



Agency Records Disposition Schedule

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

Section: Placement Service
Sub-Section:

TITLE: Annual Report of Placement Service	CUTOFF: EOSFY
DESCRIPTION: Annual Report of Placement Service	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13238 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Employer Index - Card file	CUTOFF:
DESCRIPTION: Employer Index - Card file	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13237 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Index of Placement Service	CUTOFF: EOSFY
DESCRIPTION: Index of Placement Service	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13236 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Purchase Requests - Original in Business Office	CUTOFF:
DESCRIPTION: Purchase Requests - Original in Business Office	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13230 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975



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Section: Placement Service
Sub-Section:

TITLE: Registration Cards for Placement - In card file for current year, then files in Student Placement Papers	CUTOFF:	
DESCRIPTION: Registration Cards for Placement - In card file for current year, then files in Student Placement Papers	RETENTION: Years: 1 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13232	SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Student Placement Papers - Also contains recommendations for students and registration cards for placement	CUTOFF:	
DESCRIPTION: Student Placement Papers - Also contains recommendations for students and registration cards for placement	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 13231	SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Vacancy Calls from Schools and Business Employers	CUTOFF:	
DESCRIPTION: Vacancy Calls from Schools and Business Employers	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13233	SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Vacancy Print-Outs Received Weekly from Computer	CUTOFF:	
DESCRIPTION: Vacancy Print-Outs Received Weekly from Computer	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 13235	SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Placement Service

Division: Southeast Missouri State University

Sub-Section:

TITLE: Vacancy Referral Reports - Reports to employers on candidates available for positions

CUTOFF:

DESCRIPTION: Vacancy Referral Reports - Reports to employers on candidates available for positions

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 13234

SERIES STATUS: Approved

APPROVAL DATE:

02/04/1975
