



WASHINGTON STATE RECORDS COMMITTEE
RECORDS INVENTORY, DISPOSITION AUTHORIZATION & TRANSFER SCHEDULE
 REFERENCE: RCW 40.14

1. AGENCY TITLE THE EVERGREEN STATE COLLEGE	2. OFFICE OF RECORD ACADEMIC ACCOUNTS	3. RECORDS COORDINATOR OR CUSTODIAN (TYPED) DEE VAN BRUNT	SCAN PHONE NO. 866-6290	4. SIGNATURE <i>Dee Van Brunt</i>	5. DATE OF SUBMITTAL MO. DAY. YR. 1 7 80
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6. NO.	7. RECORD SERIES TITLE	8. FUNCTION/PURPOSE	9. OFR OR OFM	10. INCLUSIVE DATES		11. LOCATION OF OTHER COPIES	12. VOLUME OF RECORDS	13. CUT-OFF	14. RETENTION PERIODS			15. DISPOSITION AUTHORITY NUMBER	16. REMARKS
				FROM	TO				OFFICE	RECS. CTR.	TOTAL		
1.	Travel Expense Voucher A-20 copy 2	To itemize travel expenses to be paid (This supersedes Disposition Authority Number GS 7 by lowering the retention period from 5 years to 2 years)	OFM	1971	present	Vendor payments* Vendor	7 in.	FY	2 yrs.	-0-	2 yrs.	GS 7 Revision 1	
2.	Invoice Vouchers A-19 copy 3	To use as vouchers to pay vendors when no approved invoice can be furnished by vendor (This supersedes Disposition Authority Number GS 1 by lowering the retention period from 4 years to 2 years)	OFM	1970	present	Vendor payments* Vendor	8 in.	FY	2 yrs.	-0-	2 yrs.	GS 1 Revision 1	
3.	Voucher Distribution A19-2 copy 2	To use as vouchers to pay vendors (This supersedes Disposition Authority Number GS 1 by lowering the retention period from 4 years to 2 years)	OFM	1971	present	Vendor payments*	8 in.	FY	2 yrs.	-0-	2 yrs.	GS 1 Revision 1	
4.	The Evergreen State College Purchase Requisition copy 2 ESCO1-008 R1	Record of materials requested (This supersedes Disposition Authority Number 75-7-12451 by lowering the retention period from 4 years to 1 year)	OFM	1971	present	Purchasing*	1 cu. ft.	FY	1 yr.	-0-	1 yrs.	75-7-12451 Revision 1	

17. AGENCY RECORDS OFFICER (TYPED) JIM DUNCAN	18. SIGNATURE <i>J. Duncan</i>	ACTION BY THE STATE RECORDS COMMITTEE <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS AMENDED <input type="checkbox"/> DISAPPROVED			
RECORD GROUP NUMBER	FOR THE ATTORNEY GENERAL	FOR THE STATE AUDITOR <i>John Jacobson</i>	FOR THE STATE ARCHIVIST <i>Barney McMillan</i>		



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1. AGENCY TITLE THE EVERGREEN STATE COLLEGE	2. OFFICE OF RECORD ACADEMIC ACCOUNTS	3. RECORDS COORDINATOR OR CUSTODIAN (TYPED) DEE VAN BRUNT	SCAN PHONE NO. 866-6290	4. SIGNATURE <i>Dee Van Brunt</i>	5. DATE OF SUBMITTAL MO. DAY YR. 1 7 80
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				FROM	TO				OFFICE	RCDS. CTR.	TOTAL		
5.	The Evergreen State College Budget Adjustment form copy 3 ESC01-014 RO	To transfer funds between budgets (This supersedes Disposition Authority Number 75-7-12452 by lowering the retention period from 4 years to 2 years)	OFM	1971	present	General accounting* Budget office	8 in.	FY	2 yrs.	-0-	2 yrs.	75-7-12452 Revision 1	
6.	The Evergreen State College plant operations estimate and job order request copy 3 ESC04-002 RO	Request for plant operation work and itemization of charges (This supersedes Disposition Authority Number 75-7-12453 by lowering the retention period from 4 years to 2 years)	OFM	1971	present	Plant operations* Vendor payments	1 cu. ft.	FY	2 yrs.	-0-	2 yrs.	75-7-12453 Revision 1	
7.	Personal Services Contract copy 3	Agreement between college and consultant (Attached to voucher distribution A-19-2) (This supersedes Disposition Authority Number 75-7-12454 by lowering the retention period from 4 years to 1 year)	OFM	1971	present	Vendor payments* Contract accountant Consultant	1 cu. ft.	TOC	1 yr.	-0-	1 yr.	75-7-12454 Revision 1	
8.	Personal Services Contract copy 5	Suspense copy of agreement between college and consultant	OFM	----	present	Vendor payments* Contract accountant Consultant	3 in.	TOC	Until Approp. copy received	-0-	Until Approp. copy received	75-7-12455	

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RECORD GROUP NUMBER		FOR THE ATTORNEY GENERAL		FOR THE STATE AUDITOR <i>Dee Van Brunt</i>		FOR THE STATE ARCHIVIST <i>Richard M. McAllister</i>	

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1. AGENCY TITLE		2. OFFICE OF RECORD		3. RECORDS COORDINATOR OR CUSTODIAN (TYPED)		SCAN PHONE NO.		4. SIGNATURE		5. DATE OF SUBMITTAL			
THE EVERGREEN STATE COLLEGE		ACADEMIC ACCOUNTS		DEE VAN BRUNT		866-6290		<i>Dee Van Brunt</i>		1/7/80			
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				FROM	TO				OFFICE	RCDS. CTR.	TOTAL		
9.	The Evergreen State College Field Order copy 3 ESC01-112 RO	To record payments, and to encumber amounts to be paid (This supersedes Disposition Authority Number 75-7-12456 by lowering the retention period from 4 years to 2 years)	OFM	1971	present	Vendor payments* Purchasing Vendor	1 cu. ft.	FY	2 yrs.	-0-	2 yrs.	75-7-12456 Revision 1	
10.	The Evergreen State College Inter-Budgetary Transfer Voucher copy 2 ESC01-013 RO	To transfer funds from one budget into another (This Supersedes Disposition Authority Number 75-7-12457 by lowering the retention period from 4 years to 2 years)	OFM	1972	present	Vendor payments*	1 cu. ft.	FY	2 yrs.	-0-	2 yrs.	75-7-12457 Revision 1	
11.	The Evergreen State College Travel Authority copy 2 ESC01-010 RI	To authorize travel giving necessary information (This supersedes Disposition Authority Number 75-7-12458 by lowering the retention period from 4 years to 1 year)	OFM	1970	present	Vendor payments* Vendor	4 in.	FY	1 yr.	-0-	1 yr.	75-7-12458 Revision 1	
12.	The Evergreen State College Pool Car Trip Ticket copy 2 ESC04-004 RO	Used to assign vehicles (This supersedes Disposition Authority Number 75-7-12459 by lowering the retention period from 4 years to 1 year)	OFM	1971	present	Vendor payments* Motor Pool	5 in.	FY	1 yr.	-0-	1 yr.	75-7-12459 Revision 1	

17. AGENCY RECORDS OFFICER (TYPED)

JIM DUNCAN

18. SIGNATURE

J A Duncan

ACTION BY THE STATE RECORDS COMMITTEE

APPROVED

APPROVED AS AMENDED

DISAPPROVED

RECORD GROUP NUMBER

FOR THE ATTORNEY GENERAL

FOR THE STATE AUDITOR

FOR THE STATE ARCHIVIST

Edw. Jacobson

John P. Mack



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The Evergreen State College		Academic Accounts		Delia V. Van Brunt		<i>Delia Van Brunt</i>		1/7/80					
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13.	Printing Requisition* ESC01-113 RO Copy 1	Request for Printing	OFM	1972	present	Vendor Printing Services	6 in.	US	Until order rec'd. or cancl'd.	0 yrs.	Until order rec'd. or cancl'd.	75-7-12460	
14.	Voided Numerical Forms File	Copies of all numerical forms which have been voided due to error	OFM	1972	present	-----	2 in.	FY	2 yrs. after audit	0 yrs.	2 yrs. after audit	75-7-12461	
15.	General Correspondence File	Memos from various departments of The Evergreen State College	OFM	1971	present		2 cu.ft.	FY	2 yrs.	0 yrs.	2 yrs.	GS 9	
16.	Ledger Books* Copy 1	Itemized expenditures of each academic budget	OFM	1971	present	-----	2 cu.ft.	FY	2 yrs.	0 yrs.	2 yrs.	75-7-12462	
17.	Budget Statement Copy 4	Computerized budget summary for each account	OFM	1970	present	General Accounting* Grants & Contracts Business Enterprises Accounting	3 cu.ft.	FY	2 yrs.	0 yrs.	2 yrs.	75-7-12463	
18.	Requisition Book* Copy 1 ESC01-008 R1	Request for purchase order	OFM	1970	present	-----	1 cu.ft.	FY	2 yrs.	0 yrs.	2 yrs.	75-7-12464	
19.	TESC Position Action Form* Copy 1 ESC01-003 RO	To create or change status of an employment position	OFM	1972	present	Budget Office	1 in.	FY	1 yrs.	0 yrs.	1 yrs.	75-7-12465	
20.	TESC Personnel Action Form Copy 2 ESC01-208 R1	Used in position control for termination, promotion	OFM	1972	present	Payroll* Personnel Budget Office	4 in.	TOE	1 yr.	0 yrs.	1 yr.	75-7-12466	

17. AGENCY RECORDS OFFICER (TYPED) **Jim Duncan** 18. SIGNATURE *Jim Duncan*

ACTION BY THE STATE RECORDS COMMITTEE APPROVED APPROVED AS AMENDED DISAPPROVED

RECORD GROUP NUMBER FOR THE ATTORNEY GENERAL FOR THE STATE AUDITOR *Galvin Jacobson* FOR THE STATE ARCHIVIST *Delia Van Brunt*



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				FROM	TO				OFFICE	BCDS CTR	TOTAL						
21	Records Inventory, Disposition Authorization & Transfer Schedule, GAA-53 Copy 2	Provides identification and disposition of all records found in the office	OFM	1975	present	Archives*	1 in.	LRDO	1 yr.	0 yrs.	1 yr.	GS 11					
17. AGENCY RECORDS OFFICER (TYPED) Jim Duncan		18. SIGNATURE <i>Jim Duncan</i>		ACTION BY THE STATE RECORDS COMMITTEE				<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS AMENDED <input type="checkbox"/> DISAPPROVED		RECORD GROUP NUMBER		FOR THE ATTORNEY GENERAL		FOR THE STATE AUDITOR <i>Robert Jacobson</i>		FOR THE STATE ARCHIVIST <i>Richard Williams</i>	