



Department: Department of Higher Education
Division: Missouri State University

Agency Records Disposition Schedule

Section: Student Employment Services
Sub-Section:

TITLE: Clearance forms	CUTOFF:	
DESCRIPTION: Clearance forms	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12095	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Correspondence - student, employer	CUTOFF:	
DESCRIPTION: Correspondence - student, employer	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12082	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Counselors referral cards - list of all students referred and employer	CUTOFF:	
DESCRIPTION: Counselors referral cards - list of all students referred and employer	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12084	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Counselors Schedules - student appointment schedule	CUTOFF:	
DESCRIPTION: Counselors Schedules - student appointment schedule	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12083	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



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Sub-Section:

TITLE: Employer Applications - information and applications that are used by employers	CUTOFF:	
DESCRIPTION: Employer Applications - information and applications that are used by employers	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12085	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Employer Mailing Lists - names and addresses of potential employers, Chamber of Commerce, malls, shopping centers, potential summer employers	CUTOFF:	
DESCRIPTION: Employer Mailing Lists - names and addresses of potential employers, Chamber of Commerce, malls, shopping centers, potential summer employers	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12086	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Employer Schedules - interview schedules with date and time of interview	CUTOFF:	
DESCRIPTION: Employer Schedules - interview schedules with date and time of interview	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12091	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Employment Records (database)	CUTOFF:	
DESCRIPTION: Employment Records (database)	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12098	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



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Sub-Section:

TITLE: I-9 forms	CUTOFF:	
DESCRIPTION: I-9 forms	RETENTION: Years: 4 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12097	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Job Listings - all posted job openings	CUTOFF:	
DESCRIPTION: Job Listings - all posted job openings	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12087	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Reports, Procedures - office procedures, policies, annual reports, minutes of office meetings - copies - originals in originating office	CUTOFF:	
DESCRIPTION: Reports, Procedures - office procedures, policies, annual reports, minutes of office meetings - copies - originals in originating office	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12088	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Student File Cards/Applications	CUTOFF:	
DESCRIPTION: Student File Cards/Applications	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12081	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



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Section: Student Employment Services
Sub-Section:

TITLE: Student Referrals - record of students hired	CUTOFF:	
DESCRIPTION: Student Referrals - record of students hired	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12089	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Temporary Job Cards - student file card for each student applying for temporary jobs	CUTOFF:	
DESCRIPTION: Temporary Job Cards - student file card for each student applying for temporary jobs	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12090	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: UPS Cards - student file card for each student applying for UPS interview	CUTOFF:	
DESCRIPTION: UPS Cards - student file card for each student applying for UPS interview	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13163	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: UPS Schedules - interview schedules with date and time of interview	CUTOFF:	
DESCRIPTION: UPS Schedules - interview schedules with date and time of interview	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13164	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987



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Sub-Section:

TITLE: W-4 forms	CUTOFF:	
DESCRIPTION: W-4 forms	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12096	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Work Study Employment Requests/Contracts file - includes student referral record	CUTOFF:	
DESCRIPTION: Work Study Employment Requests/Contracts file - includes student referral record	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12092	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Work Study referral forms and students applications	CUTOFF:	
DESCRIPTION: Work Study referral forms and students applications	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12093	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987
TITLE: Work Study student payroll control cards	CUTOFF:	
DESCRIPTION: Work Study student payroll control cards	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12094	SERIES STATUS: Approved	APPROVAL DATE: 10/14/1987