



Agency Records Disposition Schedule

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

Section: Department of Speech, Theater and Humanities
Sub-Section:

TITLE: ACT computer printouts - for recruitment and placement	CUTOFF:	
DESCRIPTION: ACT computer printouts - for recruitment and placement	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12895	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Active faculty records - official records in Provost's Office - Evaluations Job Descriptions Credentials (copies) Course Syllabi Testbook requests	CUTOFF:	
DESCRIPTION: Active faculty records - official records in Provost's Office - Evaluations Job Descriptions Credentials (copies) Course Syllabi Testbook requests	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12899	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Attendance and travel records (faculty)	CUTOFF:	
DESCRIPTION: Attendance and travel records (faculty)	RETENTION: Years: 2 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12913	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Current majors - degree declaration forms, advisors	CUTOFF:	
DESCRIPTION: Current majors - degree declaration forms, advisors	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12897	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



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Sub-Section:

TITLE: Curriculum Proposals and action taken (departmental proposals, departmental and institutional action) Degree programs and general studies Certification requirements Class schedules (departmental, back 10 years	CUTOFF:
DESCRIPTION: Curriculum Proposals and action taken (departmental proposals, departmental and institutional action) Degree programs and general studies Certification requirements Class schedules (departmental, back 10 years currently)	RETENTION: Years: 2 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12905 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Enrollment data - computer printouts	CUTOFF:
DESCRIPTION: Enrollment data - computer printouts	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12906 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Equipment inventory Audio visual hardware and software Office furniture and machines	CUTOFF: EOSFY
DESCRIPTION: Equipment inventory Audio visual hardware and software Office furniture and machines	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12912 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Faculty recruitment Recruiting and hiring guidelines Applications	CUTOFF:
DESCRIPTION: Faculty recruitment Recruiting and hiring guidelines Applications	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12901 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education
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Section: Department of Speech, Theater and Humanities
Sub-Section:

TITLE: Faculty workload reports **CUTOFF:**

DESCRIPTION: Faculty workload reports **RETENTION:** Years: 2 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 12903 **SERIES STATUS:** Approved **APPROVAL DATE:** 05/18/1983

TITLE: Financial records - Original in Business Office Agency accounts Department budget - proposals and working budgets Faculty travel allowances and expenditures Purchase orders **CUTOFF:**

DESCRIPTION: Financial records - Original in Business Office Agency accounts Department budget - proposals and working budgets Faculty travel allowances and expenditures Purchase orders **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 12911 **SERIES STATUS:** Approved **APPROVAL DATE:** 05/18/1983

TITLE: Grade appeals - procedures and records **CUTOFF:**

DESCRIPTION: Grade appeals - procedures and records **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 12896 **SERIES STATUS:** Approved **APPROVAL DATE:** 05/18/1983

TITLE: Graduates - departmental **CUTOFF:**

DESCRIPTION: Graduates - departmental **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 12898 **SERIES STATUS:** Approved **APPROVAL DATE:** 05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education
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Section: Department of Speech, Theater and Humanities
Sub-Section:

TITLE: Guidelines for tenure, promotion, professional leave, and professional grants	CUTOFF:	
DESCRIPTION: Guidelines for tenure, promotion, professional leave, and professional grants	RETENTION: Years: 2 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12902	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Inactive faculty records - official records in Provost's Office - Evaluations Credentials (copies) Course Syllabi Testbook requests	CUTOFF:	
DESCRIPTION: Inactive faculty records - official records in Provost's Office - Evaluations Credentials (copies) Course Syllabi Testbook requests	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12900	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Institutional publications - copies	CUTOFF:	
DESCRIPTION: Institutional publications - copies	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12907	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Minutes Faculty Senate Department Committee Mtgs. Department Meetings Dean/Dept. Chairperson Mtgs. CGAC	CUTOFF:	
DESCRIPTION: Minutes Faculty Senate Department Committee Mtgs. Department Meetings Dean/Dept. Chairperson Mtgs. CGAC	RETENTION: Years: 2 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12904	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education
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Section: Department of Speech, Theater and Humanities
Sub-Section:

TITLE: Organizations and committees (institutional, divisional, and departmental) – membership and minutes	CUTOFF:	
DESCRIPTION: Organizations and committees (institutional, divisional, and departmental) – membership and minutes	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12908	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Policies and guidelines (institutional, divisional, departmental)	CUTOFF:	
DESCRIPTION: Policies and guidelines (institutional, divisional, departmental)	RETENTION: Years: 2 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12909	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Scholarships - classification, guidelines, records of awards	CUTOFF:	
DESCRIPTION: Scholarships - classification, guidelines, records of awards	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12894	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Work study records Time sheets Budget/salary expenditures	CUTOFF:	
DESCRIPTION: Work study records Time sheets Budget/salary expenditures	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 12910	SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983