



THE EVERGREEN STATE COLLEGE
RECORDS TRANSMITTAL

Date 11/22/2016		Office of Record Residential and Dining Services		Transmitted by(name, phone, mailstop) Lisbeth Panush, 360-867-6419, A323		
Record Officer Approval				Date Received 11/28/2016 & 12/07/2016		Archival ? yes__ no_X
Record Location	Box #	Record Series Title	Inclusive Dates	Retention Period	Destruction Year	Disposition Authority #
RC8A4	2016-1	Contracts/Rental Agree./Student Records/A-He	2009-2010	6 Years	2016	GS 01050
RC8A4	2016-2	Contracts/Rental Agree./Student Records/He-Pa	2009-2010	6 Years	2016	GS 01050
RC8A4	2016-3	Contracts/Rental Agree./Student Records/Pa - Z	2009-2010	6 Years	2016	GS 01050
RC8A4	2016-4	Contracts/Rental Agree./Student Records/A-G	2010-2011	6 Years	2017	GS 01050
RC8A4	2016-5	Contracts/Rental Agree./Student Records/H-R	2010-2011	6 Years	2017	GS 01050
RC8A4	2016-6	Contracts/Rental Agree./Student Records/S-Z	2010-2011	6 Years	2017	GS 01050
RC8A4	2016-7	Contracts/Rental Agree./Student Records/A-G	2011-2012	6 Years	2018	GS 01050
RC8A4	2016-8	Contracts/Rental Agree./Student Records/H-Q	2011-2012	6 Years	2018	GS 01050
RC8A4	2016-9	Contracts/Rental Agree./Student Records/R-Z	2011-2012	6 Years	2018	GS 01050
RC8A4	2016-10	Contracts/Rental Agree./Student Records/A-H	2012-2013	6 Years	2019	GS 01050
RC8A4	2016-11	Contracts/Rental Agree./Student Records/I-R	2012-2013	6 Years	2019	GS 01050
RC8A4	2016-12	Contracts/Rental Agree./Student Records/S-Z	2012-2013	6 Years	2019	GS 01050
RC8B1	2016-13	Contracts/Rental Agree./Student Records/A-Ha	2013-2014	6 Years	2020	GS 01050
RC8B1	2016-14	Contracts/Rental Agree./Student Records/Ha-Sa	2013-2014	6 Years	2020	GS 01050
RC8B1	2016-15	Contracts/Rental Agree./Student Records/Sa-Z	2013-2014	6 Years	2020	GS 01050
RC8B1	2016-16	Contracts/Rental Agree./Student Records/A-H	2014-2015	6 Years	2021	GS 01050
RC8B1	2016-17	Contracts/Rental Agree./Student Records/H-S	2014-2015	6 Years	2021	GS 01050
RC8B1	2016-18	Contracts/Rental Agree./Student Records/S-Z	2014-2015	6 Years	2021	GS 01050
RC8B2	2016-19	FOA Employment Applications/Resumes	2013-2014	3 Years	2017	GS 03012
	2016-19	FOA Employment Applications/Resumes	2014-15	3 Years	2018	GS 03012
	2016-19	FOA Employment Applications/Resumes	2016	3 Years	2019	GS 03012
RC8B2	2016-20	Check in/Checkout Logs - Equipment	2008-2009	3 Years	2012	GS 07003
	2016-20	Check in/Checkout Logs - Equipment	2009-2010	3 Years	2013	GS 07003
	2016-20	Check in/Checkout Logs - Equipment	2013-2014	3 Years	2017	GS 07003
	2016-20	Check in/Checkout Logs - Equipment	2014-2015	3 Years	2018	GS 07003
	2016-20	Check in/Checkout Logs - Equipment	2015-2016	3 Years	2019	GS 07003
RC8B2	2016-21	Check in/Checkout Logs - Keys	2009-2010	3 Years	2013	GS 07003
	2016-21	Check in/Checkout Logs - Keys	2011-2012	3 Years	2015	GS 07003
	2016-21	Check in/Checkout Logs - Keys	2013-2014	3 Years	2017	GS 07003
	2016-21	Check in/Checkout Logs - Keys	2014-2015	3 Years	2018	GS 07003
	2016-21	Check in/Checkout Logs - Keys	2015-2016	3 Years	2019	GS 07003
	2016-21	Check in/Checkout Logs - Keys/ResTechs	2015-2016	3 Years	2019	GS 07003
RC8B2	2016-22	Check in/Checkout Logs - SVP/MPA Calendars	2012-2013	3 Years	2016	GS 07003
	2016-22	Check in/Checkout Logs - SVP/MPA Calendars	2013-2014	3 Years	2017	GS 07003
	2016-22	Check in/Checkout Logs - SVP/MPA Calendars	2014-2015	3 Years	2018	GS 07003
	2016-22	Check in/Checkout Logs - SVP/MPA Calendars	2015-2016	3 Years	2019	GS 07003
RC8B2	2016-23	Maintenance - Minor/ Room Assessments	2008-2009	6 Years	2015	GS 21002
	2016-23	Maintenance - Minor/ Room Assessments & Invent	2009-2010	6 Years	2016	GS 21002
	2016-23	Maintenance - Minor/ Room Assessments	2012-2013	6 Years	2019	GS 21002
	2016-23	Maintenance - Minor/ Room Assessments	2013-2014	6 Years	2020	GS 21002
	2016-23	Maintenance - Minor/ Room Assessments	2014-2015	6 Years	2021	GS 21002
RC8B2	2016-24	Maintenance - Minor/ Lock Changes	2008-2009	6 Years	2015	GS 21002
	2016-24	Maintenance - Minor/ Lock Changes	2009-2010	6 Years	2016	GS 21002
	2016-24	Maintenance - Minor/ Lock Changes	2011-2012	6 Years	2018	GS 21002

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RC8B2	2016-24	Maintenance - Minor/ Lock Changes	2014-2015	6 Years	2021	GS 21002
	2016-24	Maintenance - Minor/ Lock Changes	2015-2016	6 Years	2022	GS 21002
RC8B2	2016-25	Room Transfer Forms	2012-2013	3 Years	2016	GS 07003
	2016-25	Room Transfer Forms	2013-2014	3 Years	2017	GS 07003
	2016-25	Temporary Key Cards	2008-2009	3 Years	2012	GS 07003
	2016-25	Temporary Key Cards	2010-2011	3 Years	2014	GS 07003
	2016-25	Temporary Key Cards	2012-2014	3 Years	2017	GS 07003
	2016-25	Temporary Key Cards	2014-2015	3 Years	2018	GS 07003
	2016-26	Misc. - Log-in Records - Lockouts	2008-2009	1 Year	2010	GS 14020
	2016-26	Misc. - Log-in Records - Lockouts	2009-2010	1 Year	2011	GS 14020
RC8B2	2016-26	Misc. - Summer Rental Applications	2008-2009	6 Years	2015	GS 01001
	2016-26	Misc. - Contracts/Agree. Housing DPA - Deferrals	2014-2015	6 Years	2021	GS 01050
	2016-26	Misc. - Log-in Records - Office Phone	2015-2016	1 Year	2017	GS 14020
	2016-26	Misc. - Student Exit Surveys	2014-2015	3 Years	2018	GS 09016
	2016-26	Misc. - GO Refrigerator/Microwave Rental Forms	2013	6 Years	2019	GS 01050