



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: University Union

Division: University of Central Missouri

Sub-Section:

TITLE: Annual and Special Operational Reports	CUTOFF: EOSFY
DESCRIPTION: Annual and Special Operational Reports	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11122 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Applications - copies - Originals in Personnel Office (Employment, part-time and full-time)	CUTOFF:
DESCRIPTION: Applications - copies - Originals in Personnel Office (Employment, part-time and full-time)	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11124 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Archives Materials - Past promotional material related to operational growth and historically significant materials (pictures, news articles)---Note: Sent to library	CUTOFF: EOSFY
DESCRIPTION: Archives Materials - Past promotional material related to operational growth and historically significant materials (pictures, news articles)---Note: Sent to library	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11127 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Budget Records - Reports submitted monthly from campus central business office	CUTOFF:
DESCRIPTION: Budget Records - Reports submitted monthly from campus central business office	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11116 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Sub-Section:

TITLE: Contracts - All contracts related to service negotiated for operational and progress purposes	CUTOFF:	
DESCRIPTION: Contracts - All contracts related to service negotiated for operational and progress purposes	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11125	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Daily Business Receipts - This includes cash register tapes, departmental daily receipts forms, deposit receipts, sales slips and accounting ledgers	CUTOFF:	
DESCRIPTION: Daily Business Receipts - This includes cash register tapes, departmental daily receipts forms, deposit receipts, sales slips and accounting ledgers	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11117	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Facility Reservations - Contains both future, current year and past reservations	CUTOFF:	
DESCRIPTION: Facility Reservations - Contains both future, current year and past reservations	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11115	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Incident Reports - Includes lost and found, confrontation, situate analysis, and action similar recordings	CUTOFF:	
DESCRIPTION: Incident Reports - Includes lost and found, confrontation, situate analysis, and action similar recordings	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11120	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: University Union

Division: University of Central Missouri

Sub-Section:

TITLE: Minutes of Administrative meetings - College Union Staff, Executive Council	CUTOFF: EOSFY
DESCRIPTION: Minutes of Administrative meetings - College Union Staff, Executive Council	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 11128 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Operations Reports - Monthly, quarterly and semi-annual reports	CUTOFF:
DESCRIPTION: Operations Reports - Monthly, quarterly and semi-annual reports	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11121 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Policy Information - Material related to the operational procedures of the Student Life Department	CUTOFF:
DESCRIPTION: Policy Information - Material related to the operational procedures of the Student Life Department	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11119 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Program Materials - Program proposals, final plans, evaluation and resource materials	CUTOFF:
DESCRIPTION: Program Materials - Program proposals, final plans, evaluation and resource materials	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11126 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



Agency Records Disposition Schedule

Department: Department of Higher Education

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Sub-Section:

TITLE: Research Projects - Employed personnel, graduate and student committee projects related to Student Life operations and progress	CUTOFF:	
DESCRIPTION: Research Projects - Employed personnel, graduate and student committee projects related to Student Life operations and progress	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11123	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
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TITLE: Student Recreation Involvement Data - Records on students involved in University Union committee work, competitive programs, achievements and honors	CUTOFF:	
DESCRIPTION: Student Recreation Involvement Data - Records on students involved in University Union committee work, competitive programs, achievements and honors	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11118	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
