



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Education and Psychology

Division: Missouri Western State University

Sub-Section: Department of Education

TITLE: Academic Contracts (Contracts signed by applicants for temporary certificates whereby they agree to complete specified requirements for permanent certification)	CUTOFF: EOSFY
DESCRIPTION: Academic Contracts (Contracts signed by applicants for temporary certificates whereby they agree to complete specified requirements for permanent certification)	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12775 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Course Syllabi	CUTOFF: EOSFY
DESCRIPTION: Course Syllabi	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12774 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Department Budget File	CUTOFF:
DESCRIPTION: Department Budget File	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12764 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Department Purchase Orders - copies- Original in Purchasing Dept.	CUTOFF:
DESCRIPTION: Department Purchase Orders - copies- Original in Purchasing Dept.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12763 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Education and Psychology

Division: Missouri Western State University

Sub-Section: Department of Education

TITLE: Department Workshop Files	CUTOFF:		
DESCRIPTION: Department Workshop Files	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12769	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983

TITLE: Evaluations (Instructors, Graduates, Program)	CUTOFF:		
DESCRIPTION: Evaluations (Instructors, Graduates, Program)	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12773	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983

TITLE: Faculty Job Descriptions	CUTOFF:		
DESCRIPTION: Faculty Job Descriptions	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12778	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983

TITLE: Faculty Teaching Loads	CUTOFF:		
DESCRIPTION: Faculty Teaching Loads	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 12776	SERIES STATUS: Approved	APPROVAL DATE:	05/18/1983



Agency Records Disposition Schedule

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

Section: Division of Education and Psychology
Sub-Section: Department of Education

TITLE: Grade Books (Originals)	CUTOFF: EOSFY
DESCRIPTION: Grade Books (Originals)	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12767 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Minutes (Department, Committees)	CUTOFF: EOSFY
DESCRIPTION: Minutes (Department, Committees)	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12766 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: NCATE File (Nation Council for Accreditation on Teacher Education)	CUTOFF:
DESCRIPTION: NCATE File (Nation Council for Accreditation on Teacher Education)	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12777 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983
TITLE: Proposals (Curriculum)	CUTOFF:
DESCRIPTION: Proposals (Curriculum)	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12770 SERIES STATUS: Approved	APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

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

Section: Division of Education and Psychology
Sub-Section: Department of Education

TITLE: Publications (Department Monthly Newsletter -Chalk Talk, Thoughts)	CUTOFF:
DESCRIPTION: Publications (Department Monthly Newsletter -Chalk Talk, Thoughts)	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12765	SERIES STATUS: Approved
	APPROVAL DATE: 05/18/1983
TITLE: Reference Materials (Calendars, Handbooks)	CUTOFF:
DESCRIPTION: Reference Materials (Calendars, Handbooks)	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12772	SERIES STATUS: Approved
	APPROVAL DATE: 05/18/1983
TITLE: State Certification Requirements	CUTOFF:
DESCRIPTION: State Certification Requirements	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 12779	SERIES STATUS: Approved
	APPROVAL DATE: 05/18/1983
TITLE: Student Files (Degree Seeking, Special Students, Graduates)	CUTOFF: EOSFY
DESCRIPTION: Student Files (Degree Seeking, Special Students, Graduates)	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 12771	SERIES STATUS: Approved
	APPROVAL DATE: 05/18/1983



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Division of Education and Psychology

Division: Missouri Western State University

Sub-Section: Department of Education

TITLE: Workstudy Time Sheets

CUTOFF:

DESCRIPTION: Workstudy Time Sheets

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12768

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983
