

see attached list of files

THE EVERGREEN STATE COLLEGE
RECORDS TRANSMITTAL

Date Prepared		Office of Record	Transmitted by(name, phone, mailstop)			
10/2/2011		Library: Media Services: Media Loan	Crowley, Lin 6239 L2309			
Record Officer Approval			Date Received		Archival ?	
W. Randolph Stilson			11/2/2011		No	
Record Location	Box #	Record Series Title	Inclusive Dates	Destruction Year	Retention Period	Disposition Authority #
RC9D-2	2007-01	Office Files	2005/06	2012	6 yrs	GS-09006
RC9D-2	2007-05	Equipment Loan Receipts	2005/06	2012	6 yrs	GS-01050
RC9D-2	2007-06	Equipment Loan Receipts	2005/06	2012	6 yrs	Rev.-1
RC9D-2	2007-07	Equipment Loan Receipts	2005/06	2012	6 yrs	GS-01050
RC9D-2	2007-08	Equipment Loan Receipts	2005/06	2012	6 yrs	Rev.-1
RC9D-2	2007-09	Equipment Loan Receipts	2005/06	2012	6 yrs	GS-01050
RC9D-3	2007-10	Equipment Loan Receipts	2005/06	2012	6 yrs	Rev.-1
RC9D-3	2007-11	Equipment Loan Receipts	2005/06	2012	6 yrs	GS-01050
RC9D-3	2008-01	Equipment Loan Receipts	2006/07	2013	6 yrs	Rev.-1
RC9D-3	2008-02	Equipment Loan Receipts	2006/07	2013	6 yrs	GS-01050
RC9D-3	2008-03	Equipment Loan Receipts	2007/08	2014	6 yrs	Rev.-1
RC9D-3	2008-04	Equipment Loan Receipts	2007/08	2014	6 yrs	GS-01050
RC9D-4	2008-05	Equipment Loan Receipts	2007/08	2014	6 yrs	Rev.-1
RC9D-4	2008-06	Equipment Loan Receipts	2007/08	2014	6 yrs	GS-01050
RC9D-4	2008-07	Equipment Loan Receipts	2007/08	2014	6 yrs	Rev.-1
RC9D-4	2009-01	Equipment Loan Receipts	2008/09	2015	6 yrs	GS 01050
RC9D-4	2009-02	Equipment Loan Receipts	2008/09	2015	6 yrs	Rev. 1
RC9D-4	2009-03	Equipment Loan Receipts	2008/09	2015	6 yrs	GS 01050
RC9E-3	2009-04	Equipment Loan Receipts	2008/09	2015	6 yrs	Rev. 1
RC9E-3	2009-05	Equipment Loan Receipts	2008/09	2015	6 yrs	GS 01050
RC9E-3	2009-06	Equipment Loan Receipts	2008/09	2015	6 yrs	Rev. 1
RC9E-3	2009-07	Equipment Loan Receipts	2008/09	2015	6 yrs	GS 01050
RC9E-3	2010-01	Equipment Loan Receipts	2009/10	2016	6 yrs	Rev. 1
RC9E-3	2010-02	Equipment Loan Receipts	2009/10	2016	6 yrs	GS 01050
RC9E-4	2010-03	Equipment Loan Receipts	2009/10	2016	6 yrs	Rev. 1
RC9E-4	2011-01	Equipment Loan Receipts	2009/10	2016	6 yrs	GS 01050
RC9E-4	2011-02	Equipment Loan Receipts	2010/11	2017	6 yrs	Rev. 1
RC9E-4	2011-03	Equipment Loan Receipts	2010/11	2017	6 yrs	GS 01050
RC9E-4	2011-04	Equipment Loan Receipts	2010/11	2017	6 yrs	Rev. 1
RC9D-4	2011-05	Equipment Loan Receipts	2/22 - 4/28 2011	2017	6 yrs	GS 01050 Rev. 1
RC9E-1	2011-06	Equipment Loan Receipts	4/24-5/26 2011	2017	6 yrs	GS 01050 Rev. 1
RC9E-1	2011-07	Equipment Loan Receipts	9/20-11-01 2011	2017	6 yrs	GS 01050 Rev. 1
RC9E-1	2011-08	Lecture Hall Improvements Documentation Equipment selection and purchase docs	1998-2000	to be determined	6 yrs after superceded	GS 16008 Rev. 1
RC9-C1	2011-09	Lecture Hall Improvements Documentation Equipment selection and purchase docs	1998-2000	"	"	"
RC9C-1	2011-10	Media Services Admin Records Accounts Control Key Access General Office	1990-1996	2002	6 yrs	GS-09006 GS-01016 Rev.-0 GS-25001 Rev.-0



THE EVERGREEN STATE COLLEGE
RECORDS TRANSMITTAL

Date Prepared 1/24/2012		Office of Record Media Loan		Transmitted by (name, phone, mailstop) Lin Crowley		
Record Officer Approval				Date Received 1/24/2012		Archival ? Yes NoX
Record Location	Box #	Record Series Title	Inclusive Dates	Destruction Year	Retention Period	Disposition Authority #
RC9E-2	2012-01	Checkout Receipts	05/2011-09/2011	2017	6yrs	GS 01050



THE EVERGREEN STATE COLLEGE
RECORDS TRANSMITTAL

Date Prepared 6/3/2013		Office of Record Media Loan		Transmitted by(name, phone, mailstop) Lin Crowley, 360-867-6239, library 2300		
Record Officer Approval				Date Received 6/3/2013		Archival ? yes_x_no
Record Location	Box #	Record Series Title	Inclusive Dates	Retention Period	Destruction Year	Disposition Authority #
	2013-01	Equipment Loan Receipts	2012	6 years	2018	GS 01050
	2013-02	Equipment Loan Receipts	0/2012-4/2013	6 years	2019	GS 01050
	2013-03	Equipment Loan Receipts	2013	6 years	2019	GS 01050
	2013-04	Damage slip & 2012 appeals	2008-2012 1/4/12-12/12	unknown	unknown	unknown