



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Counseling and Testing

Division: Missouri Western State University

Sub-Section:

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**TITLE:** Applications for Employment

**CUTOFF:**

**DESCRIPTION:** Applications for Employment

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 12704

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/10/1990

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**TITLE:** News Releases

**CUTOFF:**

**DESCRIPTION:** News Releases

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 12702

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/10/1990

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**TITLE:** Office Bulletins

**CUTOFF:**

**DESCRIPTION:** Office Bulletins

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 12701

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/10/1990

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**TITLE:** Out of State Travel

**CUTOFF:**

**DESCRIPTION:** Out of State Travel

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 12703

**SERIES STATUS:** Approved

**APPROVAL DATE:**

07/10/1990

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### Agency Records Disposition Schedule

Department: Department of Higher Education

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Division: Missouri Western State University

Sub-Section:

<b>TITLE:</b> Publications- self studies, committee actions	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Publications- self studies, committee actions	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12698	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Purchase Orders- copy, originals in Purchasing Dept.	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Purchase Orders- copy, originals in Purchasing Dept.	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12695	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Records of CLEP (College Level Exam Program)	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Records of CLEP (College Level Exam Program)	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 12709	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Records of GED (General Educational Development)	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Records of GED (General Educational Development)	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 12707	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Counseling and Testing

Division: Missouri Western State University

Sub-Section:

<b>TITLE:</b> Records of Request for release of test scores	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Records of Request for release of test scores	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 12710 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Records of test scores for Admissions test- ACT	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Records of test scores for Admissions test- ACT	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 12705 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Records of test scores- Post college GRE, LSAT, and others	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Records of test scores- Post college GRE, LSAT, and others	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 12706 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Reference Materials- testing information	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Reference Materials- testing information	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12697 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990



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

### Agency Records Disposition Schedule

Section: Counseling and Testing  
Sub-Section:

<b>TITLE:</b> Reports- on testing activity	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Reports- on testing activity	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 12700 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Revenue Transmittals	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Revenue Transmittals	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12696 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> State Contracts- for GED, testing, etc.	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> State Contracts- for GED, testing, etc.	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 12699 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990
<b>TITLE:</b> Transcripts used for advisment	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Transcripts used for advisment	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 12708 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 07/10/1990