



THE EVERGREEN STATE COLLEGE
RECORDS TRANSMITTAL

Date Prepared 10/1/2015		Office of Record Academic Budget - Lab I Receiving		Transmitted by(name, phone, mailstop) Michelle Bartlett, x6484, Lab I		
Record Officer Approval <i>W. Randolph Stilson</i>		Date Received 10/15/2015			Archival ? yes__no <input checked="" type="checkbox"/>	
Record Location	Box #	Record Series Title	Inclusive Dates	Retention Period	Destruction Year	Disposition Authority #
RCBB4	2015-01	Organic Farm till deposits / sales receipts	10/11-13/14	6 years	2020	GS01016 r0
	2015-02	Organic Farm till deposits / sales receipts	07/08-09/10	6 years	2016	GS01016 r0
	2015-03	Ceramics clay purchase slips	11/12-13/14	6 years	2020	GS01016 r0
	2015-04	Wood/Metal Shops purchase slips	10/11-13/14	6 years	2020	GS01016 r0