<table>
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<tr>
<th>AGENCY TITLE</th>
<th>OFFICE OF RECORD</th>
<th>RECORDS COORDINATOR (Typed)</th>
<th>SIGNATURE</th>
<th>PHONE</th>
<th>DATE OF SUBMITTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Washington University</td>
<td>Dept. of Communication Disorder</td>
<td>Wendy McElroy</td>
<td>(509) 359-6622</td>
<td>4/2/03</td>
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<table>
<thead>
<tr>
<th>NO</th>
<th>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>REMARKS</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>MINUTES OF DEPARTMENT MEETINGS</td>
<td>OFM</td>
<td>FY</td>
<td>3 yrs.</td>
<td>3 yrs.</td>
<td>GS 09009</td>
<td>University Archives</td>
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<td></td>
<td>Documents proceedings of department meetings. Includes agendas, minutes and supporting materials.</td>
<td></td>
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<tr>
<td>2</td>
<td>GENERAL CORRESPONDENCE FILE</td>
<td>OFM</td>
<td>FY</td>
<td>2 yrs.</td>
<td>2 yrs.</td>
<td>GS 09005</td>
<td>Review for Archives</td>
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<tr>
<td></td>
<td>Memoranda, routine letters, messages and related documents of a general nature sent or received by this office.</td>
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</tr>
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<td>3</td>
<td>BUDGET REQUEST</td>
<td>OFM</td>
<td>FY</td>
<td>3 yrs.</td>
<td>3 yrs.</td>
<td>GS 01040</td>
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<tr>
<td></td>
<td>Documents instructional budget planning and requests for departments.</td>
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</tr>
<tr>
<td>4</td>
<td>APPLICATION FOR FACULTY EMPLOYMENT (Not hired)</td>
<td>OFM</td>
<td>FY</td>
<td>2 yrs.</td>
<td>2 yrs.</td>
<td>GS 03022</td>
<td></td>
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<tr>
<td></td>
<td>Document applicants' qualifications for employment and personal employment history.</td>
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<td></td>
</tr>
<tr>
<td>5</td>
<td>GRANT PROPOSALS AND APPLICATION</td>
<td>OFM</td>
<td>TOC</td>
<td>6 yrs.</td>
<td>6 yrs.</td>
<td>GS 23004</td>
<td></td>
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<tr>
<td></td>
<td>Documents draft and admission copies of grant proposals and the administration of grants awarded.</td>
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FOR THE ATTORNEY GENERAL: [ ] Approved [ ] Approved As Amended [ ] Disapproved
<table>
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<tr>
<th>6. AGENCY TITLE</th>
<th>Dept. of Communication Disorders</th>
<th>6. RECORDS COORDINATOR (Typed)</th>
<th>Wendy McElroy</th>
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</thead>
<tbody>
<tr>
<td>7. SIGNATURE</td>
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<td>8. PHONE</td>
<td>(509)</td>
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<tr>
<td>9. DATE OF SUBMITTAL</td>
<td></td>
<td>Ma. Day Year</td>
<td>4/2/03</td>
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</table>

**10. NO.**

**11. RECORDS SERIES TITLE & STATEMENT OF FUNCTION/PURPOSE**

<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>
<th>17. REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFM</td>
<td>Purchasing*</td>
<td>FY</td>
<td>1 yr.</td>
<td>0</td>
<td>1 yr.</td>
<td>GS 01004</td>
<td>Archival</td>
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<tr>
<td>OFM</td>
<td>Graduation or withdrawal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>80-9-25789</td>
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</tr>
<tr>
<td>OFM</td>
<td>Academic Affairs*</td>
<td>Course withdrawn</td>
<td>1 yr.</td>
<td>0</td>
<td>1 yr.</td>
<td>EWU-GS 4 Item 5</td>
<td></td>
</tr>
<tr>
<td>OFM</td>
<td>Inventory Control*</td>
<td>US</td>
<td>2 yrs.</td>
<td>0</td>
<td>2 yrs.</td>
<td>80-9-25791</td>
<td></td>
</tr>
</tbody>
</table>

**8. STUDENT RECORD FOLDERS**
Documents academic progress of graduate and undergraduate major. Includes applications, transcripts, grade reports, clinic practicum evaluation and certification forms.

**8. RECOMMENDATION FOR NEW COURSE OR COURSE CHANGE**
Documents description of all courses offered by the department. Includes outline, proposed text and bibliography, instructional methods, proposed catalog description and prerequisites.

**9. EQUIPMENT INVENTORY**
Computer printout documenting the type and quantity of department equipment.
<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</td>
<td>Dept. of Communication Disorders</td>
<td>Wendy McElroy</td>
<td></td>
<td>(509)</td>
<td>4/2/03</td>
</tr>
<tr>
<td>PERSONNEL RECORD FOLDERS (Faculty) Documents employment history with the department. Includes all records relative to initial appointment probationary appointment, the granting of tenure and promotions.</td>
<td>OFM</td>
<td>Academic Personnel*</td>
<td>TOE</td>
<td>1 yr.</td>
<td>0</td>
</tr>
<tr>
<td>EMPLOYEE PERFORMANCE EVALUATION (HEPB-029) Annual evaluation of employee performance containing recommendations for improved performance and/or reprimands.</td>
<td>OFM</td>
<td>Human Resources*</td>
<td>FY</td>
<td>1 yr.</td>
<td>0</td>
</tr>
<tr>
<td>BI-MONTHLY TIME SHEET Provides an official record of hours worked, overtime and leave accrued and taken.</td>
<td>OFM</td>
<td>Human Resources*</td>
<td>FY</td>
<td>3 yrs.</td>
<td>0</td>
</tr>
<tr>
<td>REQUEST FOR LEAVE AND/OR OVERTIME Documents request for leave of absence, sick leave, overtime, leave without pay or other authorized absences.</td>
<td>OFM</td>
<td>Employee</td>
<td>FY</td>
<td>6 yrs.</td>
<td>0</td>
</tr>
<tr>
<td>LETTER OF AGREEMENT Contract signed by part-time faculty agreeing to teach assigned course(s).</td>
<td>OFM</td>
<td>Office of the Dean*</td>
<td>FY</td>
<td>2 yrs.</td>
<td>0</td>
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<tr>
<td>---------</td>
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<tr>
<td>15.</td>
<td>PART-TIME EMPLOYMENT PERSONNEL ACTION</td>
<td>OFM</td>
<td>Payroll*</td>
<td>US</td>
<td>1 yr.</td>
</tr>
<tr>
<td></td>
<td>Record of employment at EWU. Identifies rate of pay,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>employing department and classification of student</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>employees.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>UNDERGRADUATE COURSE DESCRIPTION APPROVAL</td>
<td>OFM</td>
<td>Academic Affairs*</td>
<td>Until</td>
<td>1 yr.</td>
</tr>
<tr>
<td></td>
<td>Documents rationale for courses offered. Includes</td>
<td></td>
<td>withdrawn</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>course outlines, proposed texts and bibliography,</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>instructional methods, description and course</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>prerequisites.</td>
<td></td>
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</tr>
<tr>
<td>17.</td>
<td>APPROVAL FORM FOR A REVISED OR NEW MAJOR OR MINOR</td>
<td>OFM</td>
<td>Academic Affairs*</td>
<td>Until</td>
<td>1 yr.</td>
</tr>
<tr>
<td></td>
<td>Documents department rationale and request for</td>
<td></td>
<td>withdrawn</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>approval of revised or new major or minor.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>INTERDEPARTMENTAL PURCHASE ORDER AND INVOICE</td>
<td>OFM</td>
<td>Supplying Office*</td>
<td>FY</td>
<td>1 yr.</td>
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<tr>
<td></td>
<td>Documents interdepartmental exchange of services</td>
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<td></td>
<td>between the university departments.</td>
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**ACTION BY THE STATE RECORDS COMMITTEE**

- Approved
- VII Approved As Amended
- VIII Disapproved
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<tr>
<td>19.</td>
<td>PURCHASE REQUISITION</td>
<td>OFM</td>
<td>Purchasing*</td>
<td>FY</td>
<td>1 yr.</td>
<td>1 yr.</td>
<td>GS 01004</td>
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<tr>
<td></td>
<td>Documents request of departments for issuance of purchase order for supplies, equipment and/or services.</td>
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<td>20.</td>
<td>TRAVEL AUTHORIZATION AND EXPENSE VOUCHER</td>
<td>OFM</td>
<td>Accounts Payable*</td>
<td>FY</td>
<td>2 yrs.</td>
<td>2 yrs.</td>
<td>GS 07002</td>
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<td>Documents authorized travel estimates expenses and reimbursements. Includes travel expense voucher.</td>
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<tr>
<td>21.</td>
<td>FINANCIAL REPORTING SYSTEM REPORT (FRS)</td>
<td>OFM</td>
<td>General Accounting*</td>
<td>MO</td>
<td>1 mo.</td>
<td>1 mo.</td>
<td>EWU – GS 2 Item 8</td>
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<td>Monthly Computer printout documenting budget status and current month expenditure summary by fund and object.</td>
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<tr>
<td>22.</td>
<td>STUDENT EVALUATION OF INSTRUCTORS</td>
<td>OFM</td>
<td>FY</td>
<td></td>
<td>5 yrs.</td>
<td>5 yrs.</td>
<td>92-09-51285</td>
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<tr>
<td></td>
<td>Evaluation of faculty teaching effectiveness in each course offered by the department. Serves as feedback mechanism for the individual instructor. Also required evidence for retention and promotion decision.</td>
<td></td>
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**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
- [X] Disapproved
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<tr>
<td>23.</td>
<td>GENERAL SUBJECT FILE</td>
<td>OFM</td>
<td>FY</td>
<td>2 yrs.</td>
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<td>92-09-51286</td>
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<td>24.</td>
<td>ACCREDITATION RECORDS</td>
<td>OFM</td>
<td>FY</td>
<td>6 yrs.</td>
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<td>92-09-51287</td>
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<td>25.</td>
<td>NATIONAL TESTING EXAMINATION RECORDS</td>
<td>OFM</td>
<td>FY</td>
<td>6 yrs.</td>
<td>0</td>
<td>6 yrs.</td>
<td>92-09-51288</td>
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<td>26.</td>
<td>HISTORY FILE</td>
<td>OFM</td>
<td>FY</td>
<td>3 yrs.</td>
<td>0</td>
<td>3 yrs.</td>
<td>96-03-56541</td>
<td>Review for Archives</td>
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<tr>
<td>27.</td>
<td>RECOMMENDATION ON RETENTION, PROMOTION, TENURE</td>
<td>OFM Academic Affairs*</td>
<td>FY</td>
<td>1 yr.</td>
<td>0</td>
<td>1 yr.</td>
<td>96-03-56542</td>
<td>Review for Archives</td>
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</tr>
<tr>
<td>Eastern Washington University</td>
<td>Dept. of Communication Disorders</td>
<td>Wendy McElroy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>28. INSTRUCTOR'S FINAL GRADE REPORT Provides a record of students enrolled in each class. Includes student name, instructor, course title and number, number of credits earned and grade awarded by the instructor</td>
<td>OFM</td>
<td>Registrar*</td>
</tr>
<tr>
<td>29. PERSONNEL RECORD FOLDERS Provides an employment record for classified staff, might include employment application, references, request to fill/change position and/or other documentation showing title, salary, changes in employment status, employment dates.</td>
<td>OFM Human Resources*</td>
<td>TOE</td>
<td>1 yr. 0</td>
<td>1 yr.</td>
<td>GS 03001</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>30. BUDGET REVISIONS Documents and authorizes transfer of funds between budget accounts.</td>
<td>OFM Budget Services*</td>
<td>FY</td>
<td>1 yr. 0</td>
<td>1 yr.</td>
<td>GS 01004</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>31. MEMORANDUM OF AGREEMENT/PERSONAL SERVICES INVOICE VOUCHER Documents record of agreement between the university and the contractor for specific services 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>OFM Purchasing*</td>
<td>TOC</td>
<td>3 yrs. 0</td>
<td>3 yrs.</td>
<td>GS 01051</td>
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ACTION BY THE STATE RECORDS COMMITTEE: ☐ Approved XIII ☐ Approved As Amended ☐ XIV Disapproved
<table>
<thead>
<tr>
<th>4. AGENCY TITLE</th>
<th>Eastern Washington University</th>
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<tr>
<td>5. OFFICE OF RECORD</td>
<td>Dept. of Communication Disorders</td>
</tr>
<tr>
<td>6. RECORDS COORDINATOR (Typed)</td>
<td>Heidi Shively</td>
</tr>
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</table>

<table>
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<tr>
<th>7. SIGNATURE</th>
<th>8. PHONE</th>
<th>9. DATE OF SUBMITTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(509)</td>
<td>Mo. Day Year</td>
</tr>
<tr>
<td></td>
<td>359-6622</td>
<td>4/2/03</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. NO.</th>
<th>11. RECORDS SERIES TITLE &amp; STATEMENT OF FUNCTION/PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>32.</td>
<td>INVOICE VOUCHER Documents expenditures for equipment, supplies and other miscellaneous items.</td>
</tr>
</tbody>
</table>

| 33.     | RECORDS RETENTION SCHEDULE Provides for identification and disposition of all public records found in this office. |

<table>
<thead>
<tr>
<th>12. GPR 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 NUMBER</th>
<th>17. REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFM</td>
<td>Accounts Payable*</td>
<td>FY</td>
<td>2 yrs.</td>
<td>0</td>
<td>2 yrs.</td>
<td>GS 01006</td>
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<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>
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10/95

ACTION BY THE STATE RECORDS COMMITTEE □ Approved XV□ Approved As Amended □XVI Disapproved