Retention and Classification Report

Agency: Utah State University (1248)

Utah State University
Logan, UT 84322
797-0894

Records Officer Sydney Peterson

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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.

RETENTION:

Retain Permanent

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 8, Item 1.

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

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after resolution of case and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 15.

PRIMARY CLASSIFICATION:

Private

AGENCY: Utah State University

SERIES: 10831 3
TITLE: Agriculture reports
DATES: 1965, 1974-1975.
ARRANGEMENT: chronological
DESCRIPTION:

This series contains agricultural reports prepared by Utah State University.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State University

SERIES: 11781 3
TITLE: Annual budget report

DATES: 1949.
ARRANGEMENT:
DESCRIPTION:

Annual budget report showing preliminary, proposed, and final salaries; college division; incidental; and other funds for various departments in the College.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Utah State University

SERIES: 2528 3
TITLE: Audit reports
DATES: 1960-1968.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

State Auditor's audit of the records and accounts of the Utah State University.

RETENTION:

Retain administrative need.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative Fiscal Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 7.

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

AGENCY: Utah State University

SERIES: 2528
TITLE: Audit reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Utah State University

SERIES: 17795 3
TITLE: Biennial reports
DATES: 1896-1924.
ARRANGEMENT: Chronological
DESCRIPTION:

The Biennial Reports show what progress the university made during the years the reports were filed and how they expended the funds allocated to them by the State Legislature.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Records Center until reviewed and transfer to Utah State University.

Microfilm duplicate: Retain in State Records Center until reviewed and transfer to Utah State University.

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

APPRAISAL:

Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Disposition based on value of biennial reports in documenting the achievements made by the school and the funds allocated to the school by the State Legislature for a 28 year time period.

AGENCY: Utah State University

SERIES: 17795
TITLE: Biennial reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Utah State University

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

These reports include agenda and minutes from Utah State University Board of Trustees meetings. They contain attendance at Board meetings, approval of the minutes from previous meetings, reports and recommendations of the president, and the reports and recommendations of different committees such as the Academic Affairs Committee. Also included with the agenda and minutes are all of the supplemental material associated with the different items of business.

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 02/01/2001.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

AGENCY: Utah State University

SERIES: 452
TITLE: Board of Trustees minutes

(continued)

APPRAISAL:
Administrative Historical

PRIMARY CLASSIFICATION:
Public

AGENCY: Utah State University

SERIES: 2530 3
TITLE: Board of Trustees reports
DATES: 1899-1908.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain until reviewed.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Utah State University

SERIES: 2524 3
TITLE: Budget requests
DATES: 1961-1964.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain until reviewed.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Utah State University

SERIES: 2526 3
TITLE: Capital facilities correspondence
DATES: 1899-1901.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain until reviewed.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Utah State University

SERIES: 80296 3
TITLE: Catalogs
DATES: undated
ARRANGEMENT: Numerical
ANNUAL ACCUMULATION:
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)

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office until microfilmed.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah State University

SERIES: 84592 3
TITLE: Contract and grant salary spreadsheets
DATES: 1980-
ARRANGEMENT: none
ANNUAL ACCUMULATION:
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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1985.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

PRIMARY CLASSIFICATION:

Private

AGENCY: Utah State University

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1985.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

PRIMARY CLASSIFICATION:

Private

AGENCY: Utah State University

SERIES: 80541 3
TITLE: Contracts and grants

DATES: 1985-
ARRANGEMENT: None
ANNUAL ACCUMULATION:
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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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 for 3 years after grant has expired and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 2, Item 9.

AGENCY: Utah State University

SERIES: 80541
TITLE: Contracts and grants

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Utah State University

SERIES: 5868 3
TITLE: Experiment station location maps
DATES: 1934-1947.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain transfer to Utah State University.

DISPOSITION:
Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Utah State University

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

This series contains report cards, registration cards, and grades for extension services students.

RETENTION:

Retain Permanent

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 8, Item 1.

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

AGENCY: Utah State University

SERIES: 19018 3
TITLE: Faces of Utah essays

DATES: 1996.
ARRANGEMENT: by county, thereunder alphabetical by surname
ANNUAL ACCUMULATION:
DESCRIPTION:

These are essays on "what life in Utah means to me" submitted in conjunction with a Utah statehood centennial-celebration project entitled "Faces of Utah", coordinated by the Mountain West Center, a history and folklife research center at Utah State University. Many were submitted as school projects, but many other Utah residents are included as well. The series may include pictures, photographs, etc. submitted along with the essay form. When the Mountain West Center was dissolved in 1997, all records from the project were transferred to the custody of the Utah State Historical Society.

RETENTION:

Retain Permanently at Utah State Historical Society

DISPOSITION:
Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until microfilmed and then transfer to the Utah State Historical Society.

Microfilm master: Retain in Office permanently or until Mountain West Center dissolved and then transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in Office permanently or until Mountain West Center dissolved and then transfer to State Archives with authority to weed.

AGENCY: Utah State University

SERIES: 19018
TITLE: Faces of Utah essays

(continued)

APPRAISAL:
Fiscal Historical

This disposition is based on agreements made at the dissolution of the Mountain West Center in 1997. The records are of permanent historic value as a reflection of the lives of Utah citizens. All records are to be transferred to the permanent custody of the Utah State Historical Society.

PRIMARY CLASSIFICATION:
Public

AGENCY: Utah State University

SERIES: 2525 3
TITLE: General survey of administration
DATES: 1939-1959.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain until reviewed.

DISPOSITION:
Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Utah State University

SERIES: 1862 3
TITLE: Home Economics publications
DATES: 1940-1969.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain until reviewed and transfer to USU.

DISPOSITION:
Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Utah State University

SERIES: 80546 3
TITLE: Inactive contracts and grants
DATES: undated
ARRANGEMENT: None
ANNUAL ACCUMULATION:
DESCRIPTION:

Grant applications filed with the contracts and grant office at Utah State University. These grants are filed by a wide range of departments at the university and document successful grant applications and efforts to track the progression of grant projects. These files include a copy of the original grant and requests or notices to change the terms and conditions of grants. The original grant files often contain financial statements, proposals, correspondence, documentation of work to be done, goal of the grant, and a work plan or time line for the successful completion of the grant. Often these grants are from state and federal agencies.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

AGENCY: Utah State University

SERIES: 80546
TITLE: Inactive contracts and grants

(continued)

APPRAISAL:
Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 2, Item 9.

PRIMARY CLASSIFICATION:
Public

AGENCY: Utah State University

SERIES: 80691 3
TITLE: Library
DATES: undated
ARRANGEMENT: Alphabetical by topic subject
ANNUAL ACCUMULATION:
DESCRIPTION:

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

RETENTION:

Retain Retain until records to which they pertain are destroyed or destroy when no longer needed for reference.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 11.

AGENCY: Utah State University

SERIES: 80591 3
TITLE: Library card catalog

DATES: undated
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

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

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 11.

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.

AGENCY: Utah State University

SERIES: 80591
TITLE: Library card catalog

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Utah State University

SERIES: 84590 3
TITLE: Personnel activity reports
DATES: 1980-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION:
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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1985.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

PRIMARY CLASSIFICATION:

Private

AGENCY: Utah State University

SERIES: 80563 3
TITLE: Printing department
DATES: undated
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
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 3 years

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

AGENCY: Utah State University

SERIES: 80563
TITLE: Printing department

(continued)

APPRAISAL:
Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 1.

PRIMARY CLASSIFICATION:
Public

AGENCY: Utah State University

SERIES: 443 3
TITLE: Publications
DATES: 1960-
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
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:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:

Historical
This disposition is based on Utah School Districts General Retention Schedule, Schedule 1, Item 24.

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 CLASSIFICATION:
Public

AGENCY: Utah State University

SERIES: 80615 3
TITLE: Registration cards
DATES: undated
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
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.

RETENTION:

Retain 5 years

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:
Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 8, Item 10.

PRIMARY CLASSIFICATION:
Private

AGENCY: Utah State University

SERIES: 80564 3
TITLE: Registration cards/records
DATES: undated
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
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.

RETENTION:

Retain 5 years after graduation

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 8, Item 10.

AGENCY: Utah State University

SERIES: 80564
TITLE: Registration cards/records

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Utah State University

SERIES: 544 3
TITLE: State farmers institute annual reports
DATES: 1905-1910.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

The Farmers' Institute work in Utah is done under the direction of the Extension department of the State Agricultural College (Utah State University). The annual reports were produced by the Utah State Farmers Institute.

RETENTION:

Retain until reviewed.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative Historical

AGENCY: Utah State University

SERIES: 956 3
TITLE: Statistical reports
DATES: 1947-1951.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

Binders (2) of statistical reports on student enrollment by quarter and square footage in buildings. Includes floor plans showing area.

RETENTION:

Retain Utah State University custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Utah State University

SERIES: 80566 3
TITLE: Student records and grades
DATES: undated
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

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

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 8, Item 1.

AGENCY: Utah State University

SERIES: 80566
TITLE: Student records and grades

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Utah State University

SERIES: 80458 3
TITLE: Student records and report cards
DATES: undated
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
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.

RETENTION:

Retain Permanent

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

AGENCY: Utah State University

SERIES: 80458
TITLE: Student records and report cards

(continued)

APPRAISAL:

Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 8, Item 1.

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

AGENCY: Utah State University

SERIES: 2523 3
TITLE: Teaching load study and service reports
DATES: 1940-1940.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain until reviewed.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Utah State University

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

RETENTION:

Retain until reviewed.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Utah State University

SERIES: 85198 1
TITLE: University legal briefs
DATES: 1989-
ARRANGEMENT: none
ANNUAL ACCUMULATION:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

PRIMARY CLASSIFICATION:
Private

AGENCY: Utah State University

SERIES: 2393 3
TITLE: Utah state farmer's institute newsletters
DATES: 1904-1910.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain Utah State University custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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