



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Truman State University

Section: Safety and Security
Sub-Section:

TITLE: Campus incident card file	CUTOFF:		
DESCRIPTION: Campus incident card file	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11712	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
TITLE: Campus incident reports	CUTOFF:		
DESCRIPTION: Campus incident reports	RETENTION: Years: 5 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11711	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
TITLE: Citations	CUTOFF:		
DESCRIPTION: Citations	RETENTION: Years: 5 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11716	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
TITLE: Key Control File - Listing of who is signed for various keys to locks on campus.	CUTOFF: EOSFY		
DESCRIPTION: Key Control File - Listing of who is signed for various keys to locks on campus.	RETENTION: Years: Months: Days:		
NOTES:	DISPOSITION ACTION: Permanent		
SERIES #: 11719	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Safety and Security

Division: Truman State University

Sub-Section:

TITLE: Operational Files-General Orders, personnel orders, special orders, lost and found, I.D. card, dispatch instructions, desk book, work orders.	CUTOFF: EOSFY
DESCRIPTION: Operational Files-General Orders, personnel orders, special orders, lost and found, I.D. card, dispatch instructions, desk book, work orders.	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11715 SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989
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TITLE: Payroll-Records, Original in Business Office	CUTOFF:
DESCRIPTION: Payroll-Records, Original in Business Office	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11709 SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989
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TITLE: Registrations-Original in Business Office	CUTOFF:
DESCRIPTION: Registrations-Original in Business Office	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11717 SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989
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TITLE: Telephone and Radio Log Records	CUTOFF:
DESCRIPTION: Telephone and Radio Log Records	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11718 SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Safety and Security

Division: Truman State University

Sub-Section:

TITLE: Vehicle Equipment - Usage Report of State Owned vehicle	CUTOFF: LIFE OF VEHICLE		
DESCRIPTION: Vehicle Equipment - Usage Report of State Owned vehicle	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11720	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
TITLE: Vehicle Registration Master Name Index Card File-Registration to students and staff on campus.	CUTOFF:		
DESCRIPTION: Vehicle Registration Master Name Index Card File-Registration to students and staff on campus.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11713	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
TITLE: Vehicle Registration Records-Alphabetical list of names and numerical list of stickers. Traffic tickets, no sticker violations, bicycle registrations, traffic appeals, state license plate file, state vehicle log, guest sticker,	CUTOFF:		
DESCRIPTION: Vehicle Registration Records-Alphabetical list of names and numerical list of stickers. Traffic tickets, no sticker violations, bicycle registrations, traffic appeals, state license plate file, state vehicle log, guest sticker, student authorization to drive vehicle, tickets issued.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11714	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
TITLE: Yearly and daily reports-Pertaining to safety and security on campus.	CUTOFF:		
DESCRIPTION: Yearly and daily reports-Pertaining to safety and security on campus.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11710	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989