<table>
<thead>
<tr>
<th>1. AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Washington University</td>
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<table>
<thead>
<tr>
<th>2. OFFICE</th>
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<tbody>
<tr>
<td>College of Social &amp; Behavioral Sciences</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>3. IN-HOUSE ID</th>
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<tbody>
<tr>
<td>Sherry Mowatt</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>4. AGENCY TITLE</th>
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<tbody>
<tr>
<td>Eastern Washington University</td>
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</table>

<table>
<thead>
<tr>
<th>5. OFFICE OF RECORD</th>
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<tbody>
<tr>
<td>College of Social &amp; Behavioral Sciences</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>6. RECORDS COORDINATOR (Typed)</th>
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<tbody>
<tr>
<td>Sherry Mowatt</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(509) 359-6081</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. DATE OF SUBMITTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Day Year</td>
</tr>
<tr>
<td>4/2/03</td>
</tr>
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<table>
<thead>
<tr>
<th>10. NO.</th>
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<tbody>
<tr>
<td>11. RECORDS SERIES TITLE &amp; STATEMENT OF FUNCTION/PURPOSE</td>
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<table>
<thead>
<tr>
<th>12. OPR OR OFM</th>
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<tbody>
<tr>
<td>OFM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13. LOCATION OF OTHER COPIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY</td>
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</table>

<table>
<thead>
<tr>
<th>14. CUT-OFF</th>
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</thead>
<tbody>
<tr>
<td>2 yrs.</td>
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</table>

<table>
<thead>
<tr>
<th>15a. OFFICE RETENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
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<table>
<thead>
<tr>
<th>15b. RCDS. CTR. RETENTION</th>
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<tr>
<td>2 yrs.</td>
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<table>
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<tr>
<th>15c. TOTAL RETENTION</th>
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<tbody>
<tr>
<td>GS 09005</td>
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<tr>
<th>16. DISPOSITION AUTHORITY NUMBER</th>
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<tbody>
<tr>
<td>Review for Archives</td>
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<table>
<thead>
<tr>
<th>17. REMARKS</th>
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</thead>
<tbody>
<tr>
<td>Review for Archives</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. GENERAL CORRESPONDENCE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memoranda, routine letters, messages and related documents of a general nature sent or received by an office.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. DEPARTMENTAL CORRESPONDENCE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents general function of dean’s office related to the academic departments. Includes budget reports, department chair communication.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. RECOMMENDATION FOR NEW COURSE OR COURSE CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. PERSONNEL RECORD FOLDER (Faculty)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents employment history with the department. Includes all records relative to initial appointment, probationary appointment, the granting of tenure and promotions.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>18. AGENCY RECORDS OFFICER (Signature)</th>
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<tbody>
<tr>
<td>10/95</td>
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<table>
<thead>
<tr>
<th>ACTION BY THE STATE RECORDS COMMITTEE</th>
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<tbody>
<tr>
<td>Approved</td>
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<tr>
<td>Approved As Amended</td>
</tr>
<tr>
<td>Disapproved</td>
</tr>
<tr>
<td>4. AGENCY TITLE</td>
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<tr>
<td>-----------------</td>
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<tr>
<td>Eastern Washington University</td>
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</table>

<table>
<thead>
<tr>
<th>9. DATE OF SUBMITTAL</th>
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<tbody>
<tr>
<td>4/2/03</td>
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</thead>
<tbody>
<tr>
<td>5.</td>
<td>PERSONNEL RECORD FOLDER</td>
<td>Human</td>
<td>TOE</td>
<td>1 yr.</td>
<td>0</td>
<td>1 yr.</td>
<td>GS 03001</td>
<td>Archival</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 form showing title, salary, changes in employment status and service dates.</td>
<td>Resources*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>DEPARTMENT MINUTES*</td>
<td>OFM</td>
<td>FY</td>
<td>5 yrs.</td>
<td>0</td>
<td>5 yrs.</td>
<td>GS 09009</td>
<td></td>
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<tr>
<td></td>
<td>Record of proceedings of department meetings. Includes agendas, minutes and supporting materials.</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>7.</td>
<td>GRANTS PROPOSAL AND APPLICATION</td>
<td>OFM</td>
<td>TOC</td>
<td>6 yrs.</td>
<td>0</td>
<td>6 yrs.</td>
<td>GS 23004</td>
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</tr>
<tr>
<td></td>
<td>Documents draft and submission copies of grant proposals and the administration of grant awarded.</td>
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<tr>
<td>8.</td>
<td>PURCHASE ORDER</td>
<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></td>
</tr>
<tr>
<td></td>
<td>Documents purchase of supplies, equipment and services from off campus vendors.</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>9.</td>
<td>BUDGET REQUEST</td>
<td>OFM</td>
<td>Budget Services*</td>
<td>FY</td>
<td>2 yrs.</td>
<td>0</td>
<td>2 yrs.</td>
<td>GS 01040</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Documents instructional budget planning and requests for departments.</td>
<td></td>
<td></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>
</table>

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<thead>
<tr>
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<tbody>
<tr>
<td>□ Approved</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>10. BI-MONTHLY TIME SHEET</td>
</tr>
<tr>
<td>11. TRAVEL AUTHORIZATION AND EXPENSE VOUCHER</td>
</tr>
<tr>
<td>12. FINANCIAL REPORTING SYSTEM REPORTS (FRS)</td>
</tr>
<tr>
<td>13. FACULTY/STAFF INFORMATION MEMORANDA</td>
</tr>
<tr>
<td>14. UNIVERSITY COUNCIL AND COMMITTEE MINUTES</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 □ Approved As Amended □ Voted Disapproved
<table>
<thead>
<tr>
<th>10. NO.</th>
<th>11. RECORDS SERIES TITLE &amp; STATEMENT OF FUNCTION/PURPOSE</th>
</tr>
</thead>
</table>
| 15.    | **POOL CAR TRIP TICKET**  
Documents use of vehicle by individuals associated with the university and serves as means of assessing interdepartmental charges for such usage. |
| 16.    | **REGISTRATION COUNT**  
Status summary of quarterly registration count for each class. Includes course title, credit hours, instructor, class days and time, building and room number class to be taught, students enrolled and maximum enrollment allowed in each class. |
| 17.    | **SUMMER QUARTER PLANS**  
Course and faculty assignment information for summer quarter. |
| 18.    | **REQUEST TO FILL/CHANGE POSITION**  
Formal record of employment. Includes employee’s title, education, beginning and ending employment, salary, term of appointment, budget. |

**12. OPR OR OFM**  
OFM

**13. LOCATION OF OTHER COPIES**  
OFM

**14. CUT-OFF**  
Motor Pool

**15a. OFFICE RETENTION**  
FY 2 yrs. 0

**15b. RCD'S. CTR. RETENTION**  
2 yrs.

**15c. TOTAL RETENTION**  
95-10-56121

**16. DISPOSITION AUTHORITY NUMBER**  
95-10-56122

**17. REMARKS**  
95-10-56123

**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  
☑ Approved As Amended  
☑ Disapproved

**Page 4 of 5 Pages**
<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>College of Social &amp; Behavioral Sciences</td>
<td>Sherry Mowatt</td>
<td></td>
<td>(509)</td>
<td>Mo. Day Year</td>
</tr>
<tr>
<td>University</td>
<td></td>
<td></td>
<td></td>
<td>359-6081</td>
<td>4/2/03</td>
</tr>
</tbody>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>19.</td>
<td>BUDGET REVISION Documents and authorizes transfer of funds between budget accounts.</td>
<td>OFM Budget Services*</td>
<td>FY</td>
<td>2 yrs.</td>
<td>0</td>
<td>2 yrs.</td>
<td>GS 01040</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>JOURNAL VOUCHER A7 Provides a mean of entering an accounting transaction into agency/office account.</td>
<td>OFM General Accounting*</td>
<td>FY</td>
<td>3 yrs.</td>
<td>0</td>
<td>3 yrs.</td>
<td>GS 01006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>EMPLOYEE PERFORMANCE EVALUATION Provides a record of the evaluation performance on employees at Eastern Washington University.</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>22.</td>
<td>RECORDS RETENTION SCHEDULE Provides for identification and disposition of all public records found in this office.</td>
<td>OFM 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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</table>

**ACTION BY THE STATE RECORDS COMMITTEE**
- □ Approved
- □ Approved As Amended
- ⊠ Disapproved