



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section:

Division: Teacher Quality and Urban Education

Sub-Section:

**TITLE:** Budget Formulation and Fiscal Records File

**CUTOFF:** EOSFY

**DESCRIPTION:** File on Division budget

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21920

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/15/2005

**TITLE:** Career Ladder

**CUTOFF:** EOSFY

**DESCRIPTION:** Files relevant to payments to school districts.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21926

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/15/2005

**TITLE:** Missouri Teacher's Certificate Application

**CUTOFF:** LSAD

**DESCRIPTION:** Original application required by statute for applicant's future certification needs.

**RETENTION:** Years: 61 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21923

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/15/2005



**Agency Records Disposition Schedule**

Department: Department of Elementary and Secondary Education

Section:

Division: Teacher Quality and Urban Education

Sub-Section:

**TITLE:** Organization File

**CUTOFF:** WSO

**DESCRIPTION:** File on organizations which have relevance to programs of the office.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21921

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/15/2005

**TITLE:** Scholarship Program Files

**CUTOFF:** LSAD

**DESCRIPTION:** Files relevant to scholarship recipients. Must be tracked for repayment purposes.

**RETENTION:** Years: 15 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21924

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/15/2005

**TITLE:** Special Projects

**CUTOFF:** DWSO

**DESCRIPTION:** File and related urban education material. Files on task force or committee formed which have relevance to.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21922

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/15/2005



## Agency Records Disposition Schedule

Department: Department of Elementary and Secondary Education

Section:

Division: Teacher Quality and Urban Education

Sub-Section:

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**TITLE:** Tuition Reimbursement

**CUTOFF:** EOSFY

**DESCRIPTION:** Files pertaining to payment for special education classes taken in the summer.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21925

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/15/2005

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