



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

1. AGENCY TITLE		2. OFFICE OF RECORD		3. RECORDS COORDINATOR OR CUSTODIAN (TYPED) & PHONE		4. SIGNATURE		5. DATE OF SUBMITTAL		PAGE 1 OF 1 PAGES																																																																									
6. NO.	7. RECORDS SERIES TITLE	8. FUNCTION/PURPOSE	9. OPR OR OFM	10. INCLUSIVE DATES		11. LOCATION OF OTHER COPIES	12. VOLUME OF RECORDS	13. RETENTION PERIODS			14. DISPOSITION AUTHORITY NUMBER	15. REMARKS																																																																							
				FROM	TO			OFFICE	RCDS CTR	TOTAL																																																																									
The Evergreen State College												General Services												Percy Berry 866-6540												<i>Percy Berry</i>												12-6-74												PAGE 1 OF 1 PAGES																							
Campus Stores																																																																																			
1.	Inter-Budgetary Transfer Copy 3	To transfer charges from one budget to another	OFM	1969	Present	Vendor Payments* Budgetary Unit Head	2384 cu. in.	2 yrs.	0 yrs.	2 yrs.	75-7-12245	FY																																																																							
2.	Stores Issue Sheet* Copy 1	Record of goods purchased from stores so appropriate budgets can be charged	OFM	1969	Present	Budgetary Unit Head	2384 cu. in.	2 yrs.	0 yrs.	2 yrs.	75-7-12246	FY																																																																							
3.	The Evergreen State College Purchase Requisition Copy 2	To request merchandise	OFM	1969	Present	Purchasing*	470 cu. in.	1/2 yrs.	0 yrs.	1/4 yrs.	75-7-12247	FY																																																																							
4.	Inventory Cards* Copy 1	Record of stock numbers, prices, date of order, date of delivery	OFM	1969	Present		1152 cu. in.	1 yr. After Stock Discontinued	0	1 yr. After Stock Discontinued	75-7-12248	US																																																																							
5.	Records Inventory, Disposition Authorization & Transfer Schedule, GAA-53, Copy 2	Provides disposition for all records found in the office	OFM	1975	Present	Archives*	1 inch	Until 1 year after last Records Series has been disposed of			GS 11																																																																								
16. AGENCY RECORDS OFFICER (TYPED)			17. SIGNATURE			ACTION BY THE STATE RECORDS COMMITTEE						APPROVED																																																																							
Dan Weiss			<i>Dan Weiss</i>			RECORD GROUP NUMBER		FOR THE ATTORNEY GENERAL		FOR THE STATE AUDITOR		FOR THE STATE ARCHIVIST		APPROVED AS AMENDED		UNAPPROVED																																																																			
						<i>Warkny Car...</i>		<i>Hal...</i>		<i>Jacobson</i>		<i>Sal...</i>																																																																							