



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 2 PAGES										
6. NO.		7. RECORDS SERIES TITLE		8. FUNCTION/PURPOSE		9. DPR or OFM		10. INCLUSIVE DATES FROM TO		11. LOCATION OF OTHER COPIES		12. VOLUME OF RECORDS		13. CUT-OFF		14. RETENTION PERIODS OFFICE RCDS CTR TOTAL			15. DISPOSITION AUTHORITY NUMBER		16. REMARKS
THE EVERGREEN STATE COLLEGE		Housing Office		Ken Jacob 866-6132		<i>Ken Jacob</i>		11/20/78													
1.	Inter-Budgetary Transfer Forms Copy 2	Required to record transfer of funds for seniors and equipment charges.		OFM	1971	Present	Gen Acctg*	1 cu ft.	FY	2 yrs.	0	2 yrs.	77-1-18056								
2.	Personnel Action Forms ESC01-208R1 Copy 2	Used for position control for hirings, terminations and promotions.		OFM	1971	Present	Payroll* Personnel Budget Off.	3 in.	TOE	1 yr.	0	1 yr.	77-1-18057								
3.	Plant Operations Estimate and job order request ESC04-004 Copy 2	Used for ordering maintenance work on housing.		OFM	1971	Present	Plant Operations Gen. Acctg.	4 in.	FY	2 yrs.	0	2 yrs.	77-1-18058								
4.	Printing Request Form	To request printing work and record printing changes		OFM	1972	Present	Printing Services*	1 in.	FY	1 yr.	0	1 yr.	77-1-18059								
5.	General Correspondence File	To maintain record of correspondence received and sent from Housing office. Included history of housing operations. Includes Correspondence to & from students.		OFM	1972	Present		9 cu.ft.	FY	2 yrs.	0	2 yrs.	GS-9								
6.	Transaction Ledger Computer Print-out Copy 2	Used to record monies deposited by students for housing rental, charges for cleaning, damage. Refunds and debts of students.		OFM	1973	Present	Accts Rec.*	1 cu.ft.	FY	2 yrs.	0	2 yrs.	77-1-18060								
7.	Food Service Transaction Ledger. Computer Print-out 63. Copy 2	Used to record past due Accts. receivable.		OFM	1972	Present	Gen Acctg.*	1 cu.ft.	FY	2 yrs.	0	2 yrs.	77-1-18068								
17. AGENCY RECORDS OFFICER (TYPED)		18. SIGNATURE		ACTION BY THE STATE RECORDS COMMITTEE		<input type="checkbox"/> APPROVED		<input type="checkbox"/> APPROVED AS AMENDED		<input type="checkbox"/> DISAPPROVED											
James A. Duncan		<i>J. A. Duncan</i>		RECORD GROUP NUMBER		FOR THE ATTORNEY GENERAL		FOR THE STATE AUDITOR		FOR THE STATE ARCHIVIST											
						<i>J. K. Little</i>		<i>John W. Jacobsen</i>		<i>Shirley M. Hayes</i>											



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 2 OF 2 PAGES		
THE EVERGREEN STATE COLLEGE		Housing Office		Ken Jacob 866-6132		<i>[Signature]</i>		11/20/78					
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		
8	Housing Agreement File, Copy 1 *	To maintain official student lease agreement of apartments	OPR	1971	1974	Student	2 cu.ft.	TOL	3 yrs.	4 yrs.	7 yrs.	77-1-18069	
9	Student Housing Contract File Copy 1*	To maintain official signed rental contract for apartments.	OPR	1974	Present	Student	4 cu.ft.	TOL	3 yrs.	4 yrs.	7 yrs.	77-1-18070	
10	Check-out file.	Used for a record of room reservations, transfers, clearance, and inventory records.	OPR	1973	Present	Student	4 cu.ft.	FY	3 yrs.	4 yrs.	7 yrs.	77-1-18071	
11	Guest Rental file Copy 1*	Used to check in and out guests. Includes Receipts and inventories.	OPR	1974	Present	Guest	1 in.	FY	3 yrs.	4 yrs.	7 yrs.	77-1-18072	
12	Room History File Copy 1	Records inventories and property damages to rooms.	OPR	1974	Present	- - - -	2 cu.ft.	FY	2 yrs.	5 yrs.	7 yrs.	77-1-18074	
13	Budget Statements. (Summary) Computer print-out copy 2	Used to control expenditures of funds and used for budgeting of funds.	OFM	1971	Present	Gen. Acctg*	1 cu.ft	FY	2 yrs.	0	2 yrs.	79-1-21814	
14	Records, Inventory, Disposition Authorization & Transfer Schedule. GAA-53 Copy 2	Inventory of office records and retention schedule. Disposition authority for all record series.	OFM	1975	Present	Archives*	1 in.	LRDO	1 yr.	0	1 yr.	GS-11	

17. AGENCY RECORDS OFFICER (TYPED) James A. Duncan	18. SIGNATURE <i>[Signature]</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>[Signature]</i>	FOR THE STATE AUDITOR <i>[Signature]</i>	FOR THE STATE ARCHIVIST <i>[Signature]</i>		

GAA-53 (REPLACES GAA-8 AND GAA-25 WHICH MAY BE USED)