



THE EVERGREEN STATE COLLEGE
RECORDS TRANSMITTAL

Date Prepared 7/18/2007		Office of Record Institutional Research and Assessment		Transmitted by (name, phone, mailstop) Jenni Minner x6186 LIB 3234			
Record Officer Approval <i>W. Randolph Stilson</i>			Date Received 08/02/2007			Archival ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Record Location	Box #	Record Series Title	Inclusive Dates	Destruction Year	Retention Period	Disposition Authority #	
RC 10D3-10D4	2007-01	Longitudinal Survey Consent Forms- Evergreen New Student Surveys 2003, Evergreen New Student Survey 2005, Evergreen Student Experience Survey 2004, and Evergreen Student Experience Survey 2006	May 2003 - June 2006	After end of longitudinal research project ends. Date unknown - still in use. Not to be destroyed before June 2012	As needed	GS 09020	
	2007-02	Longitudinal Survey - Returned Surveys from Evergreen New Student Survey 2003	May 2003 - June 2004	After end of longitudinal research project ends. Date unknown - still in use. Not to be destroyed before June 2010	As needed	GS 09020	
	2007-03	Longitudinal Surveys - Returned Surveys from Evergreen New Student Survey 2005, Evergreen Student Experience Survey 2004, Evergreen Student Experience Survey 2006	May 2005- June 2006	After end of longitudinal research project ends. Date unknown - still in use. Not to be destroyed before June 2012	As needed	GS 09020	
	2007-04	Transcript Review, Seniors -Box 1	July 2002- August 2002	Not before August 2009	As needed	GS 09002	
	2007-05	Transcript Review, Seniors -Box 2	July 2002- August 2002	Not before August 2009	As needed	GS 09002	
	2007-06	HEGIS 84-85 through 86-87, IPEDS 1980-81 through 1995-96, IPEDS other institutions' data 1993-94 and 1994-1995	September 1984 - May 1996	Do not destroy (archival)	4 years in office/Archival	GS 10010	
	2007-07	Statewide Senior Writing Project - Freshmen and Senior Student Portfolios, 1999-2000	June 1999- June 2000	June-09	As needed	GS 09002	
	2007-08	Long Range Planning and Strategic Planning 1989-1993	1989-1993	Review for Archiving - Institutional Research does not want to keep	4 years in office/Archival	GS 10001, GS 10004	
	2007-09	Strategic Planning 1985-1990	1985-1990	Review for Archiving - Institutional Research does not want to keep	4 years in office/Archival	GS 10001, GS 10004	
	2007-10	Information Technology Literacy Project 2001	2001	2009	As needed	GS 09002	
	2007-11	Silver Sky Portfolios	2003-2004	Still in use. Destruction date unknown. Do not destroy before 2010	As needed	GS 09002	