



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Registrar's Office

Division: Southeast Missouri State University

Sub-Section:

TITLE: Credit Audit Folders - An evaluation of grades and credits for graduation	CUTOFF:
DESCRIPTION: Credit Audit Folders - An evaluation of grades and credits for graduation	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 13101 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Grade Sheets (Bound Volumes) - Teachers lists of grades of Students	CUTOFF: EOSFY
DESCRIPTION: Grade Sheets (Bound Volumes) - Teachers lists of grades of Students	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13103 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Graduation Lists (Bound Books)	CUTOFF: EOSFY
DESCRIPTION: Graduation Lists (Bound Books)	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13104 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975
TITLE: Incoming Transcripts (High School and College)	CUTOFF:
DESCRIPTION: Incoming Transcripts (High School and College)	RETENTION: Years: Months: Days:
NOTES:	DISPOSITION ACTION: Permanent
SERIES #: 13102 SERIES STATUS: Approved	APPROVAL DATE: 02/04/1975



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Registrar's Office

Division: Southeast Missouri State University

Sub-Section:

TITLE: Permanent Records of Students (Academic Records)

CUTOFF: EOSFY

DESCRIPTION: Permanent Records of Students (Academic Records)

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13100 **SERIES STATUS:** Approved

APPROVAL DATE: 02/04/1975

TITLE: Student Semester Schedules

CUTOFF:

DESCRIPTION: Student Semester Schedules

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 13105 **SERIES STATUS:** Approved

APPROVAL DATE: 02/04/1975
