

**Midwestern State University  
Records Retention Schedule  
Table of Contents**

**Records Series Item No. 1.0.000 Administrative Records**

1.1.000	General Administrative	Page 1
1.2.000	Records Management	Page 13
1.3.000	State Publications	Page 16

**Records Series Item No. 2.0.000 Electronic Data Processing Records**

2.1.000	Automated Applications	Page 17
2.2.000	Computer Operations and Technical Report	Page 20

**Records Series Item No. 3.0.000 Personnel Records**

3.1.000	Employee	Page 22
3.2.000	Payroll	Page 29
3.3.000	Personnel Administration	Page 30
3.4.000	Time and Leave	Page 33

**Records Series Item No. 4.0.000 Fiscal Records**

4.1.000	Worksheets, Detail Information on Financial Event/Transaction	Page 34
4.2.000	Documents of Original Entry	Page 34
4.3.000	Journals or Registers	Page 35
4.4.000	Ledger	Page 35
4.5.000	Reports	Page 35
4.6.000	Documents Showing Compliance with System of Internal Control	Page 36
4.7.000	Other	Page 37

**Records Series Item No. 5.0.000 Support Services Records**

5.1.000	General	Page 38
5.2.000	Facility Management	Page 41
5.3.000	Purchasing	Page 43
5.4.000	Risk Management	Page 45
5.5.000	Telecommunications	Page 46
5.6.000	Vehicles	Page 47

Admission and Assessment	Agency Item No. 242-245	Page 48
Academic	Agency Item No. 247-250	Page 49
Grade and Course Credit	Agency Item No. 251-260	Page 50
Financial Aid Application and Awards	Agency Item No. 261-269	Page 52
Financial Aid Disbursement and Repayment	Agency Item No. 270-281	Page 60
Family Educational Rights and Privacy Act	Agency Item No. 282-290	Page 70
Accreditation	Agency Item No. 291-292	Page 72
Financial	Agency Item No. 293	Page 74
Financial Aid Fund Accounting	Agency Item No. 294-298	Page 75
Personnel	Agency Item No. 299-303	Page 79
General Education Development Testing	Agency Item No. 304-307	Page 81
Curriculum Development	Agency Item No. 308	Page 82
Student Disciplinary Records	Agency Item No. 309-310	Page 82
Enrollment Census	Agency Item No. 311	Page 83
Parking Decal and Permit	Agency Item No. 312	Page 83
Student Recruitment	Agency Item No. 313	Page 83
Room Scheduling	Agency Item No. 314	Page 83
Statistical	Agency Item No. 315	Page 83
Athletics	Agency Item No. 316-318	Page 83
Calendars, Academic	Agency Item No. 319	Page 83

Career Management Center	Agency Item No. 321	Page 84
Counseling	Agency Item No. 322	Page 84
Copyright Information	Agency Item No. 323	Page 84
Course Equivalencies	Agency Item No. 324	Page 84
Endowment and Gift Income	Agency Item No. 325	Page 84
Graduate and Teaching Assistant Contracts	Agency Item No. 326	Page 84
Grants	Agency Item No. 327-328	Page 84
Housing	Agency Item No. 329-331	Page 84
ID Card Requests	Agency Item No. 332	Page 84
Library	Agency Item No. 333-337	Page 85
Pesticide Applications	Agency Item No. 338	Page 85
Police	Agency Item No. 339-365	Page 85
Residency Questionnaire/Students	Agency Item No. 366	Page 89
International Studies/Student Files	Agency Item No. 367	Page 89
Dental Hygiene Clinic Patient Medical Files	Agency Item No. 368	Page 89
Student Health Center Patient Medical Files	Agency Item No. 369	Page 90