Retention and Classification Report

Agency: Snow College (Utah) (874)

150 E. College Ave.
Ephraim, UT 84627
435-283-7145

Records Officer: _____

81454	Card catalog
02877	Catalogs
81535	Correspondence
81547	Higher education
18984	Payroll files
03524	Personnel records
81545	Student financial aid case files
18985	Student records
80620	Subject bibliography of current serial and separation plan

AGENCY: Snow College (Utah)

SERIES: 81454 3
TITLE: Card catalog
DATES: undated
ARRANGEMENT: Alphabetical by surname
DESCRIPTION:

Filming of the library's card files.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 10 years and then destroy.

Microfiche master: Retain in State Records Center for 10 years and then destroy.

AGENCY: Snow College (Utah)

SERIES: 2877 3
TITLE: Catalogs
DATES: 1901-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

This series contains catalogs for courses offered at Snow College.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after reviewed and then transfer to Snow College.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).

Current publications have administrative value. Non-current publications have ongoing historic research value to the creating institution. Non-current catalogs can be used to audit former course offerings, and provide a historic snapshot of curriculum offered by the college at given points in time.

AGENCY: Snow College (Utah)

SERIES: 2877
TITLE: Catalogs

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Snow College (Utah)

SERIES: 81535 3
TITLE: Correspondence
DATES: none
ARRANGEMENT: Chronological
DESCRIPTION:

Business-related correspondence that is routine or transitory in nature and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

AUTHORIZED: 11-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until Administrative need ends and then destroy.

Microfilm master: Retain in Office until Administrative need ends and then destroy.

Microfilm duplicate: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Snow College (Utah)

SERIES: 81535
TITLE: Correspondence

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Snow College (Utah)

SERIES: 81547 1
TITLE: Higher education
DATES: none
ARRANGEMENT: Alphabetical by surname
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

AGENCY: Snow College (Utah)

SERIES: 18984 3
TITLE: Payroll files
DATES: 1981-
ARRANGEMENT:
DESCRIPTION:

Computer-produced, two part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Preliminary payroll files, GRS-1889.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Snow College (Utah)

SERIES: 3524 3
TITLE: Personnel records
DATES: 1976-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after date of employment and then transfer to State Records Center. Retain in State Records Center for 55 years and then destroy.

AGENCY: Snow College (Utah)

SERIES: 3524
TITLE: Personnel records

(continued)

APPRAISAL:

These records have administrative value(s).

Records in this series have long-term administrative value. They may be destroyed according to the approved retention schedule.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Snow College (Utah)

SERIES: 81545 3
TITLE: Student financial aid case files
DATES: 1959-
ARRANGEMENT: Chronological, thereunder alphabetical
ANNUAL ACCUMULATION: 10.00 cubic feet.
DESCRIPTION:

These records are used to determine if a student is eligible to receive student financial aid, such as Pell Grants, student loans, and so forth. Title IV of the Higher Education Act of 1965, states what information a student must provide in order for eligibility to be determined. These files include tax information, Financial Aid Application, Financial Aid Form (FAF), Verification Worksheet, awards, no default/no refund due Certification, Anti-drug Abuse Act Certification, Release Statement, School Certification, work study information, and so forth.

RETENTION:

Retain for 30 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after aid has been awarded and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 30 years and then destroy.

Microfilm duplicate: Retain in Office for 30 years and then destroy.

AGENCY: Snow College (Utah)

SERIES: 81545
TITLE: Student financial aid case files

(continued)

APPRAISAL:

These records have administrative, and/or legal value(s).

This disposition is based on the administrative needs of the school and on 34 CFR pt. 674:19, which states that the records be maintained for 5 years after final payment. Loan payments, however, may be deferred for many years because of further educational pursuits and so forth.

PRIMARY DESIGNATION:

Private	34 CFR pt. 99, Family Educational Rights and Privacy Act (FERPA), 53 Fed. Reg. 11942 (1988), Higher Education Act of 1965, Title IV P.L. 89-329 as amended.

SECONDARY DESIGNATION(S):

Protected.	Parent's income

AGENCY: Snow College (Utah)

SERIES: 18985 3
TITLE: Student records
DATES: 1920-
ARRANGEMENT: Chronological by time period thereunder alphabetical by student surname.
DESCRIPTION:

Files containing official documentation listing student's courses, grades, credits earned, and status achieved. Often referred to as a transcript.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Academic record files, GRS-2445.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center permanently.

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

These records have administrative value(s).

AGENCY: Snow College (Utah)

SERIES: 18985
TITLE: Student records

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Snow College (Utah)

SERIES: 80620 3
TITLE: Subject bibliography of current serial and separation plan
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

Indices, lists, catalogs, registers, guides, and other aids necessary for the efficient use of other records.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until records to which they pertain are destroyed and then destroy.

Microfilm master: Retain in Archives until records to which they pertain are destroyed and then destroy.

Microfilm duplicate: Retain in Office until records to which they pertain are destroyed and then destroy.

PRIMARY DESIGNATION:

Public