

## Retention and Classification Report

**Agency:** Utah State University Eastern (Utah) (1444)

451 East 400 North  
Price, UT 84501  
435-637-2120

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

17683	Academic records
23388	Accounts payable
23390	Accounts payable returned and cancelled checks
23253	Accounts receivable invoices
23391	Administrative payroll records
23389	Payroll returned and cancelled checks
81799	Scrapbooks

**AGENCY:** Utah State University Eastern (Utah)

**SERIES:** 17683

1

**TITLE:** Academic records

**DATES:** 1980-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by student surname.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records are used to document enrollment and graduation from college. They are used to verify classes attended and credits earned. They are also used for admission to graduate school or professional employment. They contain student names, addresses, birth dates, class rankings, class grades, grade point averages, student identification numbers, and Social Security numbers.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**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 microfilmed and then destroy provided microfilm has passed inspection.

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

**APPRAISAL:**

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

These records have administrative and historical value as they document a student's level of achievement and are used to qualify students for graduation.

**AGENCY:** Utah State University Eastern (Utah)

**SERIES:** 17683

**TITLE:** Academic records

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Utah State University Eastern (Utah)

**SERIES:** 23388

3

**TITLE:** Accounts payable

**DATES:** 1937-

**ARRANGEMENT:** Numerical by year.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This series provides information on our vendors. Included are check numbers, dates paid, amounts paid, and discounts taken.

This information is used for internal purposes.

**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 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 6 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah State University Eastern (Utah)

**SERIES:** 23390

3

**TITLE:** Accounts payable returned and cancelled checks

**DATES:** 1937-

**ARRANGEMENT:** Numerical by check number

**ANNUAL ACCUMULATION:** 7.00 cubic feet.

**DESCRIPTION:**

Actual warrant or check cut from warrant request to pay for services rendered.

**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 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 6 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2019.

**AGENCY:** Utah State University Eastern (Utah)

**SERIES:** 23253

3

**TITLE:** Accounts receivable invoices

**DATES:** 1937-

**ARRANGEMENT:** Numerical by year.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

**AUTHORIZED:** 08-27-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after being microfilmed and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

Paper copy: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

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

**AGENCY:** Utah State University Eastern (Utah)

**SERIES:** 23253

**TITLE:** Accounts receivable invoices

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah State University Eastern (Utah)

**SERIES:** 23391

3

**TITLE:** Administrative payroll records

**DATES:** 1937-

**ARRANGEMENT:** Numerical by year.

**ANNUAL ACCUMULATION:** 15.00 cubic feet.

**DESCRIPTION:**

Reports and statistics with supporting and related records pertaining to workload and personnel management, payroll operations and administration. Also included is information on insurance, workers compensation and full- or part-time status.

**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 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Utah State University Eastern (Utah)

**SERIES:** 23391

**TITLE:** Administrative payroll records

(continued)

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Utah State University Eastern (Utah)

**SERIES:** 23389

3

**TITLE:** Payroll returned and cancelled checks

**DATES:** 1937-

**ARRANGEMENT:** Numerical by check number.

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

Actual warrant or check cut from warrant request to pay for services rendered.

**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 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 6 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2019.

**AGENCY:** Utah State University Eastern (Utah)

**SERIES:** 81799

3

**TITLE:** Scrapbooks

**DATES:** 1950-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**PRIMARY DESIGNATION:**

Public