

## Retention and Classification Report

**Agency:** Nebo School District (Utah). Department of Personnel (1533)

350 South Main  
Spanish Fork, UT 84660  
801-354-7414

**Records Officer:** \_\_\_\_\_

83968      Career ladder project files

**AGENCY:** Nebo School District (Utah). Department of Personnel

**SERIES:** 83968

3

**TITLE:** Career ladder project files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by name of teacher

**ANNUAL ACCUMULATION:** 1.20 cubic feet.

**DESCRIPTION:**

These files document the promotion process under the career ladder program. Teachers submit two copies of an application for promotion to the personnel office. A committee reviews the applications and determines whether a promotion is warranted. Each file contains: an administrator's and a principal's report, a report on student achievement, a student's survey, and parent's survey.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after promotion is granted or denied and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the department.