



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 OF PAGES	
The Evergreen State College		Counseling		George Hom			<i>George Hom</i>		8/22/77			1 OF 2	
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	General Correspondence	Memos to and from other offices relating to Counseling and others	OFM	1971	present	various offices	13 cu.ft.	CY	2 yrs	0 yrs	2 yrs	GS 9	
2	Tests	Vocational/psychological etc test forms, and results of completed tests	OPR	1971	present		8 cu.ft.	FY	2 yrs	5 yrs	7 yrs	??	
3	Exit interviews	Interview from each person leaving TESC	OFM	1973	present		1 cu.ft.	FY	2 yrs	5 yrs	7 yrs		
4	Budget adjustment* copy 1 ESCO1-014-RO	To transfer funds <i>and adjust funds.</i>	OFM	1971	present	Budg. Off.	1 inch	FY	2 yrs	0 yrs	2 yrs		
5	Contract personal service agreements, copy 2	To hire people (as consultants) not on payroll	OFM	1971	present	Bus. Off.*	3 inch	TOC	1 yr	0 yrs	1 yr	??	
6	Inter-budgetary transfer ESCO1-013-RO	To transfer funds from one budget to another	OFM	1971	present	Bus. Off.*	5 inch	FY	2 yrs	0 yrs	2 yrs		
7	Invoice vouchers, copy 6 A-19	Payment of services	OFM	1971	present	Bus. Off.*	3 inch	FY	2 yrs	0 yrs	2 yrs		
8	Job order requests ESCO4-002-RO	To request work FOR BUILDING MAINT.	OFM	1971	present	Facilities*	1/2 inch	FY	2 yrs	0 yrs	2 yrs		
9	Notice of leave or over-time and copy ESCO1-002-RO	To give notification of personal leave and overtime	OFM	1971	present	Payroll* Personnel	2 inch	TOE	1 yr	0	1 yr		
10	Personnel action forms ESCO1-208-RI	All employee records <i>Contains personnel records for employees employed in the counseling center</i>	OFM	1971	present	Payroll Personnel* Budg. Off.	2 inch	TOE	1 yr	0	1 yr		
11	Position action forms ESCO1-003-RO	To request a new position.	OFM	1971	present	Personnel* Budg. Off.	1 inch	FY	1 yr	0	1 yr		
12	Petty Cash Voucher	To get money from petty cash <i>to buy goods.</i>	OFM	1971	present	Purchasing*	1 inch	FY	1 yr	0	1 yr		
13	Motor Pool trip tickets ESCO4-004-RO	To request pool transportation <i>for college vehicles.</i>	OFM	1971	present	Motor Pool*	1 inch	FY	1 yr	0	1 yr		

7. AGENCY RECORDS OFFICER (TYPED)
J.A. 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



1. AGENCY TITLE		2. OFFICE OF RECORD		3. RECORDS COORDINATOR OR CUSTODIAN (TYPED) & PHONE			4. SIGNATURE		5. DATE OF SUBMITTAL			PAGE 2 OF 2 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. CUT-OFF		14. RETENTION PERIODS			15. DISPOSITION AUTHORITY NUMBER		16. REMARKS	
								FROM TO						OFFICE RCDS CTR TOTAL								
14	Purchase Requisitions <i>ESCOI-008-RI</i>		To request merchandise		OFM	1971	present	Purchasing*	4 inch	FY	1 yr	0	1 yr									
15	Time reports (students)		Records student employees time		OFM	1971	present	Payroll*	2 inch	TOE	1 yr	0	1 yr									
16	Travel authorization, copy 2 <i>ESCOI-010-RI</i>		To give authority to travel on College time/insurance purposes		OFM	1971	present	Bus. Off.*	2 inch	FY	1 yr	0	1 yr									
17	Travel expense voucher <i>A20</i>		Justifies expenses/gets money for travel		OFM	1971	present	Bus. Off.*	1 inch	FY	1 yr	0	1 yr									
18	Operating Budget*		Working copies, final drafts, etc. of budget needs		OFM	1972	present	Budg. Off.	8 inch	FY	2 yrs	0	2 yrs									
19	General operational information		Material used for operation of office		OFM	1971	present		6 cu.ft.	CY	2 yrs	0	2 yrs									
20	Workshop and group work		Workshops and group services offered to community by office		OFM	1971	present		1 cu.ft.	FY	2 yrs	0	2 yrs									
21	Individual contract/ intern students		Files on students who have done academic work w/office		OFM	1971	present	Registrar*	1 1/2 cu.ft.	FY	2 yrs	0 yrs	2 yrs									
22	Records Inventory, Disposition Authorization and Transfer Schedule <i>GAA-53, copy 2</i>		Inventory of office records and retention schedule. Disposition authority for all record series.		OFM	1976	present	Archives*	1 inch		until 1 yr. after last records series has been disposed of	0	until 1 yr. after last records series has been disposed of					GS 11				
23	Client File-Schedules		Record of clients counseling appointments								2 yrs	0	2 yrs.									
24	Client File-Records		Record of clients name, address number of contacts, and issues.								7 yrs.		7 yrs.									

7. AGENCY RECORDS OFFICER (TYPED) J.A. Duncan		8. SIGNATURE <i>J.A. 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				FOR THE STATE ARCHIVIST			