



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Library

Division: Truman State University

Sub-Section:

<b>TITLE:</b> Account Books - Original in Business Office	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Account Books - Original in Business Office	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11759	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989
<b>TITLE:</b> Binding Records - Listing of Books which have been bound.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Binding Records - Listing of Books which have been bound.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11767	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989
<b>TITLE:</b> Borrowers File - The card taken from a book which has been checked out listing name and date	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Borrowers File - The card taken from a book which has been checked out listing name and date	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11769	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989
<b>TITLE:</b> Budget Material and Records - Original in business office	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Budget Material and Records - Original in business office	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11756	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Library

Division: Truman State University

Sub-Section:

<b>TITLE:</b> Catalog Card Order Files - Record of all books that have been ordered in the library.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Catalog Card Order Files - Record of all books that have been ordered in the library.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11763	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989
<b>TITLE:</b> Central Serials Record - 5x8 card which lists books by volume or series and additional books which may be added in the future to the present volumes or series	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Central Serials Record - 5x8 card which lists books by volume or series and additional books which may be added in the future to the present volumes or series	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11766	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989
<b>TITLE:</b> Circulation records - Statistical data on how many books are checked out on a daily basis	<b>CUTOFF:</b> EOSFY		
<b>DESCRIPTION:</b> Circulation records - Statistical data on how many books are checked out on a daily basis	<b>RETENTION:</b> Years: Months: Days:		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent		
<b>SERIES #:</b> 11770	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989
<b>TITLE:</b> Instructional Services Committee Meeting Minutes	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Instructional Services Committee Meeting Minutes	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11755	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989



### Agency Records Disposition Schedule

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Section: Library

Division: Truman State University

Sub-Section:

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<b>TITLE:</b> Interlibrary Loan File - Request to acquire a book from another library	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Interlibrary Loan File - Request to acquire a book from another library	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11772	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989

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<b>TITLE:</b> Online catalog- updated magnetic tape data base of all books and other learning resources in the library	<b>CUTOFF:</b> EOSFY		
<b>DESCRIPTION:</b> Online catalog- updated magnetic tape data base of all books and other learning resources in the library	<b>RETENTION:</b> Years: Months: Days:		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent		
<b>SERIES #:</b> 11762	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989

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<b>TITLE:</b> Purchase Orders - Original in Business Office	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Purchase Orders - Original in Business Office	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11765	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989

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<b>TITLE:</b> Purchase Orders - Originals in Business Office	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Purchase Orders - Originals in Business Office	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 11758	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	03/13/1989

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Department: Department of Higher Education

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**TITLE:** Shelf List -3x5 card list of all books in the library filed by number

**CUTOFF:** EOSFY

**DESCRIPTION:** Shelf List -3x5 card list of all books in the library filed by number

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES #:** 11761

**SERIES STATUS:** Approved

**APPROVAL DATE:**

03/13/1989

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