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989



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Department: Department of Higher Education

Section: Dean of Instruction

Division: Truman State University

Sub-Section:

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<b>TITLE:</b> Student Employee Personnel Folder (Active) Student Employee Personnel Folder (Inactive) copies	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Student Employee Personnel Folder (Active) Student Employee Personnel Folder (Inactive) copies	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11666	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 03/13/1989

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