# Retention and Classification Report

**Agency:** Ogden-Weber Technical College (Utah) (1931)

200 North Washington Blvd.
Ogden, UT 84404

**Records Officer:** _____

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|---|---|
| 30458 | Americans with Disabilities Act accommodation records |
| 30457 | Compliance Files |
| 29662 | Course catalogs |
| 19541 | Financial aid awards files |
| 30178 | Personnel records |
| 19668 | Scholarship files |
| 13116 | Student academic records |
| 19019 | Student assessment records |
| 19667 | Veteran's files |

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 30458 3
**TITLE:** Americans with Disabilities Act accommodation records
**DATES:** 2022-
**ARRANGEMENT:** Alphabetical by surname.
**DESCRIPTION:**

Documentation of the need for and rendering of services and accommodations to students with documented disabilities. Records include, but are not limited to, applications for services, disability disclosure forms, release of information forms, documentation of disability, accommodation letters, referral information, medical information and correspondence from health professionals, interview notes, and related correspondence.

**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 Americans with disabilities act (ada) accommodation requests, GRS-1434.

**AUTHORIZED:** 07-06-2018

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office until scanned and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 30458
**TITLE:** Americans with Disabilities Act accommodation records

(continued)

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 30457 3
**TITLE:** Compliance Files
**DATES:** 2022-
**ARRANGEMENT:** Alphabetical by surname.
**DESCRIPTION:**

These are student compliance files containing report, investigation, and resolution information involving harassment, assault, pregnancy related matters, or discrimination against a protected class.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Equal employment opportunity (eeo) compliance case files, GRS-153.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302 (p)

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 30457
**TITLE:** Compliance Files

(continued)

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(g)

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 29662 3
**TITLE:** Course catalogs
**DATES:** 1977-
**ARRANGEMENT:** Chronological.
**DESCRIPTION:**

These records are annually published student handbooks containing general policies and procedures applicable to students, as well as program outlines and course descriptions. These are referred to collectively as the catalog.

**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:**

Computer data files: Retain in Office permanently.

Paper: Retain in Office permanently.

**APPRAISAL:**

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

These records are historical as they document the activities , policies and classes offered at the college.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2018.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19541 3
**TITLE:** Financial aid awards files
**DATES:** 1970-
**ARRANGEMENT:** Chronological, thereunder alphabetical by student name.
**ANNUAL ACCUMULATION:** 8.00 cubic feet.
**DESCRIPTION:**

These records document grants and other financial aid (not loans) received by students to fund their education at the Applied Technology Center. Information includes the award letter, indicating how much was awarded for the year; cost of attendance, which corroborates why the amount granted was given; eligibility statement, including the student's signature; eligibility standards; the federal Institutional Student Aid Record (ISAR) application, documenting how much family contribution is expected before financial aid is granted; proof of taxes and income received; probation letters, if any; and attendance and progress sheets. The latter are used to determine if further financial aid is warranted.

**RETENTION:**

Retain for 5 year(s) after separation

**DISPOSITION:**

Destroy.

**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 for 5 years after student is no longer enrolled and then destroy.

**APPRAISAL:**

These records have legal value(s).

This disposition is based on 34 CFR 690.100 (1992) which says to retain these records "5 years after the award year in which the recipient ceases enrollment."

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19541
**TITLE:** Financial aid awards files

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 30178 3
**TITLE:** Personnel records
**DATES:** 1971-
**ARRANGEMENT:** Chronological by date of separation, thereunder alphabetical by surname.
**DESCRIPTION:**

These records are created by the Ogden Weber Technical College's HR department and document each employee's work and wage history. Information may include personal information, wage information, medical and retirement forms, I-9s, W-4s, and onboarding records.

**RETENTION:**

Retain for 65 year(s)

**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 until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

Computer data files: Retain in Office for 65 years after date of hire and then delete.

**APPRAISAL:**

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

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 30178
**TITLE:** Personnel records

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(a), 63G-2-302(1)(e), 63G-2-302(2)(a) (2021)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2021.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19668 3
**TITLE:** Scholarship files
**DATES:** 1990-
**ARRANGEMENT:** Alphabetical by student surname.
**ANNUAL ACCUMULATION:** 1.00 cubic foot.
**DESCRIPTION:**

These records document students who have received scholarships. Information includes scholarship application, a letter awarding the scholarship, thank you note, and student progress reports. Students must maintain 80 percent attendance and satisfactory progress to continue receiving the scholarship.

**RETENTION:**

Retain for 2 year(s) after separation

**DISPOSITION:**

Destroy.

**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 for 2 years after student leaves school and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 13116 3
**TITLE:** Student academic records
**DATES:** 1970-
**ARRANGEMENT:** Alphabetical by student surname.
**ANNUAL ACCUMULATION:** 4.00 cubic feet.
**DESCRIPTION:**

Files containing official documentation listing student's courses, grades, credits earned, and status achieved (e.g. student training files). 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 transfer to State Archives.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

Transcripts have value for genealogy.

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99(2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19019 1
**TITLE:** Student assessment records
**DATES:** 1975-
**ARRANGEMENT:** Alphabetical by surname.
**ANNUAL ACCUMULATION:** 3.00 cubic feet.
**DESCRIPTION:**

These records are created by the Assessment Office to test student knowledge in math, reading, and written language. Individuals would take the specific tests necessary for their field of study prior to enrollment in the school. Not all who take the tests choose to enroll. The test scores are considered valid for at most for 5 years. If enrollment does not occur while scores are considered valid, the tests need to be retaken. Some students may not need to take tests if they have acceptable forms of documentation such as ACT or SAT scores or transcripts that meet admissions standards. Information includes test scores and the demographic information form (also labeled "Admissions Application"). Demographic information includes name, address, social security number, birth date, ethnic background, emergency contact, citizenship status, marital and military status, schooling completed, welfare or disability benefits, employer, and means of financing training at Ogden- Weber Technical College.

**RETENTION:**

Retain for 5 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 copy: Retain in Office for 5 years after scanned and then destroy.

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

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19019
**TITLE:** Student assessment records

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. The test scores are considered valid for two years.

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19667 3
**TITLE:** Veteran's files
**DATES:** 1980-
**ARRANGEMENT:** Alphabetical by student surname.
**ANNUAL ACCUMULATION:** 1.00 cubic foot.
**DESCRIPTION:**

These records document aid to military veterans, paid by the Veteran's Administration. Information includes enrollment certifications, DD214 form indicating release from the military, student change report which documents how many hours a student is enrolled for, eligibility letter, and an application for benefits. The benefit amount is dependent on the number of hours a student spends in class.

**RETENTION:**

Retain for 5 year(s) after separation

**DISPOSITION:**

Destroy.

**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 for 5 years after student is no longer enrolled and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19667
**TITLE:** Veteran's files

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.