



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Truman State University

Sub-Section:

TITLE: Accounts Payable Trial Check Register by Fund/Subfund - Shows all payable transactions in fund/subfund order. Check number and check date are recorded beside each vendor as well as any corrections

CUTOFF:

DESCRIPTION: Accounts Payable Trial Check Register by Fund/Subfund - Shows all payable transactions in fund/subfund order. Check number and check date are recorded beside each vendor as well as any corrections that need to be made to the computer file.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11683 **SERIES STATUS:** Approved

APPROVAL DATE: 03/13/1989

TITLE: Accounts Receivable Ledger - Record showing changes to, payments by, and balance due from student. 5 yr. Min.

CUTOFF:

DESCRIPTION: Accounts Receivable Ledger - Record showing changes to, payments by, and balance due from student. 5 yr. Min.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11698 **SERIES STATUS:** Approved

APPROVAL DATE: 03/13/1989

TITLE: Annual Audit Reports

CUTOFF: EOSFY

DESCRIPTION: Annual Audit Reports

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 11706 **SERIES STATUS:** Approved

APPROVAL DATE: 03/13/1989

TITLE: Batch Cover Sheets - Cover sheet for daily financial transactions. Totals are compared against computer listing (Transaction File Build) and discrepancies are checked.

CUTOFF:

DESCRIPTION: Batch Cover Sheets - Cover sheet for daily financial transactions. Totals are compared against computer listing (Transaction File Build) and discrepancies are checked.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11673 **SERIES STATUS:** Approved

APPROVAL DATE: 03/13/1989



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Truman State University

Section: Business Office
Sub-Section:

TITLE: Budget Account Analysis - Year-to-date total sheets of each subfund according to function and object codes	CUTOFF:	
DESCRIPTION: Budget Account Analysis - Year-to-date total sheets of each subfund according to function and object codes	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11685	SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989

TITLE: Budget Account Status Report - Year-to-date summary of all budget accounts according to adjustments, encumbrances, and expenditures.	CUTOFF:	
DESCRIPTION: Budget Account Status Report - Year-to-date summary of all budget accounts according to adjustments, encumbrances, and expenditures.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11684	SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989

TITLE: Budget Add/Change/Delete/Purge Forms - Source document used for keypunching to make changes to the budget file.	CUTOFF:	
DESCRIPTION: Budget Add/Change/Delete/Purge Forms - Source document used for keypunching to make changes to the budget file.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11674	SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989

TITLE: Case-in-Bank Account Status Report and Revenue Account Status Report - Listings which show year-to date total for revenue and cash accounts in all subfunds.	CUTOFF:	
DESCRIPTION: Case-in-Bank Account Status Report and Revenue Account Status Report - Listings which show year-to date total for revenue and cash accounts in all subfunds.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 11686	SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Truman State University

Section: Business Office
Sub-Section:

TITLE: Cash Disbursement Ledgers - Listing of checks written.	CUTOFF:
DESCRIPTION: Cash Disbursement Ledgers - Listing of checks written.	RETENTION: Years: 6 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11693	SERIES STATUS: Approved
	APPROVAL DATE: 03/13/1989
TITLE: Cash Receipts Journal - Summary of day's receipts by income code and fund	CUTOFF:
DESCRIPTION: Cash Receipts Journal - Summary of day's receipts by income code and fund	RETENTION: Years: 6 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11697	SERIES STATUS: Approved
	APPROVAL DATE: 03/13/1989
TITLE: Check Stubs	CUTOFF:
DESCRIPTION: Check Stubs	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11694	SERIES STATUS: Approved
	APPROVAL DATE: 03/13/1989
TITLE: Daily Cash Receipts - Original copy of receipts for money received throughout the day	CUTOFF:
DESCRIPTION: Daily Cash Receipts - Original copy of receipts for money received throughout the day	RETENTION: Years: 6 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11696	SERIES STATUS: Approved
	APPROVAL DATE: 03/13/1989



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Truman State University

Sub-Section:

TITLE: Data Processing Source File - Contains a copy of each department requisition and financial transaction form prepared for each order and payment. These forms are used as the source document for keypunching.	CUTOFF:		
DESCRIPTION: Data Processing Source File - Contains a copy of each department requisition and financial transaction form prepared for each order and payment. These forms are used as the source document for keypunching.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11668	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989

TITLE: Employee Earnings Record - Yearly record showing name of employee, social security number, gross wages, deductions, and net pay.	CUTOFF:		
DESCRIPTION: Employee Earnings Record - Yearly record showing name of employee, social security number, gross wages, deductions, and net pay.	RETENTION: Years: 75 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11700	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989

TITLE: General Ledger-Accounting ledger	CUTOFF:		
DESCRIPTION: General Ledger-Accounting ledger	RETENTION: Years: 6 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11705	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989

TITLE: Grants Issued-Federal, state, private grants awarded to the college including applications, agreements, correspondence and reports. (Subject to Federal Audit).	CUTOFF:		
DESCRIPTION: Grants Issued-Federal, state, private grants awarded to the college including applications, agreements, correspondence and reports. (Subject to Federal Audit).	RETENTION: Years: 5 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11702	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Truman State University

Sub-Section:

TITLE: Insurance policies-Vehicles, building and contents	CUTOFF:
DESCRIPTION: Insurance policies-Vehicles, building and contents	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11704	SERIES STATUS: Approved
	APPROVAL DATE: 03/13/1989
TITLE: Merge Current and Master File Lis - Printout showing all current transactions as they are posted to the master file. Transaction file errors are shown. Corrections are made from printout.	CUTOFF:
DESCRIPTION: Merge Current and Master File Lis - Printout showing all current transactions as they are posted to the master file. Transaction file errors are shown. Corrections are made from printout.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11680	SERIES STATUS: Approved
	APPROVAL DATE: 03/13/1989
TITLE: Monthly Adjustments and Transfers - Listing of all budget adjustments or internal transfers made during the current month.	CUTOFF:
DESCRIPTION: Monthly Adjustments and Transfers - Listing of all budget adjustments or internal transfers made during the current month.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11690	SERIES STATUS: Approved
	APPROVAL DATE: 03/13/1989
TITLE: Monthly Expenditure Listing - Printout showing all transactions which would have appeared on an Account Payable listing or Prepaid Transaction listing during the month	CUTOFF:
DESCRIPTION: Monthly Expenditure Listing - Printout showing all transactions which would have appeared on an Account Payable listing or Prepaid Transaction listing during the month	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11691	SERIES STATUS: Approved
	APPROVAL DATE: 03/13/1989



Agency Records Disposition Schedule

Department: Department of Higher Education
Division: Truman State University

Section: Business Office
Sub-Section:

TITLE: Monthly Financial Reports	CUTOFF:		
DESCRIPTION: Monthly Financial Reports	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11707	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
TITLE: Monthly Transaction Listing - Printout showing all encumbrances and expenditures processed during the month	CUTOFF:		
DESCRIPTION: Monthly Transaction Listing - Printout showing all encumbrances and expenditures processed during the month	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11692	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
TITLE: Monthly Vendor Activity by Fund/Subfund - Listing of month's transactions in vendor number/subfund sequence.	CUTOFF:		
DESCRIPTION: Monthly Vendor Activity by Fund/Subfund - Listing of month's transactions in vendor number/subfund sequence.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11689	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
TITLE: National Science Foundation Notebooks - Contains NSF award letters and budgets, quarterly reports, request for cash and receipts, and correspondence. (Subject to Federal Audit).	CUTOFF: EOFFY		
DESCRIPTION: National Science Foundation Notebooks - Contains NSF award letters and budgets, quarterly reports, request for cash and receipts, and correspondence. (Subject to Federal Audit).	RETENTION: Years: Months: Days:		
NOTES:	DISPOSITION ACTION: Permanent		
SERIES #: 11695	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989



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Division: Truman State University

Sub-Section:

TITLE: Paid Voucher File - Consists of invoice(s), departmental requisition, purchase order, receiving report, and financial transaction form. May also have travel advance request, request to be absent from campus,	CUTOFF:
DESCRIPTION: Paid Voucher File - Consists of invoice(s), departmental requisition, purchase order, receiving report, and financial transaction form. May also have travel advance request, request to be absent from campus, monthly expense account form, notice of cancellation, and noncompliance report attached.	RETENTION: Years: 6 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy

SERIES #: 11667	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
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TITLE: Payroll Journal - Record of each payroll check issued showing hours, grow pay, deductions, and check amount.	CUTOFF:
DESCRIPTION: Payroll Journal - Record of each payroll check issued showing hours, grow pay, deductions, and check amount.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy

SERIES #: 11699	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
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TITLE: Rejected applications for grants	CUTOFF:
DESCRIPTION: Rejected applications for grants	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy

SERIES #: 11703	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
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TITLE: State Payment Requisition - Source document recording vendor, purchase order number, encumbrance amount to be liquidated, payment made, check number, check date, and vendor number.	CUTOFF:
DESCRIPTION: State Payment Requisition - Source document recording vendor, purchase order number, encumbrance amount to be liquidated, payment made, check number, check date, and vendor number.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy

SERIES #: 11669	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
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Agency Records Disposition Schedule

Department: Department of Higher Education

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Division: Truman State University

Sub-Section:

TITLE: Student Loan Record - Promissory note, repayment schedule, teacher cancellations, and correspondence.	CUTOFF:
DESCRIPTION: Student Loan Record - Promissory note, repayment schedule, teacher cancellations, and correspondence.	RETENTION: Years: 5 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11701 SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989

TITLE: Student's Housing File-Application and Contracts financial records.	CUTOFF:
DESCRIPTION: Student's Housing File-Application and Contracts financial records.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11708 SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989

TITLE: Transaction File Build - Listing in batch sequence of all requisitions processed during the current weekly cycle. All errors in ptransaction format are shown.	CUTOFF:
DESCRIPTION: Transaction File Build - Listing in batch sequence of all requisitions processed during the current weekly cycle. All errors in ptransaction format are shown.	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11678 SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989

TITLE: Transaction Listing by Requisition Number - Year-to-date listing of transactions in requisition number sequence	CUTOFF:
DESCRIPTION: Transaction Listing by Requisition Number - Year-to-date listing of transactions in requisition number sequence	RETENTION: Years: 3 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 11687 SERIES STATUS: Approved	APPROVAL DATE: 03/13/1989



Agency Records Disposition Schedule

Department: Department of Higher Education

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Sub-Section:

TITLE: Transactions Posted Ledger - Shows all transactions posted to the master file in budget account order.	CUTOFF:		
DESCRIPTION: Transactions Posted Ledger - Shows all transactions posted to the master file in budget account order.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11681	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
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TITLE: Vendor Add/Change/Delete/Purge Forms - Source document for key-punching to make changes to the vendor file.	CUTOFF:		
DESCRIPTION: Vendor Add/Change/Delete/Purge Forms - Source document for key-punching to make changes to the vendor file.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11672	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
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TITLE: Vendor Alpha Listing - Printout containing the names and numbers of all vendors in alphabetic order.	CUTOFF:		
DESCRIPTION: Vendor Alpha Listing - Printout containing the names and numbers of all vendors in alphabetic order.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11671	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989
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TITLE: Vendor File and Posting Ledger - Shows current transaction as they are posted to the master file in vendor number sequence	CUTOFF:		
DESCRIPTION: Vendor File and Posting Ledger - Shows current transaction as they are posted to the master file in vendor number sequence	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11682	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Truman State University

Sub-Section:

TITLE: Vendor File Build/Add List - Printout showing all changes to the Master vendor file. List is checked against source documents; necessary corrections are made.	CUTOFF:		
DESCRIPTION: Vendor File Build/Add List - Printout showing all changes to the Master vendor file. List is checked against source documents; necessary corrections are made.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11675	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989

TITLE: Vendor Numeric Listing - Lists all vendors in numeric order along with address, date of last transaction, total transactions, and year-to-date amount paid.	CUTOFF:		
DESCRIPTION: Vendor Numeric Listing - Lists all vendors in numeric order along with address, date of last transaction, total transactions, and year-to-date amount paid.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11670	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989

TITLE: Verift Vendor and Account Numbers - Listing showing transactions which have an erroneous vendor or budget account number. Corrections are made to transactions and listing is filed.	CUTOFF:		
DESCRIPTION: Verift Vendor and Account Numbers - Listing showing transactions which have an erroneous vendor or budget account number. Corrections are made to transactions and listing is filed.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11679	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989

TITLE: Weekly Prepaid Transportations List - Listing showing all prepared transactions. Includes check number and check date in addition to complete transaction description	CUTOFF:		
DESCRIPTION: Weekly Prepaid Transportations List - Listing showing all prepared transactions. Includes check number and check date in addition to complete transaction description	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 11676	SERIES STATUS: Approved	APPROVAL DATE:	03/13/1989



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Business Office

Division: Truman State University

Sub-Section:

TITLE: Weekly Replaced Transaction List - Shows all transactions which have been corrected due to an error in vendor number, amount, description, or payment code. **CUTOFF:**

DESCRIPTION: Weekly Replaced Transaction List - Shows all transactions which have been corrected due to an error in vendor number, amount, description, or payment code. **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 11677 **SERIES STATUS:** Approved **APPROVAL DATE:** 03/13/1989

TITLE: Year-to-Date Vendor Activity by Vendor - Year-to-date listing of all transactions in vendor number sequence **CUTOFF:**

DESCRIPTION: Year-to-Date Vendor Activity by Vendor - Year-to-date listing of all transactions in vendor number sequence **RETENTION:** Years: 3 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 11688 **SERIES STATUS:** Approved **APPROVAL DATE:** 03/13/1989
