

THE EVERGREEN STATE COLLEGE
RECORDS TRANSMITTAL

Date Prepared		Office of Record		Transmitted by(name, phone, mailstop)		
Sept. 12, 2011		Evergreen Center for Educational Improvement		Lynne Adair (W. Puanani Jeffery)		
Record Officer Approval				Date Received		Archival ?
W. Randolph Stilson				10/3/2011		no
Record Location	Box #	Record Series Title	Inclusive Dates	Destruction Year	Retention Period	Disposition Authority #
RC9F-1	2011-01 Box 1	*Personal calendars (M. Costantino)	1994-2002			GS 10008 archival
		Allotment Records, Revenue, and Expenditure (Bookstore invoice statements)	2003	2010	6 years	GS 01043
		Accounts Receivable (Purchase requisitions)	1995	2001	6 years	GS 01016
		Project Planning and Documentation, Information Technology (Public sch. assessment for Olympia Schl Dist.)	1994-1995	2001	6 years	GS 14037
		Project Planning and Documentation, Information Technology (Assessment documentation)	1996-1997	2003	6 years	GS 14037
		Contracts and Agreements (Inter-agency Agreements with various school districts)	1994	2000	6 years	GS 01050
		Project Files (Conference notes)	1995	2001	6 years	GS 09018

THE EVERGREEN STATE COLLEGE
RECORDS TRANSMITTAL

Date Prepared Sept. 12, 2011		Office of Record Evergreen Center for Educational Improvement		Transmitted by(name, phone, mailstop) Lynne Adair (W. Puanani Jeffery)		
Record Officer Approval W. Randolph Stilson				Date Received 10/3/2011		Archival ? no
Record Location	Box #	Record Series Title	Inclusive Dates	Destruction Year	Retention Period	Disposition Authority #
RC9F 1	2011-02 Box 2	Budget Preparation Working Files (Purchase requisitions)	1995-1996	2002	6 years	GS-01040
		Vendor payments Files (Travel authority and travel vouchers)	1999	2005	6 years	GS-01004
		Vendor payments Files (Accounting transfer slips)	1998	2004	6 years	GS-01004
		Agency grant Program Files (Proposal check list for grant application)	1998	2004	6 years	GS-23003
		Attendance and leave Records (Time cards)	1999-2000	2006	6 years	GS-03030
		Transitory Records (Notes for lecture series)	1995-1996	6/24/1905	Retain until no longer needed for agency business then Destroy	GS-50001

THE EVERGREEN STATE COLLEGE
RECORDS TRANSMITTAL

Date Prepared Sept. 12, 2011		Office of Record Evergreen Center for Educational Improvement		Transmitted by(name, phone, mailstop) Lynne Adair (W. Puanani Jeffery)		
Record Officer Approval W. Randolph Stilson			Date Received 10/3/2011		Archival ? PA	
Record Location	Box #	Record Series Title	Inclusive Dates	Destruction Year	Retention Period	Disposition Authority #
RC9F-1	2011-03 Evergreen Center 'Chron Files Budget Statements'	Project Files (Mission statement, agendas, correspondence (copies))	1994-2003	2009	Retain until no longer needed for agency business then destroy	GS 09018
		Audit Trail Files (Self study and Re-accreditation report)	1998	perm 2004	3-back-up eyeles then destroy	Chron files - Archival GS 14020
		Allotment Records, Revenue and Expenditure (Budget reports)	2002	perm 2008	6 years	Archival GS 01043

THE EVERGREEN STATE COLLEGE
RECORDS TRANSMITTAL

Date Prepared		Office of Record		Transmitted by(name, phone, mailstop)		
Sept. 12, 2011		Evergreen Center for Educational Improvement		Lynne Adair (W. Puanani Jeffery)		
Record Officer Approval				Date Received		Archival ?
W. Randolph Stilson				10/3/2011		no
Record Location	Box #	Record Series Title	Inclusive Dates	Destruction Year	Retention Period	Disposition Authority #
RC9F-2	2011-04 Box 4	Travel Travel documentation with supporting documents	1995-1999	2005	6 years	GS-07001
		Administrative Plans, Working Files, Reports, and Survey Results ST2EP Institute	2001-2002	2004	2 years	GS-09006

THE EVERGREEN STATE COLLEGE
RECORDS TRANSMITTAL

Date Prepared Sept. 12, 2011		Office of Record Evergreen Center for Educational Improvement		Transmitted by(name, phone, mailstop) Lynne Adair (W. Puanani Jeffery)		
Record Officer Approval W. Randolph Stilson			Date Received 10/3/2011		Archival ? no	
Record Location	Box #	Record Series Title	Inclusive Dates	Destruction Year	Retention Period	Disposition Authority #
RC9F-2	2011-05 Box 5	Allotment Records, Revenue and expenditure <i>Purchase requisitions</i>	1997-2000	2006	6 years	GS-01043
		Administrative plans, working files, reports, and survey results <i>Instructions, service agreements, notes</i>	1996-2001	2004	2 years	GS-09006
		Correspondence-General <i>Conference with Russian vistors notes, agenda,</i>	1999	1999	30 days	GS-09005
		Reports, Personnel <i>Search committee documentation</i>	1997-2000	2006	6 years	GS-03009
		Inventories, Supplies, commodities, and parts <i>Receipts</i>	1995	2001	6 years	GS-16004
		Minutes and Files of General Office meetings <i>Staff meetings notes, agendas, cirriculum discussion,</i>	2001-2002	2004	2 years	GS-09009
		Agency Generated Forms and Publications-copies <i>E-mails</i>	1996-2002		Retain until no longer neede	GS-50003 (1copy ea. Of publications for archives)

THE EVERGREEN STATE COLLEGE
RECORDS TRANSMITTAL

Date Prepared Sept. 12, 2011		Office of Record Evergreen Center for Educational Improvement		Transmitted by(name, phone, mailstop) Lynne Adair (W. Puanani Jeffery)		
Record Officer Approval W. Randolph Stilson			Date Received 10/3/2011		Archival ? No	
Record Location	Box #	Record Series Title	Inclusive Dates	Destruction Year	Retention Period	Disposition Authority #
RC9F-2	2011-07	Lynne Adair Financial Reporting working documents, Fiscal Year End (Financial reports)	1999	2005	6 years	GS-02020
		Employee Performance Evaluation (Evaluations of students employment work)	2001	2004	3 years	GS-03002
		Conferences and Seminars, Agency Washington Ed. Assoc. Restructuring conference	1994	1997	3 years	GS-22005
		Reference Files (Convenience Copies)	1996-2000		Retain until no longer needed for agency business	GS-09002
		Corresspondence, informational sheets re.: grant questions, and notes on presentation				

THE EVERGREEN STATE COLLEGE
RECORDS TRANSMITTAL

Date Prepared Sept. 13, 2011		Office of Record Evergreen Center for Educational Improvement	Transmitted by(name, phone, mailstop) Lynne Adair (W. Puanani Jeffery)			
Record Officer Approval W. Randolph Stilson			Date Received 10/3/2011		Archival ? No	
Record Location	Box #	Record Series Title	Inclusive Dates	Destruction Year	Retention Period	Disposition Authority #
RC9F-2	2011-08 Lynne Adair Files (includes workshop: 1999)	Project Files <i>(Workshop corress., invoice copies, notes, power point print out sheets)</i> Supply and Equipment Requests <i>Vistor expense vouchers, agendas, corress.(copies)</i>	1999-2004 2003	2010 2003	6 years 30 days	GS-09018 GS-06001

THE EVERGREEN STATE COLLEGE
RECORDS TRANSMITTAL

Date Prepared 9/13/2011		Office of Record Evergreen Center for Educational Improvement		Transmitted by(name, phone, mailstop) Lynne Adair (W. Puanani Jeffery)		
Record Officer Approval W. Randolph Stilson				Date Received 10/3/2011		Archival ? no
Record Location	Box #	Record Series Title	Inclusive Dates	Destruction Year	Retention Period	Disposition Authority #
RC9F 2	2011-09 Lynne Adair Files: Purchase & Travel	Inventories, supplies, commodities, and parts <i>(Requisition vouchers)</i>	2000-2003	2009	6 years	GS-16004

THE EVERGREEN STATE COLLEGE
RECORDS TRANSMITTAL

Date Prepared 9/13/2011		Office of Record Evergreen Center for Educational Improvement		Transmitted by(name, phone, mailstop) Lynne Adair (W. Puanani Jeffery)		
Record Officer Approval W. Randolph Stilson				Date Received 10/3/2011		Archival ? no
Record Location	Box #	Record Series Title	Inclusive Dates	Destruction Year	Retention Period	Disposition Authority #
RC9F-3	2011-10 Lynne Adair Files: conference (Lectures & workshops	Inventories, Supplies, commodities and parts <i>(copies of invoices, agendas, presentation sheets, and notes</i>	1997-1998	2004	6 years	GS-16004

THE EVERGREEN STATE COLLEGE
RECORDS TRANSMITTAL

Date Prepared 9/13/2011		Office of Record Evergreen Center for Educational Improvement		Transmitted by(name, phone, mailstop) Lynne Adair (W. Puanani Jeffery)		
Record Officer Approval W. Randolph Stilson				Date Received 10/3/2011		Archival ? no
Record Location	Box #	Record Series Title	Inclusive Dates	Destruction Year	Retention Period	Disposition Authority #
RC9F 3	2011-11 Bonnie Marie's STEP Files (1)	Project Planning and Documentation, Information Technology (Correspondence and project agendas) Allotment Records, Revenue, and Expenditure (Western Washington University billing) Allotment Records, Revenue, and Expenditure Budget statements (copies)	2002	2008	6 years	GS 14037 PA GS 01043 GS 01043
			2001	2007	6 years	GS 01043
			2001-2002	2008	6 years	GS 01043

THE EVERGREEN STATE COLLEGE
RECORDS TRANSMITTAL

Date Prepared 9/13/2011		Office of Record Evergreen Center for Educational Improvement		Transmitted by(name, phone, mailstop) Lynne Adair (W. Puanani Jeffery)		
Record Officer Approval W. Randolph Stilson			Date Received 10/3/2011		Archival ? no	
Record Location	Box #	Record Series Title	Inclusive Dates	Destruction Year	Retention Period	Disposition Authority #
RC9F-3	2011-12 ST2EP Files (2)	Accounts Receivable (Summer Institute Billing documents reprints)	2000	2006	6 years	GS 01016

THE EVERGREEN STATE COLLEGE
RECORDS TRANSMITTAL

Date Prepared 9/13/2011		Office of Record Evergreen Center for Educational Improvement		Transmitted by(name, phone, mailstop) Lynne Adair (W. Puanani Jeffery)		
Record Officer Approval W. Randolph Stilson				Date Received 10/3/2011		Archival ? no
Record Location	Box #	Record Series Title	Inclusive Dates	Destruction Year	Retention Period	Disposition Authority #
RC9F-3	2011-13	Bid, Invitation To/Request for Proposal (STEP Grant proposal, STEP evals, article reprints, STEP minutes, agenda, presentation scripts, & presentation description) Administrative Plans, working files reports, and survey results (Questionnaires, article reprints, & eorress.) Budget Preparation Working Files (Budget sheets, ST2EP position description) (Planning material, job performance evals. & interview transcript) Project Planning and documentation, Information Technology (Corresspondence, abstract, & directories)	1999 1998-1999 2002 2000 2000	2005 2001 2008 2001 2006	6 years 2 years 6 years 1 year 6 years	GS-06004 GS-09006 GS-01040 GS-14003 GS-14037

THE EVERGREEN STATE COLLEGE
RECORDS TRANSMITTAL

Date Prepared 9/13/2011		Office of Record Evergreen Center for Educational Improvement		Transmitted by(name, phone, mailstop) Lynne Adair (W. Puanani Jeffery)		
Record Officer Approval W. Randolph Stilson			Date Received 10/3/2011		Archival ? No	
Record Location	Box #	Record Series Title	Inclusive Dates	Destruction Year	Retention Period	Disposition Authority #
RC9F-3	2011-14 ST2EP (4)	Vendor Payments Files (Expense Reports (in folders)) (STEP Informational folders) (Budget Reports)	2000	2006	6 years	GS-01004
		Source Records Imaged (Non-Archival)	No Date		Retain until verification of successful conversion then destroy	GS-11012 PA
		2 VHS: (1) Generation Why (2) GLEF Gen. Y	2001-2002		Retain until verification of successful conversion then destroy	GS-11012
		Source Records Imaged (Non-Archival) (Computer disks on ST2EP)				