



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

Page 1 of 1 pages

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		Conferences		Donnagene Ward		X 6192		<i>[Signature]</i>			M.O. DAY YR. 10 3 83		
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. CUT-OFF	14. RETENTION PERIODS			15. DISPOSITION AUTHORITY NUMBER	16. REMARKS
				FROM	TO				OFFICE	RCDS. CTR.	TOTAL		
1	Conference Activity Folder*	Maintained to verify costs and agreements with conference groups.	OPR	1975	present	Business Office	5 cu.ft.	TOC	2 yrs.	5 yrs.	7 yrs.	83-10-32990	
2	Invoice Vouchers A 19 Copy 2	Maintained to verify billings and payments received from conference groups.	OFM	1975	present	Business Office *	1 cu.ft.	FY	2 yrs.	0	2 yrs.	GS 1	
3	Interbudgetary Transfers ESC01-013 R0	Maintained to verify the transfer of funds to and from budgets for rendered services.	OFM	1975	present	Business Office *	1 cu.ft.	FY	2 yrs.	0	2 yrs.	83-10-32991	
4	Travel Authority ESC01-010 R1	Maintained to account for employee authorization to travel off campus	OFM	1977	present	Accounting*	1 cu.ft.	FY	2 yrs.	0	2 yrs.	83-10-32992	
5	Travel Expense Voucher A 20, Copy 2	Maintained to verify travel costs for future budgeting requests.	OFM	1977	present	Accounting*	1 cu.ft.	FY	2 yrs.	0	2 yrs.	GS 7	
6	Personal Services Contracts	Maintained to verify signed agreements for services to be furnished by individuals and offices.	OFM	1977	present	Grants & Contracts*	1 cu.ft.	TOC	2 yrs.	0	2 yrs.	83-10-32993	
7	General Correspondence	Provides various documentation pertaining to the operation of this office.	OFM	1975	present		2 cu.ft.	FY	2 yrs.	0	2 yrs.	GS 9	

17. AGENCY RECORDS OFFICER (TYPED)		18. SIGNATURE		ACTION BY THE STATE RECORDS COMMITTEE			<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS AMENDED <input type="checkbox"/> DISAPPROVED		
JAMES A. DUNCAN		<i>[Signature]</i>		RECORD GROUP NUMBER	FOR THE ATTORNEY GENERAL	FOR THE STATE AUDITOR	FOR THE STATE ARCHIVIST		
					<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>		