<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>College of Business and Public Administration, Dean</td>
<td>Debra Jennings</td>
<td>(509) 358-2237</td>
<td>4/2/03</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>GENERAL CORRESPONDENCE</td>
<td>OFM</td>
<td>FY</td>
<td>2 yrs.</td>
<td>2 yrs.</td>
<td>GS 09005</td>
<td>Review for Archives</td>
</tr>
<tr>
<td></td>
<td>Documents letters, memoranda, bulletins, agendas and minutes pertaining to intercollegiate school, civic, fraternal or business community activities and College of Business &amp; Public Admin.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>MINUTES OF MEETINGS</td>
<td>OFM</td>
<td>President's Office*</td>
<td>FY</td>
<td>3 yrs.</td>
<td>3 yrs.</td>
<td>GS 09009</td>
</tr>
<tr>
<td></td>
<td>Informational copies documenting minutes of university committees and councils.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>STATE AGENCIES AGREEMENT</td>
<td>OFM</td>
<td>President's Office</td>
<td>FY</td>
<td>3 yrs.</td>
<td>3 yrs.</td>
<td>80-8-25363</td>
</tr>
<tr>
<td></td>
<td>Informational copies documenting agreements, policies, bulletins and reports of various state agencies which affects either the educational services of the school or the employees of the school.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>APPLICATION FOR FACULTY (Not hired)</td>
<td>OFM</td>
<td>Human Resources</td>
<td>FY</td>
<td>2 yrs.</td>
<td>1 yr.</td>
<td>EWU-GS 1 Item 5 &amp; 6</td>
</tr>
<tr>
<td></td>
<td>Documents applicants qualifications for employment and personal employment history.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>18. AGENCY RECORDS OFFICER (Signature)</th>
<th>FOR THE ATTORNEY GENERAL</th>
<th>FOR THE STATE AUDITOR</th>
<th>FOR THE STATE ARCHIVIST</th>
<th>FOR THE DIRECTOR OF OFM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Approved</td>
<td>☐ Approved As Amended</td>
<td>☐ Disapproved</td>
<td></td>
</tr>
</tbody>
</table>

ACTION BY THE STATE RECORDS COMMITTEE: ☐ Approved ☐ Approved As Amended ☐ Disapproved
<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. CTR. RETENTION</th>
<th>TOTAL RETENTION</th>
<th>DISPOSITION AUTHORITY NUMBER</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>RECOMMENDATION FOR NEW COURSE OR COURSE CHANGE *</td>
<td>OFM</td>
<td>Academic Affairs</td>
<td>Until withdrawn</td>
<td>1 yr.</td>
<td>1 yr.</td>
<td>EWU-GS 4 Item 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Documents rationale for a new course or substantial revision of a course. Includes course outline, proposed texts and bibliography, instructional methods, proposed catalog description and prerequisites.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>PERSONNEL RECORD FOLDER</td>
<td>OFM</td>
<td>Human Resources*</td>
<td>TOE</td>
<td>1 yr.</td>
<td>1 yr.</td>
<td>GS 03001</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provides an employment record for classified staff, includes employment application, references, Request to Fill/Change Position and Payroll action and other documentation showing title, salary, changes in employment status, beginning and ending employment dates.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>PERSONNEL RECORD FOLDERS (Faculty)</td>
<td>OFM</td>
<td>Academic Personnel*</td>
<td>TOE</td>
<td>1 yr.</td>
<td>1 yr.</td>
<td>GS 03001</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Documents all action taken in hiring, performance evaluation, promotion and retention of faculty.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Review for Archives</td>
<td></td>
</tr>
<tr>
<td>NO.</td>
<td>RECORD SERIES TITLE &amp; STATEMENT OF FUNCTION/PURPOSE</td>
<td>OPR OR OMF</td>
<td>LOCATION OF OTHER COPIES</td>
<td>CUT-OFF</td>
<td>OFFICE RETENTION</td>
<td>RCDS. CTR. RETENTION</td>
<td>TOTAL RETENTION</td>
<td>DISPOSITION AUTHORITY NUMBER</td>
<td>REMARKS</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------------------------</td>
<td>------------</td>
<td>-------------------------</td>
<td>---------</td>
<td>-----------------</td>
<td>----------------------</td>
<td>-----------------</td>
<td>-------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>8.</td>
<td>RECOMMENDATION ON RETENTION, PROMOTION, TENURE</td>
<td>OFM</td>
<td>Academic Affairs*</td>
<td>FY</td>
<td>4 yrs.</td>
<td>0</td>
<td>4 yrs.</td>
<td>86-10-37825</td>
<td>Review for Archives</td>
</tr>
<tr>
<td></td>
<td>Official recommendation and evidence documenting retention, promotion and tenure decision.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>LETTER OF AGREEMENT *</td>
<td>OFM</td>
<td>FY</td>
<td>6 yrs.</td>
<td>0</td>
<td>6 yrs.</td>
<td>86-10-37827</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contract signed by part-time faculty agreeing to teach assigned course ((s))</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>FACULTY FULL-TIME EQUIVALENT</td>
<td>OPR</td>
<td>Academic Affairs*</td>
<td>FY</td>
<td>4 yrs.</td>
<td>0</td>
<td>4 yrs.</td>
<td>86-10-37828</td>
<td>Review for Archives</td>
</tr>
<tr>
<td></td>
<td>Documents scheduling information and computation of faculty full-time equivalent teaching loads for purpose of future schedules, enrollment and budget.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>PART-TIME EMPLOYMENT PERSONNEL ACTION</td>
<td>OFM</td>
<td>Payroll*</td>
<td>US</td>
<td>1 yr.</td>
<td>0</td>
<td>1 yr.</td>
<td>EWU-GS 1 Item 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Record of employment at EWU. Identifies rate of pay, employing department and classification of student employees.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>REGISTRATION COUNT*</td>
<td>OFM</td>
<td>FY</td>
<td>6 yrs.</td>
<td>0</td>
<td>6 yrs.</td>
<td>86-10-37829</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Statistical information documenting student enrollment quarterly. Used for office reference.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AGENCY RECORDS OFFICER (Signature)</th>
<th>FOR THE ATTORNEY GENERAL</th>
<th>FOR THE STATE AUDITOR</th>
<th>FOR THE STATE ARCHIVIST</th>
<th>FOR THE DIRECTOR OF OMF</th>
</tr>
</thead>
</table>

ACTION BY THE STATE RECORDS COMMITTEE: ☑ Approved, ☐ Approved As Amended, ☐ Disapproved
<table>
<thead>
<tr>
<th>NO.</th>
<th>RECORDS SERIES TITLE &amp; STATEMENT OF FUNCTION/PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>APPROVAL FORM FOR A REVISED OR NEW MAJOR OR MINOR</td>
</tr>
<tr>
<td></td>
<td>Documents department rationale and request for approval of a</td>
</tr>
<tr>
<td></td>
<td>revised or new major or minor.</td>
</tr>
<tr>
<td>14</td>
<td>BUDGET REVISIONS</td>
</tr>
<tr>
<td></td>
<td>Documents and authorizes transfer of funds between budget</td>
</tr>
<tr>
<td></td>
<td>accounts.</td>
</tr>
<tr>
<td>15</td>
<td>BUDGET REQUEST</td>
</tr>
<tr>
<td></td>
<td>Documents instructional budget planning and request of</td>
</tr>
<tr>
<td></td>
<td>departments.</td>
</tr>
<tr>
<td>16</td>
<td>TRAVEL AUTHORIZATION AND EXPENSE VOUCHER</td>
</tr>
<tr>
<td></td>
<td>Documents authorized travel estimate expenses and</td>
</tr>
<tr>
<td></td>
<td>reimbursements.</td>
</tr>
<tr>
<td></td>
<td>Includes travel expense voucher.</td>
</tr>
<tr>
<td>17</td>
<td>BI-MONTHLY TIME SHEET</td>
</tr>
<tr>
<td></td>
<td>Provides an official record of hours worked, overtime and</td>
</tr>
<tr>
<td></td>
<td>leave accrued and taken.</td>
</tr>
</tbody>
</table>

**Remarks**
- Review for Archives

**Phone:** (509) 358-2237

**Date of Submittal:** 4/2/03

**Signature:** Debra Jennings
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>REQUEST FOR LEAVE AND/OR OVERTIME *</td>
<td>OFM Employee</td>
<td>FY</td>
<td>6 yrs.</td>
<td>0</td>
<td>.6 yrs.</td>
<td>EWU-GS 1</td>
<td>Item 8</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>EMPLOYEE PERFORMANCE EVALUATION HEPB-029</td>
<td>OFM Human Resources*</td>
<td>FY</td>
<td>1 yr.</td>
<td>0</td>
<td>1 yr.</td>
<td>GS 03002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>SUMMER QUARTER PLANS</td>
<td>OFM Academic Affairs*</td>
<td>FY</td>
<td>3 yrs.</td>
<td>2 yrs.</td>
<td>5 yrs.</td>
<td>97-09-58074</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>PURCHASE ORDER</td>
<td>OFM Purchasing*</td>
<td>FY</td>
<td>1 yr.</td>
<td>0</td>
<td>1 yr.</td>
<td>GS 01004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>PURCHASE REQUISITION</td>
<td>OFM Purchasing*</td>
<td>FY</td>
<td>1 yr.</td>
<td>0</td>
<td>1 yr.</td>
<td>GS 01004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------------------------------</td>
<td>----------------</td>
<td>-----------------------------</td>
<td>------------</td>
<td>-----------------------</td>
<td>------------------------</td>
<td>-----------------</td>
<td>--------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>23</td>
<td>MEMORANDUM OF AGREEMENT/PERSONAL SERVICES INVOICE VOUCHER</td>
<td>OFM Purchasing*</td>
<td>TOC</td>
<td>3 yrs.</td>
<td>0</td>
<td>3 yrs.</td>
<td>GS 01051</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Documents record of agreement between the university and the contractor for specific service amounting to under $5,000. Includes Personal Services Invoice Voucher for billing and payment purposes. Contracts over $5,000 will utilize state form 110.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>FINANCIAL REPORTING SYSTEM REPORT (FRS)</td>
<td>OFM General Accounting*</td>
<td>FY</td>
<td>1 mo.</td>
<td>0</td>
<td>1 mo.</td>
<td>EWU-GS 2 Item 13</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monthly computer printout documenting account status and current month expenditure summary.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>NON-STUDENT PART-TIME EMPLOYMENT</td>
<td>OFM Human Resources*</td>
<td>TOE</td>
<td>1 yr.</td>
<td>0</td>
<td>1 yr.</td>
<td>EWU-GS 1 Item 14</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provides an employment record for part-time non-student employees to include employing department, job title, pay rate, employment dates.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>INTERDEPARTMENTAL PURCHASE ORDER AND INVOICE</td>
<td>OFM Supplying Department*</td>
<td>FY</td>
<td>1 yr.</td>
<td>0</td>
<td>1 yr.</td>
<td>EWU-GS 2 Item 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Documents interdepartmental exchange of services between the university departments.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Washington University</td>
<td>College of Business &amp; Public Administration/Dean</td>
<td>Debra Jennings</td>
<td>(509) 358-2237</td>
</tr>
</tbody>
</table>

| 8. PHONE 9. DATE OF SUBMITTAL |
|-----------------------------|----------------|
| (509) 358-2237 | 4/2/03 |

<table>
<thead>
<tr>
<th>10. NO.</th>
<th>11. RECORDS SERIES TITLE &amp; STATEMENT OF FUNCTION/PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>27.</td>
<td>RECORDS RETENTION SCHEDULE Provides for identification and disposition of all public records found in the office.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12. OPR OR OFM</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>
</tr>
</thead>
<tbody>
<tr>
<td>OFM</td>
<td>State Archives* Records Officer</td>
<td>US</td>
<td>.1 yr</td>
<td>0</td>
<td>1 yr</td>
<td>GS 11003</td>
</tr>
</tbody>
</table>

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 Ⅺ□ Approved As Amended □ XIV Disapproved