# Records Retention Schedule

<table>
<thead>
<tr>
<th>No.</th>
<th>Records Series Title &amp; Statement of Function/Purpose</th>
<th>OPR or OFM</th>
<th>Location of Other Copies</th>
<th>Cut-Off</th>
<th>Office Retention</th>
<th>RCDS. Ctrl. Retention</th>
<th>Total Retention</th>
<th>Disposition Authority Number</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| 1.  | GENERAL CORRESPONDENCE  
Provides documentation pertaining to the operation of this office. Includes the development of policy and procedures for University Archives and Special Collection Department. | OFM        | FY                       | 2 yrs.  | 0                | 2 yrs.                | GS 09005        | Review for Archives         |         |
| 2.  | REPORTS  
Summarize activities of program on a monthly and fiscal year basis. | OFM        | Dean of Libraries        | FY      | 2 yrs.           | 2 yrs.                | 77-6-19104      | Review for Archives         |         |
| 3.  | RECORDS TRANSMITTAL* (SSA-1)  
Archives-generated list of records transferred from Records Center to Archives. Includes archival records and microfilms. | OPR        | Records Officer          | LRID    | 6 yrs.           | 6 yrs.                | 92-12-51505     |                              |         |
| 4.  | ACCESSION REGISTER*  
Register of inactive University Records accessioned by University Archives arranged chronologically by date of accession. | OPR        | Records Officer          | FY      | 75 yrs.          | 75 yrs.               | GS 11           | Archival                    |         |
| 5.  | INDEX OF UNIVERSITY RECORDS  
Identifies and locates holdings of University Archives. | OFM        | LRDI                     | 1 yr.   | 0                | 1 yr.                 | 77-6-19109      |                              |         |

**FOR THE ATTORNEY GENERAL**  
**FOR THE STATE AUDITOR**  
**FOR THE STATE ARCHIVIST**  
**FOR THE DIRECTOR OF OFM**

**ACTION BY THE STATE RECORDS COMMITTEE**  
☑️ Approved  
☐ Approved As Amended  
☐ Disapproved
<table>
<thead>
<tr>
<th>4. AGENCY TITLE</th>
<th>5. OFFICE OF RECORD</th>
<th>6. RECORDS COORDINATOR (Typed)</th>
<th>7. SIGNATURE</th>
<th>8. PHONE</th>
<th>9. DATE OF SUBMITTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Washington University</td>
<td>University Libraries Archives</td>
<td>Chas. V. Mutschler</td>
<td></td>
<td>(509) 359-2254</td>
<td>1/16/03</td>
</tr>
</tbody>
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<tbody>
<tr>
<td>6.</td>
<td>ACCESSION REGISTER (Non-University Material)</td>
<td>OPR</td>
<td>FY</td>
<td>75 yrs.</td>
<td>75 yrs.</td>
<td>92-12-51507</td>
<td>Archival</td>
<td>92-12-51507 Revision 1</td>
<td>Archival</td>
</tr>
<tr>
<td></td>
<td>Register of personal papers, manuscripts, corporate records and other materials accessioned by University Archives, arranged chronologically by date of accession. Records accessions by collection name, source, size and assigns identification number by date of receipt. Serves as a property register and record of custody.</td>
<td>FY</td>
<td>1 yr.</td>
<td>1 yr.</td>
<td>77-6-19109</td>
<td>1 yr.</td>
<td>5 yrs.</td>
<td>77-6-19109 Revision 1</td>
<td></td>
</tr>
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</table>

7. REFERENCE REQUEST
Provides a record of researcher’s request for the use of arrival materials.

8. REFERENCE REQUEST (Complete Transactions)
Used to compile monthly and annual reports of reference activity.

9. INVENTORIES
Describes archival collections.

18. AGENCY RECORDS OFFICER (Signature)
FOR THE ATTORNEY GENERAL
FOR THE STATE AUDITOR
FOR THE STATE ARCHIVIST
FOR THE DIRECTOR OF OFM

ACTION BY THE STATE RECORDS COMMITTEE: Approved As Amended Disapproved
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<tr>
<th>No.</th>
<th>11. RECORD SERIES TITLE &amp; STATEMENT OF FUNCTION/PURPOSE</th>
<th>12. OPERATOR OR OPM</th>
<th>13. LOCATION OF OTHER COPIES</th>
<th>14. CUT-OFF</th>
<th>15a. OFFICE RETENTION</th>
<th>15b. RCDS. CTR. RETENTION</th>
<th>15c. TOTAL RETENTION</th>
<th>16. DISPOSITION AUTHORITY NUMBER</th>
<th>17. REMARKS</th>
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</table>
| 10.  | COLLECTION REPORTS  
Basic description of archival collections prepared for distribution to professional journals and National Union Catalog of Manuscript Collections (NUCMC) | OFM NUCMC           | FY                        | 1 yr.       | 0                    | 1 yr.                     | 77-6-19110           |                                |              |
| 11.  | DESTRUCTION LOG  
Identifies record and files destroyed and authority for that action.                                                  | OFM FY              | 75 yrs.                  | 0           | 75 yrs.              | 92-12-51510              |                                |              |
| 12.  | PERSONNEL RECORD FOLDERS (Student part-time)  
Documents qualifications and work history of students employed with the University Archives. Includes performance evaluation. | OFM Student Employment TOE | 1 yr.       | 0           | 1 yr.               | 92-12-51511              |                                |              |
| 13.  | RECORDS RETENTION SCHEDULE, SSA-53B, copy 2  
Provides for identification and disposition of all records found in this office.                                     | OFM Dean of Libraries US | 1 yr.       | 0           | 1 yr.               | GS 11003                 |                                |              |

18. AGENCY RECORDS OFFICER  
(Signature)