

## Retention and Classification Report

**Agency:** Utah Tech University (Utah) (280)

Utah Tech University/General Counsel  
225 South 700 East  
St. George, UT 84770  
435-879-4246

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

|       |   |
|-------|---|
| 02882 | Catalogs  |
| 81534 | Financial records   |
| 81472 | St. George State Board of Education/Board of Higher Education |
| 18980 | Student newspapers  |
| 81471 | Student records   |
| 18979 | Yearbooks   |

**AGENCY:** Utah Tech University (Utah)

**SERIES:** 2882

3

**TITLE:** Catalogs

**DATES:** i 1911-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are catalogs of classes offered at the college.

**RETENTION:**

Permanent. Retain until final action

**DISPOSITION:**

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 State Records Center until reviewed and then transfer to State Archives with authority to weed.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Tech University (Utah)

**SERIES:** 81534

1

**TITLE:** Financial records

**DATES:** 1915-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains financial records from the Dixie College Controller's office. Some of the records in this series are miscellaneous payroll registers by month. The registers show total pay, FICA, and other deduction totals. This series also contains bookstore revenue and expense ledgers.

**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:**

Microfilm master: Retain in Archives for 3 years and then destroy.

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

**APPRAISAL:**

These records have fiscal value(s).

**AGENCY:** Utah Tech University (Utah)

**SERIES:** 81472

3

**TITLE:** St. George State Board of Education/Board of Higher Education Minutes

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records created by a committee or conference, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recordings if minutes are not taken.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Tech University (Utah)

**SERIES:** 18980

3

**TITLE:** Student newspapers

**DATES:** 1916-

**ARRANGEMENT:**

**DESCRIPTION:**

This series contains student newspapers.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm master: Retain in State Records Center until reviewed and transfer to Dixie College.

**AGENCY:** Utah Tech University (Utah)

**SERIES:** 81471

3

**TITLE:** Student records

**DATES:** 1911-

**ARRANGEMENT:** Chronological thereunder alphabetical

**DESCRIPTION:**

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

**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:** Utah Tech University (Utah)

**SERIES:** 18979

3

**TITLE:** Yearbooks

**DATES:** 1913-

**ARRANGEMENT:**

**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 after being microfilmed.

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

**PRIMARY DESIGNATION:**

Public