



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Missouri State University

Section: Vice President for Financial Services
Sub-Section:

TITLE: Accounts Payable File	CUTOFF:	
DESCRIPTION: Accounts Payable File	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 17534	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Accounts Receivable - paid collection files	CUTOFF:	
DESCRIPTION: Accounts Receivable - paid collection files	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 17541	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Annual Audit Reports	CUTOFF: EOSFY	
DESCRIPTION: Annual Audit Reports	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 17563	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Annual Budgets	CUTOFF: EOSFY	
DESCRIPTION: Annual Budgets	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 17556	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



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Section: Vice President for Financial Services
Sub-Section:

TITLE: Annual Public School Retirement Reports	CUTOFF: EOSFY
DESCRIPTION: Annual Public School Retirement Reports	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17552 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Cancelled Bonds	CUTOFF: EOSFY
DESCRIPTION: Cancelled Bonds	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17562 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Cash Receipts Reports - internal form listing total daily cash receipts	CUTOFF:
DESCRIPTION: Cash Receipts Reports - internal form listing total daily cash receipts	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17530 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Check Register/Bank Statement	CUTOFF:
DESCRIPTION: Check Register/Bank Statement	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17532 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



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Division: Missouri State University

Sub-Section:

TITLE: Documents Showing Payroll Changes	CUTOFF:	
DESCRIPTION: Documents Showing Payroll Changes	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 17547	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Encumbrances and Disencumbrances - listings of unpaid items	CUTOFF:	
DESCRIPTION: Encumbrances and Disencumbrances - listings of unpaid items	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 17535	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Federal Student Loan Programs - includes all correspondence, promissory notes, and subsidiary ledgers of: National Direct Student Loans, Supplemental Education Opportunity Grants, Pell Grants, and	CUTOFF:	
DESCRIPTION: Federal Student Loan Programs - includes all correspondence, promissory notes, and subsidiary ledgers of: National Direct Student Loans, Supplemental Education Opportunity Grants, Pell Grants, and Research Grants	RETENTION: Years: 7 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 17523	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: General Journal Entries - transfers between budgets	CUTOFF:	
DESCRIPTION: General Journal Entries - transfers between budgets	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 17536	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



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Sub-Section:

TITLE: Internal Budget Requests	CUTOFF: EOSFY
DESCRIPTION: Internal Budget Requests	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17558 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Internal Budget Workpapers	CUTOFF:
DESCRIPTION: Internal Budget Workpapers	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17559 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Invoice Vouchers - made for all checks written or requested for state payment	CUTOFF:
DESCRIPTION: Invoice Vouchers - made for all checks written or requested for state payment	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17533 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Listing of Annual Wages - faculty, staff, student	CUTOFF: EOSFY
DESCRIPTION: Listing of Annual Wages - faculty, staff, student	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17553 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



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Sub-Section:

TITLE: Monthly Financial Statements	CUTOFF: EOSFY
DESCRIPTION: Monthly Financial Statements	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17555 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Monthly Payroll Listings - faculty, staff, students	CUTOFF:
DESCRIPTION: Monthly Payroll Listings - faculty, staff, students	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17545 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Monthly Retirement Reports - Public School Retirement and Missouri State Retirement System	CUTOFF: EOSFY
DESCRIPTION: Monthly Retirement Reports - Public School Retirement and Missouri State Retirement System	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17548 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: National Direct Student Loan - loan ledger	CUTOFF:
DESCRIPTION: National Direct Student Loan - loan ledger	RETENTION: Years: 7 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17522 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



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Section: Vice President for Financial Services
Sub-Section:

TITLE: Quarterly Federal and State Withholding Reports

CUTOFF: EOFFY

DESCRIPTION: Quarterly Federal and State Withholding Reports

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 17549 **SERIES STATUS:** Approved

APPROVAL DATE: 02/23/1987

TITLE: Quarterly Old Age Security Insurance Reports

CUTOFF: EOSFY

DESCRIPTION: Quarterly Old Age Security Insurance Reports

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 17550 **SERIES STATUS:** Approved

APPROVAL DATE: 02/23/1987

TITLE: Quarterly Unemployment Compensation Reports

CUTOFF: EOSFY

DESCRIPTION: Quarterly Unemployment Compensation Reports

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 17551 **SERIES STATUS:** Approved

APPROVAL DATE: 02/23/1987

TITLE: State Appropriations and Reconciliations

CUTOFF:

DESCRIPTION: State Appropriations and Reconciliations

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 17565 **SERIES STATUS:** Approved

APPROVAL DATE: 02/23/1987



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Department: Department of Higher Education
Division: Missouri State University

Section: Vice President for Financial Services
Sub-Section:

TITLE: State Budget Requests	CUTOFF: EOSFY
DESCRIPTION: State Budget Requests	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 17560 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: State Budget Workpapers	CUTOFF:
DESCRIPTION: State Budget Workpapers	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17561 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: State Sales Tax Reports	CUTOFF:
DESCRIPTION: State Sales Tax Reports	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17564 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Subsidiary Ledgers Accounts Receivable - parking, system revenue, short-term loans, general	CUTOFF:
DESCRIPTION: Accounts Receivable - parking, system revenue, short-term loans, general	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17538 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



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Department: Department of Higher Education

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Sub-Section:

TITLE: Subsidiary Ledgers Agencies - SMSU tax-sheltered annuity	CUTOFF:
DESCRIPTION: Agencies - SMSU tax-sheltered annuity	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17539 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Subsidiary Ledgers Scholarships	CUTOFF:
DESCRIPTION: Scholarships	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17540 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Time Cards - employees and students	CUTOFF:
DESCRIPTION: Time Cards - employees and students	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17546 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: W-2 Employee's Wage and Tax Statement	CUTOFF:
DESCRIPTION: W-2 Employee's Wage and Tax Statement	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 17544 SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



Agency Records Disposition Schedule

Department: Department of Higher Education

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Sub-Section:

TITLE: W-4 Employee's Withholding Exemption Certificates

CUTOFF:

DESCRIPTION: W-4 Employee's Withholding Exemption Certificates

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 17543

SERIES STATUS: Approved

APPROVAL DATE:

02/23/1987
