

THE EVERGREEN STATE COLLEGE  
RECORDS TRANSMITTAL

Date Prepared		Office of Record	Transmitted by(name, phone, mailstop)			
6/17/2011		Police Services	Horn, Linda		6119 SE 2150	
Record Officer Approval			Date Received		Archival ?	
W. Randolph Stilson			2011		Some PA	
Record Location	Box #	Record Series Title	Inclusive Dates	Retention Period	Destruction Year	Disposition Authority #
RC6H-1	2011-01	Logs: Dispatch Message	07/1994-06/1995	6 yrs	2001	91-12-49526
RC6H-1	2011-02	Logs: Dispatch Message	1998		2004	Rev.0
RC6H-2	2011-03	Logs: Dispatch Message & Incident*	04/1997-12/1998		2004	
RC6H-2	2011-04	Logs: Dispatch Message & Incident*	01/1999-12/1999		2005	
RC6H-2	2011-05	Logs: Dispatch Message & Incident*	07/1990-06/1991		1997	
RC6H-2	2011-06	Logs: Dispatch Message & Incident*	01/2001-12/2001		2007	
RC6H-3	2011-07	Field Custody Forms*, LEA Citations*	2001-2003		2009	
<del>RC6H-3</del>	<del>2011-08</del>	<del>Logs: Incident/Radio*/</del>	<del>01/2002-12/2002</del>		<del>2008</del>	
		Field Custody Forms* & Citation Copies*	?	?		
RC6H-3	2011-09	Parking Appeals**	?	?		
		Correction notices & Case photographs				
RC6H-3	2011-10	Case Files & other materials not identified	1995	7 yrs ***		91-12-49528 Rev.0
RC6H-4	2011-11	Case Files	07/1997-06/1998	***	2005	
RC6H-4	2011-12	Case Files & LEA Cites	06/1998-12/1998		2005	
RC6H-4	2011-13	Case Files & LEA Cites	01/1999-09/1999	***	2006	
RC6H-4	2011-14	Case Files	10/1999-12/1999	***	2006	
RC6I-1	2011-15	Case Files & LEA Cites	01/2000-07/2000	***	2007	
RC6I-	2011-16	Case Files & LEA Cites	08/2000-12/2000	***	2007	
RC6I-	2011-17	Case Files	01/2001-06/2001	***	2008	
RC6I-	2011-18	Case Files	07/2001-12/2001	***	2008	
RC6I-	2011-19	Case Files	01/2002-06/2002	***	2009	
RC6I-	2011-20	Case Files	07/2002-12/2002	***	2009	
RC6I-	2011-21	Wa. State Patrol Forensic Unit - Child porn case files		****5 yrs+	review	LE 2010-063
RC6I-	2011-22	Mixed Office Files* & Case files*	1987-1996	unln***** 7 yrs ***	2002 review	GS 09002 91-12-49528
<del>RC6I-</del>	<del>2011-23</del>	<del>Blank Required Grievance Meeting forms</del>	<del>undated</del>	<del>unln*****</del>	<del>2011</del>	<del>GS 50001</del>
RC6I-	2011-24	Materials Safety Data forms & Trespass* Notices		30 yrs 30 yrs 1 yr canc.		GS 09017 GS 09017 *LE2010-057
RC6I-	2011-25	Unknown records on floppy disks		review		
RC6I-	2011-26	Unknown records on floppy disks		review		
<del>RC6I-</del>	<del>2011-27</del>	<del>Miscellaneous Office Files and</del>		<del>unln*****</del>	<del>2011</del>	<del>GS 09002</del>
		<del>Vendor Information pamphlets</del>				
RC6I-	2011-28	Seized Property: Recovered Computer  Software Documentation Notebooks (College Prop) C/R 86-1785-1		6 yrs	aft 1992?	92-01-49665 Rev.0

\* separate series to enable respective retention periods to be observed  
 \*\* should be with parking records?  
 \*\*\* Dependent on infraction and whether notorious or historical i.e. Tissot murder  
 \*\*\*\* Sex offenders cases? 5 yrs after conclusion of invstgtn & appeal  
 \*\*\*\*\* Until no longer needed