<table>
<thead>
<tr>
<th>NO.</th>
<th>RECORD SERIES TITLE &amp; STATEMENT OF FUNCTION/PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>GENERAL CORRESPONDENCE</strong>&lt;br&gt;Provides documentation pertaining to the operation of this office.</td>
</tr>
<tr>
<td>2</td>
<td><strong>PERSONNEL RECORD FOLDER</strong>&lt;br&gt;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>
</tr>
<tr>
<td>3</td>
<td><strong>REQUEST FOR LEAVE AND/OR OVERTIME</strong>&lt;br&gt;Documents request for leave of absence, sick leave, overtime, leave without pay or other authorized absences.</td>
</tr>
<tr>
<td>4</td>
<td><strong>REQUEST TO FILL/CHANGE POSITION</strong>&lt;br&gt;Provides a record of employment and changes to pay status; shows job classification, pay range and step, and service dates.</td>
</tr>
<tr>
<td>5</td>
<td><strong>APPLICATION FOR FACULTY EMPLOYMENT</strong> (Not hired)&lt;br&gt;Documents applicants qualifications for employment and personal employment history.</td>
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</table>

<table>
<thead>
<tr>
<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>
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<td>GS 03001</td>
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**FOR THE ATTORNEY GENERAL**<br>FOR THE STATE AUDITOR<br>FOR THE STATE ARCHIVIST<br>FOR THE DIRECTOR OF OFM<br><br>**ACTION BY THE STATE RECORDS COMMITTEE**<br>☐ Approved<br>☐ Approved As Amended<br>☐ Disapproved
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<td>6.</td>
<td>PART-TIME EMPLOYMENT PERSONNEL ACTION</td>
<td>OFM</td>
<td>Payroll*</td>
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<td>1 yr.</td>
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<td>Record of employment at Eastern Washington University.</td>
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<td>Identifies rate of pay, employing department and</td>
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<td></td>
<td>Statistical information documenting student enrollment</td>
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<td>quarterly. Includes name, address, social security</td>
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<td></td>
<td>number and courses taken. Used for office reference.</td>
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<td>8.</td>
<td>UNDERGRADUATE COURSE DESCRIPTION APPROVAL</td>
<td>OFM</td>
<td>Academic Affairs*</td>
<td>Until</td>
<td>1 yr.</td>
<td>1 yr.</td>
<td>87-10-41087</td>
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<td></td>
<td>Documents rationale for courses offered. Includes</td>
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<td>course outlines, proposed texts and bibliography,</td>
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<td>Review for Archives</td>
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<td>9.</td>
<td>APPROVAL FORM FOR A REVISED OR NEW MAJOR</td>
<td>OFM</td>
<td>Academic Affairs *</td>
<td>Until</td>
<td>1 yr.</td>
<td>1 yr.</td>
<td>87-10-41088</td>
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<td></td>
<td>OR MINOR</td>
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<td>withdrawn</td>
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<td></td>
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<td>approval of revised or new major or minor.</td>
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18. AGENCY RECORDS OFFICER (Signature)
4. AGENCY TITLE  
Eastern Washington University

5. OFFICE OF RECORD  
Women’s Center

6. RECORDS COORDINATOR (Typed)  
Carol Vines

7. SIGNATURE  
(509) 359-2898

9. DATE OF SUBMITTAL  
4/2/03

|---------|---------------------------------------------------------|----------------|----------------------------|-------------|----------------------|-------------------------|------------------|----------------------------------|-------------|
| 10.     | BUDGET REVISION  
Documents and authorizes transfer of funds between budget accounts. | OFM Budget Services * | FY | 2 yrs. | 2 yrs. | GS 01014 |
| 11.     | 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. Contracts over $5,000 will utilize state form 110. Includes Personal Services Invoice Voucher for billing and payment purposes. | OPR Purchasing * | TOC | 6 yrs. | 6 yrs. | GS 01004 |
| 12.     | JOURNAL VOUCHER A7  
Provides a mean of entering an accounting transaction into agency/office account. | OFM General Accounting * | FY | 3 yrs. | 3 yrs. | GS 01006 |
| 13.     | PURCHASE ORDER  
Documents purchase of supplies, equipment and services from off campus vendors. | OFM Purchasing * | FY | 1 yr. | 1 yr. | GS 01004 |

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
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<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>14</td>
<td>INTERDEPARTMENTAL PURCHASE ORDER &amp; INVOICE Documents interdepartmental exchange of services between the university departments.</td>
<td>OFM</td>
<td>SuppOffice*</td>
<td>FY</td>
<td>1 yr.</td>
<td>0</td>
<td>1 yr.</td>
<td>EWU-GS 2</td>
<td>Item 3</td>
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<tr>
<td>15</td>
<td>PURCHASE REQUISITION Documents request of departments for issuance of purchase order for supplies, equipment and/or services.</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>16</td>
<td>INVOICE VOUCHER A19 Documents expenditures for equipment, supplies and other miscellaneous items.</td>
<td>OFM</td>
<td>Accounts Payable*</td>
<td>FY</td>
<td>2 yrs.</td>
<td>0</td>
<td>2 yrs.</td>
<td>GS 01004</td>
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<tr>
<td>17</td>
<td>TRAVEL AUTHORIZATION AND EXPENSE VOUCHER Documents authorized travel estimates expenses and reimbursements. Includes travel expense voucher.</td>
<td>OFM</td>
<td>Accounts Payable*</td>
<td>FY</td>
<td>2 yrs.</td>
<td>0</td>
<td>2 yrs.</td>
<td>GS 07002</td>
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<td>18</td>
<td>READING FILE* Provides ready reference file in chronological order for all outgoing correspondence.</td>
<td>OFM</td>
<td>Mo.</td>
<td>90 days</td>
<td>0</td>
<td>90 days</td>
<td>90 days</td>
<td>GS 09004</td>
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| 18. AGENCY RECORDS OFFICER (Signature) | FOR THE ATTORNEY GENERAL | FOR THE STATE AUDITOR | FOR THE STATE ARCHIVIST | FOR THE DIRECTOR OF OFM |

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<th>ACTION BY THE STATE RECORDS COMMITTEE</th>
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<td>No.</td>
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<td>Location of Other Copies</td>
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<td>----------------------------------------------------------------------------------------------------------------------</td>
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<tr>
<td>19</td>
<td>COUNCIL/COMMITTEE MINUTES Documents agendas, minutes and supporting materials of state and university councils and committees.</td>
<td>OFM</td>
<td>President's &amp; Faculty Organization</td>
</tr>
<tr>
<td>20</td>
<td>GENERAL SUBJECT FILE* Documents general function related to the Women’s Center. Includes academic planning integration materials, newsletters, program reports, workshops, etc.</td>
<td>OFM</td>
<td>FY</td>
</tr>
<tr>
<td>21</td>
<td>HISTORY FILE WOMEN’S PROGRAM* Documentation of the history and development of this program.</td>
<td>OFM</td>
<td>TOC</td>
</tr>
<tr>
<td>22</td>
<td>GRANT PROPOSALS AND APPLICATIONS Documents draft and submission copies of grant proposals and administration of grants awarded.</td>
<td>OFM</td>
<td>Grants &amp; Research Dev.*</td>
</tr>
<tr>
<td>23</td>
<td>FINANCIAL REPORTING SYSTEM REPORT (FRS) Monthly computer printout documenting budget status and current month expenditure summary by fund and object.</td>
<td>OFM</td>
<td>General Accounting*</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
- [X] Disapproved
**RECORDS RETENTION SCHEDULE**

<table>
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<th>8. PHONE</th>
<th>9. DATE OF SUBMITTAL</th>
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<tr>
<td>Eastern Washington</td>
<td>Women's Center</td>
<td>Carol Vines</td>
<td></td>
<td>(509)</td>
<td>4/2/03</td>
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<tr>
<td>24. RECORDS RETENTION SCHEDULE</td>
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<td>GS 11003</td>
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<td>Provides for identification and disposition of all public</td>
<td>State</td>
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<td>records found in the office.</td>
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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 □ XII Disapproved