Retention and Classification Report

Agency: Utah State University (1248)

Utah State University
Logan, UT 84322
435-797-0894

Records Officer: _____

80590	Admission and records
85197	Affirmative action hearings files
00452	Board of Trustees minutes
80296	Catalogs
84592	Contract and grant salary spreadsheets
84591	Contract with grant funds salary spreadsheets
80541	Contracts and grants
81243	Extension service student records
80591	Library card catalog
80691	Library card catalog
84590	Personnel activity reports
80563	Printing department
00443	Publications
80615	Registration cards
80564	Registration cards/records
80566	Student records and grades
80458	Student records and report cards
30366	Terminated employee files
02527	University building equipment submittal reports

AGENCY: Utah State University

SERIES: 80590 3
TITLE: Admission and records
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

This series contains reports related to the composition of the university's student body and registration statistics. The series includes a spread sheet that documents the number of students by name and school, and then by department. Additional reports document school attendance totals by year, students by their high school, a census of students by county, enrollment of students by state, foreign country or nationality, by department and gender, and a count of students by department and school. Other reports include ROTC selective service reports, a list of Masters of Science students and masters thesis titles, scholarship lists, and a "buzzer listing" report. 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 permanently and then may be sent to the archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Utah State University

SERIES: 80590
TITLE: Admission and records

(continued)

APPRAISAL:

These records have historical value(s).

This series documents the constitution of the university's student body.

PRIMARY DESIGNATION:

Private

AGENCY: Utah State University

SERIES: 85197 3
TITLE: Affirmative action hearings files
DATES: 1989-
ARRANGEMENT: none
DESCRIPTION:

Official complaint files containing complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, and other records as described in 29 CFR 1613.222.

RETENTION:

Retain for 7 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

AUTHORIZED: 05-01-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after resolution of case and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Utah State University

SERIES: 452 3
TITLE: Board of Trustees minutes
DATES: 1888-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

The approved agenda and minutes of the Utah State University Board of Trustees are the official record of the meeting. Contained in or with the minutes shall be the substance of all matters proposed, discussed or deleted and votes taken. They contain attendance, approval of minutes, consent and action items, reports and recommendations from Board Committees, and other administrative reports. Supplemental material associated with the consent, action and strategic agenda items and any public materials distributed at the meeting are also included.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Office until inspected and then transfer to Special Collections.

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

Computer data files: Retain in Office for 1 year and then

AGENCY: Utah State University

SERIES: 452
TITLE: Board of Trustees minutes

(continued)

transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records document decisions made by the Board of Trustees.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Utah State University

SERIES: 80296 3
TITLE: Catalogs
DATES: undated
ARRANGEMENT: Numerical
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:

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office until microfilmed.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State University

SERIES: 84592 3
TITLE: Contract and grant salary spreadsheets
DATES: 1980-
ARRANGEMENT: none
DESCRIPTION:

This series summarizes the employee's yearly salary by monthly totals. The information comes from the payroll computer program. This series contains the same information as the contract salary spreadsheets, with the addition of contract and grant information. This series is printed out twice a year an is stored in computer binders. This record includes employee's name, social security number, salary made per month, and markings stating that it is a contract or grant.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Utah State University

SERIES: 84591 3
TITLE: Contract with grant funds salary spreadsheets
DATES: 1982-
ARRANGEMENT: none
DESCRIPTION:

This series summarizes the employee's yearly salary by monthly totals. The information comes from the payroll computer program. This series is printed out twice a year and is stored in computer binders. This record includes employee's name, social security number, and salary made per month.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

AGENCY: Utah State University

SERIES: 80541 3
TITLE: Contracts and grants
DATES: 1985-
ARRANGEMENT: None
DESCRIPTION:

Accepted proposals and applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds and project budgets. Specific grant case files may have additional retention requirements, please contact the State Archives to schedule a specific retention.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 7 years and then destroy.

Microfilm duplicate: Retain in Office for 3 years after grant has expired and then destroy.

AGENCY: Utah State University

SERIES: 80541
TITLE: Contracts and grants

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah State University

SERIES: 81243 3
TITLE: Extension service student records
DATES: undated
ARRANGEMENT: Alphabetical by last name
DESCRIPTION:

This series contains report cards, registration cards, and grades for extension services students. 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 permanently and then may be sent to the state or school archive.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

These documents record student academic performance at the university and are of historical value.

AGENCY: Utah State University

SERIES: 81243
TITLE: Extension service student records

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Utah State University

SERIES: 80591 1
TITLE: Library card catalog
DATES: undated
ARRANGEMENT: Alphabetical
DESCRIPTION:

Indices, lists, catalogues, registers, and other finding aids necessary for the efficient use of other records.

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 administrative need ends and then destroy.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

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

These records have administrative and historical value for the university library system as they document collections for a specific period of time during the library's history.

PRIMARY DESIGNATION:

Public

AGENCY: Utah State University

SERIES: 80691 3
TITLE: Library card catalog
DATES: undated
ARRANGEMENT: Alphabetical by topic subject
DESCRIPTION:

This series contains the Utah State University Library's card catalog.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until record to which they pertain are no longer needed and then destroy.

Microfilm master: Retain in Archives until no longer needed and then destroy.

Microfilm duplicate: Retain in Archives until no longer needed and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Utah State University

SERIES: 84590 3
TITLE: Personnel activity reports
DATES: 1980-
ARRANGEMENT: chronological
DESCRIPTION:

This series documents the usage of employee work time used by this office. This is in compliance with federal rules because federal funds are used in this office. An "assignment monitor" is also filed with this series which compares an employee's projected efforts to the actual efforts performed, to see if the employee's workloads have shifted. These reports include employee's name, social security number, department, supervisor's name and title, date, and a description of how the employee's time is used - which is expressed in percentages.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Utah State University

SERIES: 80563 1
TITLE: Printing department
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

This series contains monthly financial reports. A monthly expense ledger is included with a memo requesting that the department verify that all expenses incurred by the printing department are in the correct account, and that the expenses belong to the Printing department. This series also includes a monthly account receivables report. The report lists outstanding receivables from outside clients with a breakdown of past due dates (30/60/90 days) and balances. There is also an internal report showing monthly billing charges and account numbers by department.

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 State University

SERIES: 80563
TITLE: Printing department

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah State University

SERIES: 443 3
TITLE: Publications
DATES: 1960-
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

RETENTION:

Permanent. Retain until administrative need ends

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 Utah State University.

Microfiche master: For records beginning in 1953 through 1977. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1953 through 1977. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on value of records documenting the history, achievements and activities of Utah State University through its publications.

AGENCY: Utah State University

SERIES: 443
TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Utah State University

SERIES: 80615 3
TITLE: Registration cards
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

This series contains completed course add/drop forms. The forms have the following information: student name, approval signature, date and date processing stamp, course title, department, section, time of course, and instructor's signature authorizing the change. This series also contains "Pass D-F" option cards. These cards permit students to take one course a semester with the "Pass D-F" credit option. The card describes restrictions to the "Pass D-F" grade option and impact how a student's course work was evaluated. The form was submitted at the same time as student registration cards. 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:

Microfilm master: Retain in Archives for 5 years and then destroy.

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

AGENCY: Utah State University

SERIES: 80615
TITLE: Registration cards

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Utah State University

SERIES: 80564 3
TITLE: Registration cards/records
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

This series contains student registration cards. The cards include the following information: student name, address, parent/guardian, school, major, class rank (i.e. freshman), title of courses, catalog description, course number, section, credits, time (day the course is offered), teacher, and building number. 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:

Microfilm master: Retain in Archives for 5 years and then destroy.

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Utah State University

SERIES: 80564
TITLE: Registration cards/records

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Utah State University

SERIES: 80566 3
TITLE: Student records and grades
DATES: undated
ARRANGEMENT: Chronological
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 with authority to weed.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Private

AGENCY: Utah State University

SERIES: 80458 3
TITLE: Student records and report cards
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

This series contains report cards for students by semester. The cards inform students of their performance in courses and number of credits earned by course name and number. This series also contains reports tracking student scholarships, student enrollment and statistics, student lists, registration tracking, lists of cadets receiving commissions, and correspondence. These reports are typically focused on analyzing the current student body. 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 permanently and then may be sent to the state or school archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

These documents record student academic performance at the university and are of historical value.

AGENCY: Utah State University

SERIES: 80458
TITLE: Student records and report cards

(continued)

AGENCY: Utah State University

SERIES: 30366 3
TITLE: Terminated employee files
DATES: 1957-
ARRANGEMENT: Chronological; thereunder, alphabetical by surname.
DESCRIPTION:

These records document the employment history of terminated university employees, including application, hiring, disciplinary actions, performance evaluations, employment status, continuing education, and career development. Records also contain pay and leave history, contracts, and information necessary to calculate benefits.

RETENTION:

Retain for 65 year(s) or for 3 year(s) after retirement or death

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 5 years and then transfer to State Records Center. Retain in State Records Center for 60 years and then destroy.

Computer data files: Retain in Office for 65 years and then delete.

APPRAISAL:

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

AGENCY: Utah State University

SERIES: 30366
TITLE: Terminated employee files

(continued)

PRIMARY DESIGNATION:

Private	Utah Code 63G-2-302(1)(a) and (g) (2022)

SECONDARY DESIGNATION(S):

Public.	Utah Code 63G-2-301(2)(b) (2020)
Exempt.	HIPAA FERPA

AGENCY: Utah State University

SERIES: 2527 3
TITLE: University building equipment submittal reports
DATES: 1959-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Permanent. Retain until final action

DISPOSITION:
Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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