



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: College of Education and Human Resources

Division: University of Central Missouri

Sub-Section:

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<b>TITLE:</b> Academic Contracts - contracts signed by applicants for temporary certificates whereby they agree to complete specified requirements for permanent certification.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Academic Contracts - contracts signed by applicants for temporary certificates whereby they agree to complete specified requirements for permanent certification.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10960	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	07/10/1990
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<b>TITLE:</b> Application for Official Worksheet - Applications received and held pending receipt of Admission to Teacher Education Application.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Application for Official Worksheet - Applications received and held pending receipt of Admission to Teacher Education Application.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10961	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	07/10/1990
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<b>TITLE:</b> Audio - Visual Proficiency	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Audio - Visual Proficiency	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 13107	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	07/10/1990
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<b>TITLE:</b> Budget Formulation papers.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Budget Formulation papers.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10945	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	07/10/1990

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### Agency Records Disposition Schedule

Department: Department of Higher Education  
Division: University of Central Missouri

Section: College of Education and Human Resources  
Sub-Section:

<b>TITLE:</b> Class load reports (number of student in relation to class).	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Class load reports (number of student in relation to class).	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10941	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	07/10/1990
<b>TITLE:</b> Departmental Direct Orders.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Departmental Direct Orders.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10948	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	07/10/1990
<b>TITLE:</b> Evaluations (North Central Association crediting organization and National Council for crediting teacher Education.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Evaluations (North Central Association crediting organization and National Council for crediting teacher Education.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10936	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	07/10/1990
<b>TITLE:</b> Evaluations (self, supervisors, supervising Accounting. teachers).	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Evaluations (self, supervisors, supervising Accounting. teachers).	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10949	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	07/10/1990



### Agency Records Disposition Schedule

Department: Department of Higher Education

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Division: University of Central Missouri

Sub-Section:

<b>TITLE:</b> Faculty Affirmative Action Information.	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Faculty Affirmative Action Information.	<b>RETENTION:</b> Years: 10 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10940 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Faculty Organizations.	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Faculty Organizations.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10942 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Field Experience Records	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Field Experience Records	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10964 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Field Trips (Information as to where, times, events, etc.).	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Field Trips (Information as to where, times, events, etc.).	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10938 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990



### Agency Records Disposition Schedule

Department: Department of Higher Education

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Division: University of Central Missouri

Sub-Section:

<b>TITLE:</b> Grade Books - Originals.	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Grade Books - Originals.	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 10943	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Graduate School Advisory Folders, Graduate	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Advisory Folders, Graduate	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10956	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Graduate School Advisory record cards	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Advisory record cards	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10957	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Graduate School Graduate Assistants	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Graduate Assistants	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 10958	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990



### Agency Records Disposition Schedule

Department: Department of Higher Education

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Division: University of Central Missouri

Sub-Section:

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**TITLE:** Graduate School Student help-assistance

**CUTOFF:**

**DESCRIPTION:** Student help-assistance

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 10959

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/10/1990

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**TITLE:** Laboratory School records.

**CUTOFF:** EOSFY

**DESCRIPTION:** Laboratory School records.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

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**SERIES #:** 10947

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/10/1990

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**TITLE:** Low Grade Report

**CUTOFF:**

**DESCRIPTION:** Low Grade Report

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 13106

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/10/1990

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**TITLE:** Minutes of the Teacher Education Council.

**CUTOFF:** EOSFY

**DESCRIPTION:** Minutes of the Teacher Education Council.

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

**NOTES:**

**DISPOSITION ACTION:** Permanent

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**SERIES #:** 10962

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/10/1990

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### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: College of Education and Human Resources

Division: University of Central Missouri

Sub-Section:

<b>TITLE:</b> Promotion and Tenure - copies - Originals sent to Vice President's Office.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Promotion and Tenure - copies - Originals sent to Vice President's Office.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10944	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	07/10/1990
<b>TITLE:</b> Proposals (Course proposals under curriculum).	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Proposals (Course proposals under curriculum).	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10939	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	07/10/1990
<b>TITLE:</b> Purchase Orders - copies - Original in Accounting.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Purchase Orders - copies - Original in Accounting.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10946	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	07/10/1990
<b>TITLE:</b> Reports - Annual reports sent to and from other agencies concerning operations to department heads.	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Reports - Annual reports sent to and from other agencies concerning operations to department heads.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 10935	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	07/10/1990



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: College of Education and Human Resources

Division: University of Central Missouri

Sub-Section:

<b>TITLE:</b> Reports from the Teacher Education Council - Annual Report.	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Reports from the Teacher Education Council - Annual Report.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10963	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Speech and Hearing Proficiency	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Speech and Hearing Proficiency	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 13108	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Student Teacher Certificates - University copy of state student teacher certificates issued each semester.	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Student Teacher Certificates - University copy of state student teacher certificates issued each semester.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10950	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Student Teacher Folders. Speech and Hearing Proficiency Reports Application for Admission to teacher Educ. and Action Department Recommendation - Admission and Student Teaching Test Records Student	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Student Teacher Folders. Speech and Hearing Proficiency Reports Application for Admission to teacher Educ. and Action Department Recommendation - Admission and Student Teaching Test Records Student Teaching Records - Evaluation Material	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 10953	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 07/10/1990



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: College of Education and Human Resources

Division: University of Central Missouri

Sub-Section:

<b>TITLE:</b> Student Teacher Time Reports - (Used by student teacher to record time spent during student teaching semester).	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Student Teacher Time Reports - (Used by student teacher to record time spent during student teaching semester).	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 10952	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Supervising Teacher Pay Record - Records of previous terms, by years, indicating payment - copies - Originals in Accounting.	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Supervising Teacher Pay Record - Records of previous terms, by years, indicating payment - copies - Originals in Accounting.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10954	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Supervising Teachers (Evaluations, folders, records of effectiveness).	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Supervising Teachers (Evaluations, folders, records of effectiveness).	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10951	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Syllabi and Course Outlines.	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Syllabi and Course Outlines.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 10937	<b>SERIES STATUS:</b> Approved
	<b>APPROVAL DATE:</b> 07/10/1990