



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Missouri Western State University

Section: Business Office
Sub-Section:

TITLE: Account report originals	CUTOFF:
DESCRIPTION: Account report originals	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12570 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Accounting ledgers	CUTOFF:
DESCRIPTION: Accounting ledgers	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12608 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Annual budget original	CUTOFF:
DESCRIPTION: Annual budget original	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12571 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Annual financial report-duplicated in Admin. Affairs	CUTOFF: EOSFY
DESCRIPTION: Annual financial report-duplicated in Admin. Affairs	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12590 SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Section: Business Office

Sub-Section:

TITLE: Athletic Scholarship and Supporting Information	CUTOFF:	
DESCRIPTION: Athletic Scholarship and Supporting Information	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12572	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Budget report (monthly) originals	CUTOFF:	
DESCRIPTION: Budget report (monthly) originals	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12573	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Budget reports	CUTOFF:	
DESCRIPTION: Budget reports	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12609	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Budget transfers - inter office memos regarding transfer of funds - originals	CUTOFF:	
DESCRIPTION: Budget transfers - inter office memos regarding transfer of funds - originals	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12574	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Sub-Section:

TITLE: Checks (cancelled)	CUTOFF:		
DESCRIPTION: Checks (cancelled)	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12575	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Deduction and payroll information	CUTOFF:		
DESCRIPTION: Deduction and payroll information	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12576	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Deposit register	CUTOFF:		
DESCRIPTION: Deposit register	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12577	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Detail of expenditures (General Ledger)	CUTOFF:		
DESCRIPTION: Detail of expenditures (General Ledger)	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12578	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990



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Sub-Section:

TITLE: Dorm Contracts	CUTOFF:	
DESCRIPTION: Dorm Contracts	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12599	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: External audit (work papers)	CUTOFF:	
DESCRIPTION: External audit (work papers)	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12579	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Financial records	CUTOFF:	
DESCRIPTION: Financial records	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12580	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Inventory	CUTOFF: EOSFY	
DESCRIPTION: Inventory	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 12592	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Section: Business Office
Sub-Section:

TITLE: Invoices	CUTOFF:	
DESCRIPTION: Invoices	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12581	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Journal of cash receipts	CUTOFF:	
DESCRIPTION: Journal of cash receipts	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12582	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Journal Vouchers	CUTOFF:	
DESCRIPTION: Journal Vouchers	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12583	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Petty cash receipts	CUTOFF:	
DESCRIPTION: Petty cash receipts	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12584	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Department: Department of Higher Education

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Sub-Section:

TITLE: Purchase Orders

CUTOFF:

DESCRIPTION: Purchase Orders

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12593

SERIES STATUS: Approved

APPROVAL DATE:

07/10/1990

TITLE: Purchase orders

CUTOFF:

DESCRIPTION: Purchase orders

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12603

SERIES STATUS: Approved

APPROVAL DATE:

07/10/1990



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Section: Business Office
Sub-Section:

TITLE: Receipts	CUTOFF:		
DESCRIPTION: Receipts	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12596	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Receipts	CUTOFF:		
DESCRIPTION: Receipts	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12601	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990
TITLE: Receipts	CUTOFF:		
DESCRIPTION: Receipts	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12606	SERIES STATUS: Approved	APPROVAL DATE:	07/10/1990



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Sub-Section:

TITLE: Requisitions and Invoices	CUTOFF:	
DESCRIPTION: Requisitions and Invoices	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12594	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Requisitions and invoices	CUTOFF:	
DESCRIPTION: Requisitions and invoices	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12604	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Retirement reports	CUTOFF:	
DESCRIPTION: Retirement reports	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12585	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Scholarships, loans and financial aids record and supporting information	CUTOFF:	
DESCRIPTION: Scholarships, loans and financial aids record and supporting information	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12586	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Section: Business Office

Sub-Section:

TITLE: Social Security Report	CUTOFF:	
DESCRIPTION: Social Security Report	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12587	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
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TITLE: Student Files	CUTOFF:	
DESCRIPTION: Student Files	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12598	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
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TITLE: Subsidiary Ledgers	CUTOFF:	
DESCRIPTION: Subsidiary Ledgers	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12600	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990



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Sub-Section:

TITLE: Transmittals	CUTOFF:	
DESCRIPTION: Transmittals	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12595	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Transmittals	CUTOFF:	
DESCRIPTION: Transmittals	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12605	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: Trial balance	CUTOFF:	
DESCRIPTION: Trial balance	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12588	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990
TITLE: W-2, W-4, and other tax reporting forms	CUTOFF:	
DESCRIPTION: W-2, W-4, and other tax reporting forms	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12589	SERIES STATUS: Approved	APPROVAL DATE: 07/10/1990