



### Agency Records Disposition Schedule

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

Section: Business Manager  
Sub-Section:

<b>TITLE:</b> Abstracts, Titles and Deeds	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Abstracts, Titles and Deeds	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11383 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Accounts Payable Transaction File	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Accounts Payable Transaction File	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11394 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Allotment Requests	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Allotment Requests	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11391 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Applications for Federal Grants	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Applications for Federal Grants	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11389 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Manager

Division: Northwest Missouri State University

Sub-Section:

<b>TITLE:</b> Budget, Executive	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Budget, Executive	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11386	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Budget, Internal Operating	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Budget, Internal Operating	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11385	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Budget, legislative Requests	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Budget, legislative Requests	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11384	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Check Registers	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Check Registers	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11395	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983



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

**Agency Records Disposition Schedule**

Section: Business Manager  
 Sub-Section:

<b>TITLE:</b> Construction Project Files	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Construction Project Files	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11388 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Contracts, Legal Documents Relating to Construction projects	<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Relating to Construction projects	<b>RETENTION:</b> Years: Months: Days:
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent
<b>SERIES #:</b> 11380 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Contracts, Legal Documents Relating to vending and food operations, rental properties leases	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Relating to vending and food operations, rental properties leases	<b>RETENTION:</b> Years: 5 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11381 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Departmental Purchase Requisitions, Purchase Orders, Direct Payment Vouchers, Travel Expense Vouchers	<b>CUTOFF:</b>
<b>DESCRIPTION:</b> Departmental Purchase Requisitions, Purchase Orders, Direct Payment Vouchers, Travel Expense Vouchers	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 11398 <b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Manager

Division: Northwest Missouri State University

Sub-Section:

<b>TITLE:</b> Directories - List of Faculty and Staff Members with campus office location, office and home phone numbers	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Directories - List of Faculty and Staff Members with campus office location, office and home phone numbers	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11399	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Encumbrance Listings	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Encumbrance Listings	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11396	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Financial Reports - Education and General Housing System, Grants and Loans	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Financial Reports - Education and General Housing System, Grants and Loans	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11387	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Institutional Reports	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Institutional Reports	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11390	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Manager

Division: Northwest Missouri State University

Sub-Section:

<b>TITLE:</b> Insurance Policies	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Insurance Policies	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11382	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Legislative Fiscal Office Grant Files - concerns Legislative Fiscal Affairs Committee	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Legislative Fiscal Office Grant Files - concerns Legislative Fiscal Affairs Committee	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11378	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Securities Files	<b>CUTOFF:</b> EOSFY	
<b>DESCRIPTION:</b> Securities Files	<b>RETENTION:</b> Years: Months: Days:	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Permanent	
<b>SERIES #:</b> 11393	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983
<b>TITLE:</b> Securities Receipts	<b>CUTOFF:</b>	
<b>DESCRIPTION:</b> Securities Receipts	<b>RETENTION:</b> Years: 3 Months: 0 Days: 0	
<b>NOTES:</b>	<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES #:</b> 11392	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 05/18/1983



### Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Manager

Division: Northwest Missouri State University

Sub-Section:

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**TITLE:** State Accounting Department Ledger Sheets (copy) Original in Comptroller's Office

**CUTOFF:**

**DESCRIPTION:** State Accounting Department Ledger Sheets (copy) Original in Comptroller's Office

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES #:** 11397

**SERIES STATUS:** Approved

**APPROVAL DATE:**

05/18/1983

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