Retention and Classification Report

Agency: Davis Technical College (Utah) (1803)

550 East 300 South
Kaysville, UT 84037

Records Officer: _____

27940	Americans with Disabilities Act files
05635	Daily attendance registers
27305	Personnel Files
09822	Shared high school students letter grades
11798	Student assessment records
05628	Student registration and academic files
09825	Year end reports

AGENCY: Davis Technical College (Utah)

SERIES: 27940 3
TITLE: Americans with Disabilities Act files
DATES: 1990-
ARRANGEMENT: alphabetical
DESCRIPTION:

Requests made by an employee for disability accommodations. Information includes medical data about the requestor, accommodations made, denials, appeals, and any other information about accommodation requests from applicants, employees, and volunteers.

RETENTION:

Retain for 5 year(s) after separation or for 0

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Americans with disabilities act (ada) accommodation requests, GRS-1434.

AUTHORIZED: 07-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after termination, retirement, or until reasonable accommodation, whichever is first, and then destroy.

Computer data files: Retain in Office for 5 years after termination, retirement, or until reasonable accommodation, whichever is first, and then delete.

APPRAISAL:

These records have legal value(s).

AGENCY: Davis Technical College (Utah)

SERIES: 27940
TITLE: Americans with Disabilities Act files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled

AGENCY: Davis Technical College (Utah)

SERIES: 5635 3
TITLE: Daily attendance registers
DATES: 1982-
ARRANGEMENT: Chronological, thereunder numerical by course number
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

Computer generated attendance report registers of classes and actual hours in which students participate. Includes name of student, daily attendance, number of hours per day students are in class, student type number, module progress, and a comment code.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year 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).

The disposition is based on the administrative needs expressed by the agency.

AGENCY: Davis Technical College (Utah)

SERIES: 5635
TITLE: Daily attendance registers

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Davis Technical College (Utah)

SERIES: 27305 3
TITLE: Personnel Files
DATES: 1974-
ARRANGEMENT: Alphabetical withing multiple year sections.
DESCRIPTION:

These are the personnel files for all certified district employees. They are used to document employment. The files include the employment applications, authorizations for hire forms, placement records, employee history card, copies of school transcripts, pay and leave history, work performance, in-service training completion certificates and credits, evaluation records, teaching certificates, previous teaching experience, contracts, lane change requests, and related correspondence. May also include fingerprints and verification of the criminal background check.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Performance plans and evaluations, GRS-1966.

AUTHORIZED: 06-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years and then destroy.

Digital image: Retain in Office until administrative need ends and then delete.

APPRAISAL:

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

AGENCY: Davis Technical College (Utah)

SERIES: 27305
TITLE: Personnel Files

(continued)

PRIMARY DESIGNATION:

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

AGENCY: Davis Technical College (Utah)

SERIES: 9822 3
TITLE: Shared high school students letter grades
DATES: 1984-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are the letter grades of high school students attending the Davis Applied Technology Center. They are an administrative copy and the school does not need the information after a student leaves the vocational program.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the limited information available.

PRIMARY DESIGNATION:

Private

AGENCY: Davis Technical College (Utah)

SERIES: 11798 3
TITLE: Student assessment records
DATES: 1979-
ARRANGEMENT: Alphabetical by student surname
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These records document the aptitude testing of students as they are admitted into the Davis Applied Technology Center program. Students are primarily tested on their math and reading skills. The records include test scores and answer sheets.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2001

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Davis Technical College (Utah)

SERIES: 5628 3
TITLE: Student registration and academic files
DATES: 1976-
ARRANGEMENT: Chronological, thereunder alphabetical by student name.
ANNUAL ACCUMULATION: 24.00 cubic feet.
DESCRIPTION:

Files containing official documentation listing student's courses, grades, credits earned, and status achieved. Often referred to as the transcript. Grading and formal transcripts did not begin until 1990.

RETENTION:

Permanent. Retain for 75 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 2 years and then transfer to State Records Center. Retain in State Records Center for 73 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are official documentation for student's academic history.

AGENCY: Davis Technical College (Utah)

SERIES: 5628
TITLE: Student registration and academic files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Davis Technical College (Utah)

SERIES: 9825 3
TITLE: Year end reports
DATES: 1985-
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:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently.

PRIMARY DESIGNATION:

Public