Agency Records Disposition Schedule

Department: Department of Higher Education

Division: Truman Sate University

Section: Freshman Counseling

Sub-Section:

TITLE: Student Counseling Records - Contains general correspondence, test scores, academic transcripts and admission application for students enrolled. The file is sent to Counseling and Testing Services.

CUTOFF:

DESCRIPTION: Student Counseling Records - Contains general correspondence, test scores, academic transcripts and admission application for students enrolled. The file is sent to Counseling and Testing Services.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 11721 **SERIES STATUS**: Approved

APPROVAL DATE: 03/13/1989