



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

Page 1 of 1 pages

1. AGENCY TITLE The Evergreen State College		2. OFFICE OF RECORD Deans Secretary/L2213			3. RECORDS COORDINATOR OR CUSTODIAN (TYPED) Joanne Jirovec		SCAN PHONE NO. 727-6310		4. SIGNATURE <i>Joanne Jirovec</i>			5. DATE OF SUBMITTAL 1   7   80	
3. NO.	7. RECORDS SERIES TITLE	8. FUNCTION/PURPOSE	9. DPR 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	RCDS. CTR.	TOTAL		
1.	Deans reference	Provide information for current work.	OFM	1975	present	various off.	5cu.ft.	FY	2 yr.	5 yrs.	7 yrs.	77-2-18273	Selected files potentially archival
2.	Budget Requests & Allocations	Maintain record of requests and allocations. Used to manage current budgets and plan future programs.	OFM	1975	present	various off.	6 in.	FY	4 yrs.	0 yrs.	4 yrs.	77-2-18274	
3.	Individual Student Contract Evaluation, copy 4	Contains program list, learning contract, student and faculty evaluation. Used to evaluate student progress.	OFM	1974	present	Registrar*	6 in.	FY	2 yrs.	0 yrs.	2 yrs.	77-2-18275	
4.	Personnel Files	To record and maintain personnel information for employees.	OFM	1978	present	Personnel*	1 cu.ft.	TOE	1 yr.	0 yrs.	1 yr.	80-1-24238	
5.	Grant Information	To provide current grant information.	OFM	1978	present	Business Office*	1 cu.ft.	FY	1 yr.	0 yrs.	1 yr.	80-1-24239	
6.	Records Inventory, Disposition Authorization & Transfer Schedule GAA-53 copy 2	Inventory of office records and retention schedule. Disposition authority for all record series.	OFM	1976	present	Archives*	8 in.	LRDO	1 yr.	0 yrs.	1 yr.	GS 11	
17. AGENCY RECORDS OFFICER (TYPED) Jim Duncan		18. SIGNATURE <i>J. Duncan</i>		ACTION BY THE STATE RECORDS COMMITTEE				<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS AMENDED <input type="checkbox"/> DISAPPROVED		RECORD GROUP NUMBER FOR THE ATTORNEY GENERAL: <i>JR Tuttle</i> FOR THE STATE AUDITOR: <i>Allen Jacobson</i> FOR THE STATE ARCHIVIST: <i>Richard J. Miller</i>			



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1. AGENCY TITLE <b>The Evergreen State College</b>	2. OFFICE OF RECORD <b>Deans Secretary / L2213</b>	3. RECORDS COORDINATOR OR CUSTODIAN (TYPED) <b>Joanne Jirovec</b>	SCAN PHONE NO. <b>727-6870</b>	4. SIGNATURE <i>Joanne Jirovec</i>	5. DATE OF SUBMITTAL MO: <b>4</b> DAY: <b>27</b> YEAR: <b>84</b>
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				FROM	TO				OFFICE	RCDS. CTR.	TOTAL		
7	Student Record of External Credit	Record of Application and Progress of Students processing for External Credit.	OFM	1982	Present		8 cu. ft.	FY	3 yrs.	7 yrs.	10 yrs.	84-7-34232	
8	Inter-Budgetary Transfer ESCO 1-13-RO Copy 1	Record of funds transferred between budgetary units for services rendered.	OFM	1982	Present	Gen.Acctg.*	1 in	FY	1 yr.	0	1 yr.	84-7-34233	
9	General Correspondence*	Provides documentation pertaining to the operation of the office.	OFM	1982	Present	Various Offices	2 in	FY	2 yrs.	0	2 yrs.	GS 9	<i>Selected Film Potentially Archived</i>
10	Budget file	Record of current fund allocations, expenditures, adjustments and fund balances. Includes budget statements.	OFM	1982	Present	Gen.Acctg.*	2 in.	FY	2 yrs.	0	2 yrs.	84-7-34234	
11	External Credit Reports	Record of quarterly and yearly reports of external credits generated by students. Includes EDP lists of students awarded external credits by quarter.	OFM	1982	Present		1 in	FY	3 yrs.	7 yrs.	10yrs.	84-7-34235	
12	Travel Expense Vouchers A20 Copy 2	Maintained to request reimbursement for travel	OFM	1982	Present	Gen.Acctg.*	1 in	FY	2 yrs.	0	2 yrs.	GS 7	

17. AGENCY RECORDS OFFICER (TYPED) <b>J. A. Duncan</b>	18. SIGNATURE <i>J. A. Duncan</i>	<b>ACTION BY THE STATE RECORDS COMMITTEE</b> <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS AMENDED <input type="checkbox"/> DISAPPROVED			
RECORD GROUP NUMBER		FOR THE ATTORNEY GENERAL <i>George A. Cookman</i>	FOR THE STATE AUDITOR <i>John K. ...</i>	FOR THE STATE ARCHIVIST <i>Li ...</i>	



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Page      of      pages

1. AGENCY TITLE <b>T.E.S.C.</b>		2. OFFICE OF RECORD <b>Deans Secretary / L 2213</b>			3. RECORDS COORDINATOR OR CUSTODIAN (TYPED) <b>Joanne Jirovec</b>		SCAN PHONE NO. <b>727-6870</b>		4. SIGNATURE <i>Joanne Jirovec</i>		5. DATE OF SUBMITTAL <b>4 27 84</b>			
6. NO.	7. RECORDS SERIES TITLE	8. FUNCTION/PURPOSE	9. DPR 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	RCDS. CTR.	TOTAL			
13	Travel Authority ESC01-010 R1	Maintained to verify authorization for travel and payment	OFM	1982	Present	Gen.Acctg.*	1 in	FY	2 yrs	0	2 yrs.	84-7-34236		
14	Printing and Word Processing job requests	Record of jobs submitted and completed. Maintained to record costs for printing and Word Processing jobs.	OFM	1982	Present	Word Proc. Printing*	1 in	FY	2 yrs	0	2 yrs.	84-7-34237		
15	Voucher and Receipt File	Record of funds received and disbursed. Includes application receipts for external credit, petty cash and membership vouchers.	OFM	1982	Present	Gen.Acctg.*	1 in	FY	2 yrs.	0	2 yrs.	84-7-34238		
16	Grant File	Record of grants requested and/or received. Maintained to verify grant wards and terms of grants.	OFM	1982	Present	Gen.Acctg.* Fed. Govt.	1 in	FY	2 yrs.	0	2 yrs.	84-7-34239		
17	Student Questionnaires*	Student responses to value of External Credit Program.	OFM	1982	Present		1 in	FY	3 yrs.	0	3 yrs.	84-7-34240		
18	Records Inventory, Disposition Authorization & Transfer Schedule, GAA-53 Copy 2	Provides identification and disposition of all records found in the office.	OFM	1982	Present	Archives*	1 in	LRDO	1 yr	0	1 yr	GS -11		
17. AGENCY RECORDS OFFICER (TYPED) <b>J. A. Duncan</b>			18. SIGNATURE <i>J. A. Duncan</i>			ACTION BY THE STATE RECORDS COMMITTEE			<input checked="" type="checkbox"/> APPROVED		<input type="checkbox"/> APPROVED AS AMENDED		<input type="checkbox"/> DISAPPROVED	
RECORD GROUP NUMBER			FOR THE ATTORNEY GENERAL <i>George A. Osterman</i>			FOR THE STATE AUDITOR <i>J. H. Henscher</i>			FOR THE STATE ARCHIVIST <i>J. Duncan</i>					