Retention and Classification Report

Agency: Southern Utah University (Utah) (1137)

Southern Utah University
351 West University Blvd.
Cedar City, UT 84720
435-586-7645

Records Officer: _____

07063	Class registration add and drop cards
81548	General catalog
80099	Permanent academic records
02879	Publications

AGENCY: Southern Utah University (Utah)

SERIES: 7063 3
TITLE: Class registration add and drop cards
DATES: 1985-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

Files which document student enrollment, registration, and participation in course work and other academic activities at any of Utah's institutions of higher education.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Registration files, GRS-2453.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after graduation or withdrawal and then destroy.

Microfilm master: Retain in State Records Center for 5 years and then destroy.

Microfilm duplicate: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

These records have limited administrative value.

AGENCY: Southern Utah University (Utah)

SERIES: 7063
TITLE: Class registration add and drop cards

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Southern Utah University (Utah)

SERIES: 81548 3
TITLE: General catalog
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

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.

Microfilm master: Retain in State Records Center permanently.

APPRAISAL:

These records have 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: Southern Utah University (Utah)

SERIES: 81548
TITLE: General catalog

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Southern Utah University (Utah)

SERIES: 80099 3
TITLE: Permanent academic records
DATES: 1960-
ARRANGEMENT: alphabetical by student's name
DESCRIPTION:

Official documents and transcripts which lists the courses attempted, grades, credits earned, and status achieved by a student.

RETENTION:

Retain permanently

DISPOSITION:

May 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 Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Private

AGENCY: Southern Utah University (Utah)

SERIES: 2879 3
TITLE: Publications
DATES: 1940-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

This series contains publications created by the College.

1972 proposals for new teacher education programs at Southern Utah State College.
Industrial Arts for Elementary Teachers.
Health education minor.
1974 Southern Utah State College Conference brochure.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until reviewed and then transfer to Southern Utah University.

Microfiche master: For records beginning in 1972 through 1974. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1972 through 1974. Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

Publications document agency history and functions. They have ongoing research value.

PRIMARY DESIGNATION:

Public