

# Retention and Classification Report

**Agency:** Salt Lake Community College (Utah). Office of Instructional Support (1250)  
Salt Lake Community College  
P.O. Box 30808 4600 So. Redwood Rd.  
Salt Lake City, UT 84130-0808  
967-4198

**Records Officer:** Maria Bardini

21839 \*Administrative records

**AGENCY:** Salt Lake Community College (Utah). Office of Instructional Support

**SERIES:** 21839

3

**TITLE:** Administrative records

**DATES:** 1977-1988.

**ARRANGEMENT:** none

**DESCRIPTION:**

1977 planning and research files (correspondence and computer files); 1983-1985 planning and research budget, research, and correspondence files; 1981-1985 planning and research files, misc. committee files; appraisal files for faculty, professional, and classified employees; vocational accreditation manuals 1969-1986; Business Affairs Council 1987-1988; Job Classification and Titles Committee documents and reports.

**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.