

## Retention and Classification Report

**Agency:** Salt Lake Community College (Utah) (1252)

4600 South Redwood Road  
Salt Lake City, UT 84123  
801-957-4041

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

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**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 59897

3

**TITLE:** Accreditation files

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These are files which document the functions and organization of all areas of the college for accreditation purposes by both state and federal agencies. The files contain correspondence, personal evaluations of instructors and programs, resumes, and other documentation.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). Accreditation takes place in ten year cycles; therefore a ten year retention is needed.

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 59897

**TITLE:** Accreditation files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 17515

3

**TITLE:** Adds and drops files

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by name.

**DESCRIPTION:**

These files contain information on student enrollment, registration, and participation in college course work.

**RETENTION:**

Retain for 5 year(s) after separation

**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 after graduation or withdrawal and then destroy.

Microfilm duplicate: Retain in Archives for 5 years after graduation or withdrawal and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 26731

1

**TITLE:** Audit work papers

**DATES:** 1995-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by program name

**DESCRIPTION:**

Series contains records that are of short-term use and are used to create source data for internal audit reports such as preliminary studies, financial and administrative notes, detailed transactions, receipts, disbursements, as well as records or transactions relating to payroll. Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

**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 and then destroy.

**APPRAISAL:**

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

Administrative

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(15)

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 59899

3

**TITLE:** College staff evaluations

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by type/area/name

**ANNUAL ACCUMULATION:** 15.00 cubic feet.

**DESCRIPTION:**

These evaluations are divided into four categories: the college as a whole, administrative staff, all faculty (known as Instructor Evaluation Questionnaires or IEO's), and classified staff. The files document goals and accomplishments, evaluative comments from supervisors, colleagues and students, and other job performance documentation.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after evaluations are completed and compiled and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

These records have administrative value(s). While federal guidelines for performance evaluations indicate a three year retention, the Office of Instructional Support will use the information gathered for planning and audit purposes.

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 59899

**TITLE:** College staff evaluations

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 26744

3

**TITLE:** Complaint investigation records

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical by department, thereunder alphabetical by surname

**DESCRIPTION:**

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

**RETENTION:**

Retain for 11 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 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(9)(c), 63G-2-305(10), 63G-2-305(16), 63G-2-305(9)(d)



**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 26744

**TITLE:** Complaint investigation records

(continued)

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 21219

3

**TITLE:** Drug test (negative results)

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

Records of employee drug or alcohol tests, the results of which were found to be negative. Information may include the identity of the person performing the test, and date and location of the test.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Drug test negative results, GRS-1959.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2008)

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 21218

3

**TITLE:** Drug test (positive results)

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

Records of employee drug or alcohol tests, the results of which were found to be positive, and any records that demonstrate rehabilitation. Information may include the functions performed by each employee who failed the test, the prohibited drugs used, the disposition of the employees (e.g. termination or rehabilitation), person or entity performing the test, and date and location of test.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Drug test positive results, GRS-1958.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2008)

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 25478

3

**TITLE:** Employee misconduct investigation case files

**DATES:** 1949-

**ARRANGEMENT:** Alphabetical by employee name

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

This series contains information collected by case investigators and used to determine the merit of employee misconduct complaints. Such investigations may be undertaken by various offices at the College, including the Office of Equal Employment Opportunity, the Human Resources Department, and Public Safety. Records in the series include investigators' notes, documents submitted by complainant and respondent, and other documents determined pertinent by investigators. Files also include final recommendations for action by College administrators relative to the case.

**RETENTION:**

Retain for 7 year(s) after separation

**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 employment of individual ends and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This appraisal is based on the potential legal ramifications of investigations documented in these records

**AGENCY:** Salt Lake Community College (Utah)  
**SERIES:** 25478  
**TITLE:** Employee misconduct investigation case files

(continued)

**PRIMARY DESIGNATION:**  
Protected UCA 63G-2-305(9)(a)(b)(10)(16)(17) (2008)

**SECONDARY DESIGNATION(S):**  
Private

**REVIEW AND UPDATE STATUS:**  
This report was reviewed and updated on 07/2015.

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 25979

3

**TITLE:** Employment applications - not hired

**DATES:** 1949-

**ARRANGEMENT:** Chronological by date, thereunder numeric by requisition number

**DESCRIPTION:**

This series contains employment applications as they pertain to specific requisitions (registers) for positions posted for recruitment; resumes, transcripts or other supportive data for the selection committee to assess towards qualifying applicants; rating/scoring sheets to assess 1) if an applicant meets minimum qualifications, 2) a second rating to determine interview status, and 3) a final rating of the applicants interviewed; and a worksheet used to determine salary based on posted position range and selected candidate qualifications.

**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 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 25979

**TITLE:** Employment applications - not hired

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 59900

3

**TITLE:** Faculty temporary merit evaluation files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by division head name

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These files indicate goals and accomplishments of faculty members used to document merit increases in salary and bonuses.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year 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).  
This retention reflects audit and administrative needs of the agency.

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 59898

3

**TITLE:** Follow-up student surveys

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by type

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are completed and returned surveys which are used by the college to gauge the effectiveness of its programs. Surveys are sent to non-returning students and students who have graduated to evaluate the relevance of the education received and employment opportunities gained. Surveys are also sent to employers to evaluate the quality of training provided. The returned surveys are also used to refer unemployed former students to possible employment opportunities.

**RETENTION:**

Permanent. Retain for 7 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:** 10/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). While these records are needed administratively for seven years, their long term value is significant as community perceptions and needs are documented in relation to the college.

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 59898

**TITLE:** Follow-up student surveys

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 26723

3

**TITLE:** Grade calculation files

**DATES:** 1988-

**ARRANGEMENT:** Chronological by semester, thereunder alphabetical by course name

**DESCRIPTION:**

This series contains information used by the school faculty to calculate student grades. Files include grading sheets, calculations, and all other records involved in the calculation of student grades.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Education performance and testing, GRS-1503.

**AUTHORIZED:** 08-01-2013

**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.

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 26723

**TITLE:** Grade calculation files

(continued)

**PRIMARY DESIGNATION:**

Exempt      Family Educational Rights and Privacy Act (FERPA) 34 CFR 99.32(c)

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 28570

3

**TITLE:** Health and Wellness Center counseling services case files

**DATES:** 2003-

**ARRANGEMENT:** Chronological, thereunder alphabetical

**DESCRIPTION:**

These records contain individual case files for each student, staff or faculty member who utilizes the counseling services of the agency's Health and Wellness Center. Records may be referenced by attending staff during subsequent visits, to process billing, and by patients who sign a consent form to access their medical history. Files may include patient names, addresses, student number, discussion notes regarding symptoms, possible diagnoses, treatment plans, and medical history.

**RETENTION:**

Retain for 7 year(s) after separation or until date of birth

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Patient and client case files, GRS-1706.

**AUTHORIZED:** 01-10-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after date of last visit or eighteenth birthday and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 56.

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 28570

**TITLE:** Health and Wellness Center counseling services case files

(continued)

**PRIMARY DESIGNATION:**

Private                      Utah Code 63G-2-302(1)(b) 2014

**SECONDARY DESIGNATION(S):**

Controlled.                      Utah Code 63G-2-304(1) 2008

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 28571

3

**TITLE:** Health and Wellness Center massage therapy case files

**DATES:** 2003-

**ARRANGEMENT:** Chronological, thereunder alphabetical

**DESCRIPTION:**

These records contain individual case files for each student, staff or faculty member who utilizes the massage therapy services provided by the agency's Health and Wellness Center. Files may include patient name, address, student number, and clinic notes.

**RETENTION:**

Retain for 7 year(s) after separation or until date of birth

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Patient and client case files, GRS-1706.

**AUTHORIZED:** 01-10-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after date of last visit or eighteenth birthday and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(b) 2014

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 26694

3

**TITLE:** Health and Wellness Center medical clinic patient files

**DATES:** 1994-

**ARRANGEMENT:** Chronological by date thereunder alphabetical by last name

**ANNUAL ACCUMULATION:** 12.00 cubic feet.

**DESCRIPTION:**

These records contain individual case files for each student, staff or faculty member who utilizes the services of the agency's Health and Wellness Center medical clinic. Records may be referenced by attending staff during subsequent visits, to arrange for further care, to process billing, and by patients who need evidence of their medical history. Files may include patient name, address, student number, medical complaints/symptoms, diagnosis, treatment plan, medical history, and immunization records.

**RETENTION:**

Retain for 25 year(s) after date of birth

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Patient and client case files, GRS-1706.

**AUTHORIZED:** 01-10-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after date of last visit or eighteenth birthday and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).



**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 26694

**TITLE:** Health and Wellness Center medical clinic patient files

(continued)

**PRIMARY DESIGNATION:**

Private                      Utah Code 63G-2-302(1)(b) 2014

**SECONDARY DESIGNATION(S):**

Controlled.                      Utah Code 63G-2-304(1) 2008

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 26695

3

**TITLE:** Health Center general accounting records

**DATES:** 1994-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary. These are records related to monies collected or paid in the conduct of business. Information may include bank records, invoices, revenue, expenses, and related accounting records. Trust records are not included.

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 26695

**TITLE:** Health Center general accounting records

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(b), 63G-2-302(2)(b)

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 26581

3

**TITLE:** Health Science student files

**DATES:** 2002-

**ARRANGEMENT:** Alphabetical by student surname.

**DESCRIPTION:**

These files contain documents that accumulate while the student is completing the Health Science program. They may contain a student summary sheet, program completion sheet, immunization records, clinical reference forms, Health Education Systems, Inc. (HESI) test results, drug and criminal background checks, application for admission, and any faculty advising reports. These files do not contain the official student transcript but are used for reference by the faculty.

**RETENTION:**

Retain for 5 year(s) after separation

**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:**

Paper: Retain in Office for 1 year after student graduates and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**RETENTION JUSTIFICATION:**

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 26581

**TITLE:** Health Science student files

(continued)

**PRIMARY DESIGNATION:**

Exempt 34 CFR Part 99.30 and 99.31(a)(7)

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 26730

3

**TITLE:** Internal audit reports

**DATES:** 1995-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by program title

**DESCRIPTION:**

Series contains reports that analyze the implementation and operation of programs at the college. The audit findings and recommendations are used to make administrative decisions regarding the future of each program.

**RETENTION:**

Permanent. Retain for 9 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

**AUTHORIZED:** 10-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 21195

3

**TITLE:** Payroll deduction registers and related records

**DATES:** 1990-

**ARRANGEMENT:** Numerical by social security number

**DESCRIPTION:**

Report used to reference the amount of deductions taken.  
Information includes job code, social security number, employee name, amount deducted, and total yearly amount deducted.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 21193

3

**TITLE:** Payroll registers

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Display of earnings, deductions, taxes, net income, and warrant or direct deposit information. These documents are prepared and used for payroll disbursement.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)



**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 22845

3

**TITLE:** Personnel files

**DATES:** 2000-

**ARRANGEMENT:** Chronological by scan date

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

**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 1 year and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 22845

**TITLE:** Personnel files

(continued)

Computer data files: Retain in Office for 65 years after date of employment or until 3 years after death or retirement and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Public. UC 63G-2-301 (1) (b) (2008).

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 21194

3

**TITLE:** Retirement benefit registers

**DATES:** 1990-

**ARRANGEMENT:** Numerical by employee identification number

**DESCRIPTION:**

Report used to reference the amount of retirement deducted and other miscellaneous deductions. Information includes job code, social security number, name, and amounts.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 21192

3

**TITLE:** Salaried and hourly personnel time attendance reports

**DATES:** 1990-

**ARRANGEMENT:** Numerical by social security number

**DESCRIPTION:**

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems. Information includes name, social security number, job position information, salary information, time frame, employee signature, and supervisor signature.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 28969

3

**TITLE:** School of Applied Technology graduation and transcript records

**DATES:** 1970-

**ARRANGEMENT:** Chronological, thereunder by student name.

**DESCRIPTION:**

Salt Lake Community College's School of Applied Technology provides technical education and career training to assist students in getting gainful employment. These records document the courses attended and credits earned. Documents may include competency transcripts, certificates, and course completion records.

**RETENTION:**

Permanent. Retain for 20 year(s) after separation

**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 20 years after graduation or withdrawal and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 20 years after graduation or withdrawal and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records provide an understanding of the people and communities within Utah, and provide historical and genealogical research.

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 28969

**TITLE:** School of Applied Technology graduation and transcript records

(continued)

**PRIMARY DESIGNATION:**

Exempt 20 U.S.C. § 1232g; 34 CFR Part 99

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 28970

3

**TITLE:** School of Applied Technology student records

**DATES:** 1970-

**ARRANGEMENT:** Chronological by school year.

**DESCRIPTION:**

Salt Lake Community College's School of Applied Technology provides technical education and career training to assist students in obtaining gainful employment. These records document student registration, schedule changes, and related records.

**RETENTION:**

Retain for 5 year(s) after separation

**DISPOSITION:**

Destroy.

**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 1 year after graduation or withdrawal and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 28970

**TITLE:** School of Applied Technology student records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Exempt. 20 U.S.C. § 1232g; 34 CFR Part 99

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2017.



**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 17521

3

**TITLE:** Student academic records

**DATES:** 1948-

**ARRANGEMENT:** Alphabetical by student surname.

**DESCRIPTION:**

This series contains official transcripts and class lists documenting student matriculation and academic status. Information includes names, addresses, birth dates and places, residences, courses taken, grades, credits earned, and financial information. 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: For records beginning in 1948 through 1982. Retain in Office for 10 years after student graduation or withdrawal and then transfer to State Archives with authority to weed.

Microfilm master: For records beginning in 1966 through 1989. Retain in State Archives permanently with authority to weed.

Computer data files: For records beginning in 1960 and continuing to the present. Retain in Office permanently.

Microfiche duplicate: For records beginning in 1970 through 1980. Retain in Office permanently.

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 17521

**TITLE:** Student academic records

(continued)

**APPRAISAL:**

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

These records have administrative value as they are used to document student progress and status. They also have historical value as they document student history and educational trends.

**PRIMARY DESIGNATION:**

Exempt                      20 U.S.C. Section 12329; 34 C.F.R. Part 99

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 17514

3

**TITLE:** Student cards

**DATES:** 1981-

**ARRANGEMENT:**

**DESCRIPTION:**

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:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

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

Microfilm duplicate: Retain in State Records Center for 5 years and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Salt Lake Community College (Utah)

**SERIES:** 27056

3

**TITLE:** Student permanent academic records

**DATES:** 1948-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

This series contains the official transcripts of students attending the college. They are used to track their progress and achievement within the institution. Includes a listing of student's courses, grades, credits earned, and status achieved.

**RETENTION:**

Permanent. Retain for 65 year(s)

**DISPOSITION:**

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 10 years and then transfer to State Records Center. Retain in State Records Center for 55 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99