

WASHINGTON STATE RECORDS COMMITTEE  
**RECORDS RETENTION SCHEDULE**  
REFERENCE: RCW 40.14

1. AGENCY 3   7   6	2. OFFICE	3. IN-HOUSE ID (OPTIONAL)
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4. AGENCY TITLE THE EVERGREEN STATE COLLEGE	5. OFFICE OF RECORD Secretary 4, Lab II	6. RECORDS COORDINATOR (Typed) Audrey Streeter	7. SIGNATURE <i>A. Streeter</i>	8. SCAN PHONE NUMBER 866-6000 Ext 6319	9. DATE OF SUBMITTAL Mo. Day Year 12 28 88
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10. NO.	11. RECORDS SERIES TITLE & STATEMENT OF FUNCTION/PURPOSE	12. OPR OR OFM	13. LOCATION OF OTHER COPIES	14. CUT-OFF	15. RETENTION PERIODS			16. DISPOSITION AUTHORITY NO.	17. REMARKS
					OFFICE	RCDS CTR	TOTAL		
1.	INDIVIDUAL CONTRACT STUDENT EVALUATIONS. Maintained to describe student learning expectations and students evaluation of progress.	OFM	Registrar*	FY	2Yrs	0Yrs	2Yrs	77-1-17967	
2.	ACADEMIC PROGRAM STUDENT EVALUATIONS. Contains program list, learning contracts, student and faculty evaluations. Used to evaluate student progress.	OFM	Registrar*	FY	2Yrs	0Yrs	2Yrs	77-1-17968	
3.	PROGRAM DESCRIPTION AND MATERIAL. Maintained to explain academic course work and students assigned classroom work.	OFM	Faculty*	US	0Yrs	0Yrs	0Yrs	77-1-17969	
4.	GENERAL CORRESPONDENCE*. Provides general documentation pertaining to the operation of the office.	OFM	Varies	FY	2Yrs	0Yrs	2Yrs	GS-9	
5.	TRAVEL AUTHORITIES, ESC01-010, Copy 2. Maintained to document authorized travel for employees related to college business.	OFM	Controller*	FY	1Yr	0Yrs	1Yr	77-1-17970	
6.	TRAVEL EXPENSE VOUCHER, A-20, Copy 2. To claim reimbursement for travel expense.	OFM	Controller*	FY	1Yr	0Yrs	1Yr	GS 7	
7.	INTERBUDGETARY TRANSFER, EXC01-012, Copy 2. To record charges against services rendered.	OFM	Controller*	FY	2Yrs	0Yrs	2Yrs	77-1-17971	
8.	RECORDS RETENTION SCHEDULE, SSA-53B, Copy 2. Provides identification and disposition of all records found in the office.	OFM	Archives*	LRDO	1Yr	0Yrs	1Yr	GS-11	

18. AGENCY RECORDS OFFICER (Signature) <i>J. Deacon</i>	ACTION BY THE STATE RECORDS COMMITTEE				
	<input type="checkbox"/> Approved		<input type="checkbox"/> Approved as Amended		
FOR THE ATTORNEY GENERAL		FOR THE STATE AUDITOR		FOR THE STATE ARCHIVIST	
				FOR THE DIRECTOR OF OFM	