



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Student Special Services

Division: Lincoln University

Sub-Section:

TITLE: Inventory of Office Equipment - copy - Original in Businesses Office	CUTOFF: EOSFY	
DESCRIPTION: Inventory of Office Equipment - copy - Original in Businesses Office **Independent Audit instead of State Audit	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 10786	SERIES STATUS: Approved	APPROVAL DATE: 02/27/1992
TITLE: Reference and Printed Material	CUTOFF:	
DESCRIPTION: Reference and Printed Material	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 10785	SERIES STATUS: Approved	APPROVAL DATE: 02/27/1992
TITLE: Reports - University Reports, U.S. Office of Education Reports, etc. (All Federal Programs subject to Federal Regulations)	CUTOFF:	
DESCRIPTION: Reports - University Reports, U.S. Office of Education Reports, etc. (All Federal Programs subject to Federal Regulations) (Independent Audit instead of State Audit)	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 10781	SERIES STATUS: Approved	APPROVAL DATE: 02/27/1992
TITLE: Special Service Personnel File (Original in Personnel Office)	CUTOFF:	
DESCRIPTION: Special Service Personnel File (Original in Personnel Office)	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 10782	SERIES STATUS: Approved	APPROVAL DATE: 02/27/1992



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Department: Department of Higher Education

Section: Student Special Services

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Sub-Section:

TITLE: Student Files - Program applications, Grade Reports and use of Program Services (Original in Records and Admissions)	CUTOFF:	
DESCRIPTION: Student Files - Program applications, Grade Reports and use of Program Services (Original in Records and Admissions)	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 10780	SERIES STATUS: Approved	APPROVAL DATE: 02/27/1992
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TITLE: University and Program organizational Charts (in presidents office)	CUTOFF: EOSFY	
DESCRIPTION: University and Program organizational Charts (in presidents office)	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 10784	SERIES STATUS: Approved	APPROVAL DATE: 02/27/1992
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TITLE: University Policy and procedure Manuals	CUTOFF: WSO	
DESCRIPTION: University Policy and procedure Manuals	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 10783	SERIES STATUS: Approved	APPROVAL DATE: 02/27/1992
