

Retention and Classification Report

Agency: Weber State University (Utah) (1334)

3848 Harrison Boulevard
Ogden, UT 84408
801-626-6000

Records Officer: _____

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00768	Account books
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AGENCY: Weber State University (Utah)

SERIES: 27919

3

TITLE: Academic record files

DATES: 1900-

ARRANGEMENT: alphabetical

DESCRIPTION:

These are the paper academic transcripts of student records prior to the use of a computerized student information system. Provided to students, employers, and other educational institutions upon the student request. Report of academic courses and grade as well as any applicable degrees earned by the student.

RETENTION:

Permanent. Retain for 110 year(s)

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 for 10 years and then scan and transfer to State Records Center. Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). We are required to maintain academic transcripts in perpetuity by accreditation. We are scanning these files, but need to maintain the paper copies.

AGENCY: Weber State University (Utah)

SERIES: 27919

TITLE: Academic record files

(continued)

PRIMARY DESIGNATION:

Exempt Federal Educational Rights and Privacy Act (FERPA)

AGENCY: Weber State University (Utah)

SERIES: 768

1

TITLE: Account books

DATES: 1921-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Weber State University (Utah)

SERIES: 12341

1

TITLE: Campus security police citations

DATES: 1985-

ARRANGEMENT: Numerical by citation number

DESCRIPTION:

These are citations issued to drivers violating motor vehicle and traffic laws on campus by the security police. These citations document vehicle information, violation type, date and time, and are used to collect a monetary fine from students, faculty, or the general public.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This disposition is based on audit requirements and the administrative needs of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Weber State University (Utah)

SERIES: 12343

3

TITLE: Cash receipts

DATES: 1985-

ARRANGEMENT: Chronological.

DESCRIPTION:

Agency copy of receipts given to customers who pay cash to the agency for services rendered.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber State University (Utah)

SERIES: 25842

3

TITLE: Construction case files

DATES: 1947-

ARRANGEMENT: Alphabetical by building identifier number, thereunder numerical by project number.

DESCRIPTION:

Case files documenting the construction of new buildings and the renovation of older buildings on the university campus.

RETENTION:

Permanent. Retain for 50 year(s) after end of project or program

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after construction is completed and then transfer to State Records Center. Retain in State Records Center for 40 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2018.

AGENCY: Weber State University (Utah)

SERIES: 80622

3

TITLE: Donation history

DATES: 1965-

ARRANGEMENT: Alphabetical by donor name

DESCRIPTION:

This is a record of all gifts given to the university. This file refers to the Donor files, series 80623, and is instrumental in providing access and reference to donor information.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public Names of donors

SECONDARY DESIGNATION(S):

Private. Amount donated

AGENCY: Weber State University (Utah)

SERIES: 80623

3

TITLE: Donor files

DATES: 1965-

ARRANGEMENT: Alphabetical by donor name

DESCRIPTION:

Comprehensive case file system that documents all donations given to the university. Includes correspondence, agreements, memoranda, telephone conversation notes, and donor receipts.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until digitized and then transfer to State Records Center. Retain in State Records Center permanently.

Computer data files: Retain in Office permanently.

PRIMARY DESIGNATION:

Public Names of donors

SECONDARY DESIGNATION(S):

Private. Amount donated

AGENCY: Weber State University (Utah)

SERIES: 80621

1

TITLE: Donor receipts

DATES: 1965-

ARRANGEMENT: Alphabetical by donor name

DESCRIPTION:

Financial files that document amounts received, date of receipt, officer who received the funds, and appropriate signatures.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until audited and then destroy.

APPRAISAL:

These records have fiscal value(s).

This disposition is based on general audit requirements of financial records.

PRIMARY DESIGNATION:

Public

AGENCY: Weber State University (Utah)

SERIES: 5994

3

TITLE: Employee personnel file

DATES: 1950-

ARRANGEMENT: Alphabetical by employee's surname

DESCRIPTION:

This series contains the complete work history of an individual (excluding medical and psychological information) while employed by state. Refer to UCA 67-18-1 (2005), et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. The files may include applications for employment, career mobility documents, Memorandums of Understanding (MOUs), Employment Eligibility Certification records, documents required by the U.S. Citizenship and Immigration Services; employee signed overtime agreements, personnel actions, corrective action plans, notices of disciplinary actions, performance plans and evaluations, letters of appreciation and commendation, separation and leave without pay records, references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, copies of any documents affecting the employee's conduct, status, or salary, etc. Complete work history of an individual (excluding medical/psychological information) while employed by the State. Refer to UCA 67-18-1 (1977), et seq. and DHRM rules on accessing, maintaining, and managing employee personnel files. The employee's personnel file shall be considered a supplement to the DHRM computerized file and shall be subject to the rules governing personnel files. When an employee transfers to another state agency, the employee's personnel file must be sent to the new agency. The file typically includes applications for employment, career mobility documents, Memorandums of Understanding (MOU's), Employment Eligibility Certification records, Form 1-9 and other documents required by the U.S. Citizenship and Immigration Services; employee signed overtime agreements, personnel actions, corrective action plans, notices of disciplinary action, new employee orientation form checklists, performance plans and evaluations, letters of appreciation/commendation, separation and leave without pay records, employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, leave and time records; copies of any documents affecting the employee's conduct, status or salary, etc.

AGENCY: Weber State University (Utah)

SERIES: 5994

TITLE: Employee personnel file

(continued)

RETENTION:

Retain for 65 year(s) or until separation

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 65 years after date of employment or
until 3 years after death or retirement and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public

AGENCY: Weber State University (Utah)

SERIES: 26778

3

TITLE: Faculty tenure review files

DATES: 1950-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

This series contains records which document the granting of tenure and promotions to faculty members. They are used by the administration to monitor the job status and tenure track status of current and former university employees. For administrative purposes, promotion and tenure records are maintained separately from the official personnel file. These records include tenure evaluations, appointments, applications for admission, retention decisions, and records documenting promotions.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 62 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Weber State University (Utah)

SERIES: 26778

TITLE: Faculty tenure review files

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-304(28)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f)

AGENCY: Weber State University (Utah)

SERIES: 29757

3

TITLE: Grant and contract records

DATES: 1950-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document grants and contracts received or awarded by the university. They include accepted proposals and applications, records related to the status and monitoring of grants, allocation of funds, and related records.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after expiration of contractual agreement and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber State University (Utah)

SERIES: 29757

TITLE: Grant and contract records

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2019)

Protected. Utah Code 63G-2-305(6)(2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2019.

AGENCY: Weber State University (Utah)

SERIES: 21970

1

TITLE: Investigation case files

DATES: 1990-

ARRANGEMENT: Alphabetical by investigation type, thereunder chronological by date

ANNUAL ACCUMULATION: 0.70 cubic feet.

DESCRIPTION:

These records are case files of internal investigations documenting possible violations of state law and/or university policy. The case files are referred to for enforcement and/or disciplinary purposes.

The files contain the following types of information: personal notes, correspondence, memoranda, witness statements, documentary evidence, case analysis, legal research, attorney work product, and case reports.

RETENTION:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after investigation closes and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

Computer data files: Retain in Office for 3 years after investigation closes and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then delete.

Sound recordings: Retain in Office for 3 years after investigation closes and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then erase.

Photographs: Retain in Office for 3 years after after investigation closes and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

AGENCY: Weber State University (Utah)

SERIES: 21970

TITLE: Investigation case files

(continued)

APPRAISAL:

These records have legal value(s).

This disposition is based on the agency's legal requirements.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (2008).

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008).; 20 USC Section 1232g

Controlled. UCA 63G-2-304 (2008).

AGENCY: Weber State University (Utah)

SERIES: 12770

3

TITLE: Journal register tapes

DATES: 1983-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

Agency copy of receipts given to customers who pay cash to the agency for services rendered. These are cash register tapes which monitor expenses for audit purposes. Information includes amounts, taxes, and dates of transactions.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Weber State University (Utah)

SERIES: 25171

3

TITLE: Non-returning student interviews

DATES: 1993-

ARRANGEMENT: Chronological by date

DESCRIPTION:

Correspondence, reports, notes, and other records relating to interviews with non-returning students.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

PRIMARY DESIGNATION:

Controlled

AGENCY: Weber State University (Utah)

SERIES: 12344

1

TITLE: Parking permit applications

DATES: 1985-

ARRANGEMENT: Numerical by application

DESCRIPTION:

These are applications of faculty and students made to the campus security police to acquire a parking decal which will allow selective parking privileges. The application would include information about the student or faculty, such as name, home address, city and state, zip code, and phone number; information about the vehicle, license plate number, description, etc.; and specific request for parking privilege. This could include specific parking lot requests, etc.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until audit and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This disposition is based on the audit requirements and administrative needs of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Weber State University (Utah)

SERIES: 12344

TITLE: Parking permit applications

(continued)

SECONDARY DESIGNATION(S):

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

AGENCY: Weber State University (Utah)

SERIES: 84445

3

TITLE: Search Committee deliberation files

DATES: 1986-

ARRANGEMENT: Alphabetical by applicant's name

DESCRIPTION:

These records document the activities of the Search Committee which seeks and screens candidates for administrative positions at Weber State College. Includes applications, resumes, committee minutes and history, letters of acceptance, letters of rejection, and other correspondence between the committee and the candidate.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected

AGENCY: Weber State University (Utah)

SERIES: 16493

3

TITLE: Student academic records

DATES: 1974-

ARRANGEMENT: Numerical by social security number

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These folders are the complete student record file and are used to keep track of students attending Weber State College and to track and document student progress at the school.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

AUTHORIZED: 09-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

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

Code of Federal Regulations Title 34, Section 682.408 stipulates that records involving student loans be maintained for five years after the final payment of the loan or five years after the payment of the loan is determined to be uncollectable. 34 CFR 682.401(b)(9) indicates that there is a maximum repayment period of fifteen years after the loan is made. A twenty-five year

AGENCY: Weber State University (Utah)

SERIES: 16493

TITLE: Student academic records

(continued)

retention allows for a possible five year deferment and the stipulated five year retention after the loan has been paid in full. The original master copy of the microfilm will be kept permanently because of historical value. This film will be the only record of the students at Weber State College for these years.

PRIMARY DESIGNATION:

Private

AGENCY: Weber State University (Utah)

SERIES: 84333

1

TITLE: Student financial aid records

DATES: 1970-

ARRANGEMENT: Alphabetical by student name

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These files are used to monitor the financial aid process for the college. Includes loan applications, SARs (Student Aid Reports), award letters, copies of student tax returns, verification worksheets, and check stubs. These records contain only paid or cancelled loans.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Records Center for 3 years and then destroy.

Microfilm duplicate: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

This retention is in accordance with 34 CFR 682.610 (d). The records are used for administrative persons until final payment or cancellation. The five year retention covers the audit period of three years. The retention of the microfilm copy and the discarding of the paper originals is in accordance with the Code of Federal Regulations as recorded in 34 CFR 682.610 (d) (4) and the Utah Code Annotated as stated in UCA 63-2-70.

AGENCY: Weber State University (Utah)

SERIES: 84333

TITLE: Student financial aid records

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Weber State University (Utah)

SERIES: 84593

3

TITLE: Student schedule scantron form

DATES: 1982-

ARRANGEMENT: none

DESCRIPTION:

This is a "scantron" form which is machine readable by a scanner and larger than standard letter size. It is used for the initial registration and subsequent changes in schedules of students enrolled at Weber State. This is the only record of the exact dates on which students make changes to their registration, including dropping from full time to half time or withdrawing from school completely. At present Weber State does not have this information on its computerized student accounting system. The date on which a student withdraws is important to federally funded programs: Financial Aids, National Direct Student Loans, Guaranteed Student Loans, Veteran's Benefits, etc. Default or non-compliance in providing this information could cause serious liability problems for Weber State. The growth rate of this record is approximately 16 cubic feet a year. This form includes student name, social security number, address, telephone number, sex, year in school, complete registration, courses to be changed or from which student wishes to withdraw, and the date of each change in schedule.

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 for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 10 years and then destroy.

AGENCY: Weber State University (Utah)

SERIES: 84593

TITLE: Student schedule scantron form

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Weber State University (Utah)

SERIES: 28132

3

TITLE: University Archives--Department generated student records

DATES: 1950-

ARRANGEMENT: Alphabetical by last name

DESCRIPTION:

These files consist of subject specific departmental records created to track a student's work throughout their program while enrolled at Weber State University. They may include applications into the program, reviews by professors, program transcripts, extra-curricular activities, internships, and mentor evaluations.

RETENTION:

Permanent. Retain for 75 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/2012

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 74 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Weber State University (Utah)

SERIES: 14445

3

TITLE: Weber studies: An interdisciplinary humanities journal

DATES: 1973-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This journal is produced by the English Department of Weber State as a literary forum for writers and critics across the country who contribute. This publication is sponsored in part by the Utah Arts Council and the National Endowment for the Arts. Information includes critical essays, poetry, fiction, and autobiographical essays. Three issues per year are published, one of which is a "special issue" that focuses on a specific subject (e.g. Native American literature or the Utah Statehood Centennial).

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 and then microfilm.

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

Microfiche duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition based on value of journals which contain articles, critiques, poems and other creative writing by writers across the country.

AGENCY: Weber State University (Utah)

SERIES: 14445

TITLE: Weber studies: An interdisciplinary humanities journal

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber State University (Utah)

SERIES: 30231

3

TITLE: Yearbooks

DATES: 1954

ARRANGEMENT: Chronological by publication year.

DESCRIPTION:

Any record of enduring value, regardless of format or platform, that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

The books in this series have permanent historical value as documentation of student life and school activities. It also has value in documenting students who attended the school.

PRIMARY DESIGNATION:

Public