



### Agency Records Disposition Schedule

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

Section: Hearnes Learning Resources Center  
Sub-Section:

<b>TITLE:</b> Annual Reports	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Annual Reports	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12837	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Bank Account Records	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Bank Account Records	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12841	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Circulation Receipt Books	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Circulation Receipt Books	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12846	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Circulation Records	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Circulation Records	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12845	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983



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Department: Department of Higher Education

Section: Hearnest Learning Resources Center

Division: Missouri Western State University

Sub-Section:

<b>TITLE:</b> Donation Acknowledgement Records	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Donation Acknowledgement Records	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 12838	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983
<b>TITLE:</b> Faculty Library Committee Information	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Faculty Library Committee Information	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 12844	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983
<b>TITLE:</b> Govt. grant notification reports	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Govt. grant notification reports	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 12839	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983
<b>TITLE:</b> Library Budget Reports	<b>CUTOFF:</b>		
<b>DESCRIPTION:</b> Library Budget Reports	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0		
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy		
<b>SERIES #:</b> 12840	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	05/18/1983



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Section: Hearnes Learning Resources Center  
Sub-Section:

<b>TITLE:</b> Library Policies	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Library Policies	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12842	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Reference Statistics/Records	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Reference Statistics/Records	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12847	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Staff meeting minutes	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Staff meeting minutes	<b>RETENTION:</b> Years: 2 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12843	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Technical Services Statistics/Records	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Technical Services Statistics/Records	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 12848	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983