

Retention and Classification Report

Agency: Salt Lake Community College (Utah) (1252)
4600 South Redwood Road
Salt Lake City, UT 84123
957-4041

Records Officer Janice Schmidt

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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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1987.

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 and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

Administrative Fiscal
Accreditation takes place in ten year cycles; therefore a ten year retention is needed.

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake Community College (Utah)

SERIES: 17515

3

TITLE: Adds and drops files.

DATES: 1983-

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 5 years after graduation or withdrawal.

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 after graduation or withdrawal and then destroy.

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

APPRAISAL:

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

AGENCY: Salt Lake Community College (Utah)

SERIES: 17515

TITLE: Adds and drops files.

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake Community College (Utah)

SERIES: 26731

3

TITLE: Audit work papers

DATES: 1995-

ARRANGEMENT: Chronological by year, thereunder alphabetical by program name

ANNUAL ACCUMULATION:

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.

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.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

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

Administrative

AGENCY: Salt Lake Community College (Utah)

SERIES: 26731

TITLE: Audit work papers

(continued)

PRIMARY CLASSIFICATION:

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 7 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1987.

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 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:

Administrative

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 CLASSIFICATION:

Private

AGENCY: Salt Lake Community College (Utah)

SERIES: 26744

3

TITLE: Complaint investigation records

DATES: 1995-

ARRANGEMENT: Alphabetical by department, thereunder alphabetical by surname

ANNUAL ACCUMULATION:

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 11 years after case is closed.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1992.

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 after case is closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 33.

AGENCY: Salt Lake Community College (Utah)

SERIES: 26744

TITLE: Complaint investigation records

(continued)

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(S):

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

AGENCY: Salt Lake Community College (Utah)

SERIES: 17526

3

TITLE: Directory cards

DATES: 1982

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

Indices, lists, catalogs, registers, guides, and other aids necessary for the efficient use of other records.

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 Office until records to which they pertain are destroyed and then destroy.

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

APPRAISAL:

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

Finding aids provide access to current and historical records.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake Community College (Utah)

SERIES: 21219

3

TITLE: Drug test (negative results)

DATES: 1990-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION:

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 1 year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1996.

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 Office for 1 year and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 56.

AGENCY: Salt Lake Community College (Utah)

SERIES: 21219

TITLE: Drug test (negative results)

(continued)

PRIMARY CLASSIFICATION:

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

ANNUAL ACCUMULATION:

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 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1996.

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 Office for 5 years and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 55.

AGENCY: Salt Lake Community College (Utah)

SERIES: 21218

TITLE: Drug test (positive results)

(continued)

PRIMARY CLASSIFICATION:

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 4 years after employment ends

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2006.

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 employment of individual ends and then destroy provided no litigation is pending.

AGENCY: Salt Lake Community College (Utah)

SERIES: 25478

TITLE: Employee misconduct investigation case files

(continued)

APPRAISAL:

Administrative Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 1. This appraisal is based on the potential legal ramifications of investigations documented in these records

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Salt Lake Community College (Utah)

SERIES: 5238

3

TITLE: Employment applications

DATES: 1965-1976.

ARRANGEMENT: Alphanumerical

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.

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

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public 17 data elements identified by the State Records Committee

SECONDARY CLASSIFICATION(S):

Private. all information not included in the 17 data elements identified as Public by the State Records Committee

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

ANNUAL ACCUMULATION:

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 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1992.

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

AGENCY: Salt Lake Community College (Utah)

SERIES: 25979

TITLE: Employment applications - not hired

(continued)

APPRAISAL:

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 12.

PRIMARY CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1987.

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 and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

Administrative Fiscal

This retention reflects audit and administrative needs of the agency.

PRIMARY CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1987.

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 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:

Administrative Historical

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 CLASSIFICATION:

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

ANNUAL ACCUMULATION:

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 7 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1999.

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 and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

APPRAISAL:

Administrative This disposition is based on Utah School Districts General Retention Schedule, Schedule 19, Item 20.

AGENCY: Salt Lake Community College (Utah)

SERIES: 26723

TITLE: Grade calculation files

(continued)

PRIMARY CLASSIFICATION:

Exempt

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

AGENCY: Salt Lake Community College (Utah)

SERIES: 17519

3

TITLE: Graduate student records

DATES: 1968-1981

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

Files which document the fulfillment of qualifications necessary to graduate from one of Utah's institutions of higher education.

RETENTION:

Retain Retain 1 year after administrative need ends

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 Office for 1 year or until administrative need ends and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 8, Item 4.

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake Community College (Utah)

SERIES: 28570

3

TITLE: Health and Wellness Center counseling services case files

DATES: 2003-

ARRANGEMENT: Chronological, thereunder alphabetical

ANNUAL ACCUMULATION:

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 7 years past last visit unless patient is under 18, then four years past 18th birthday or seven years after last visit, whichever is greatest.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/2013.

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 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:

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

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 CLASSIFICATION:

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

SECONDARY CLASSIFICATION(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

ANNUAL ACCUMULATION:

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 7 years past last visit unless patient is under 18, then four years past 18th birthday or seven years after last visit, whichever is greatest.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/2013.

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 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:

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

AGENCY: Salt Lake Community College (Utah)

SERIES: 28571

TITLE: Health and Wellness Center massage therapy case files

(continued)

PRIMARY CLASSIFICATION:

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 7 years past last visit unless patient is under 18, then four years past 18th birthday or seven years after last visit, whichever is greatest.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/2013.

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 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.

AGENCY: Salt Lake Community College (Utah)

SERIES: 26694

TITLE: Health and Wellness Center medical clinic patient files

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(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.

RETENTION:

Retain 7 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.

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:

Administrative Fiscal This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 25.

AGENCY: Salt Lake Community College (Utah)

SERIES: 26695

TITLE: Health Center general accounting records

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(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.

ANNUAL ACCUMULATION:

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 7 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.

Paper: Retain in Office for 1 year after student graduates and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

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

RETENTION JUSTIFICATION:

AGENCY: Salt Lake Community College (Utah)

SERIES: 26581

TITLE: Health Science student files

(continued)

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(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

ANNUAL ACCUMULATION:

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:

Retain 9 years

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 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:

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

Administrative

AGENCY: Salt Lake Community College (Utah)

SERIES: 26730

TITLE: Internal audit reports

(continued)

PRIMARY CLASSIFICATION:

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

ANNUAL ACCUMULATION:

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 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.

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

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 3.

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake Community College (Utah)

SERIES: 21195

TITLE: Payroll deduction registers and related records

(continued)

SECONDARY CLASSIFICATION(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

ANNUAL ACCUMULATION:

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 4 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.

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 15.

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake Community College (Utah)

SERIES: 21193

TITLE: Payroll registers

(continued)

SECONDARY CLASSIFICATION(S):

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

AGENCY: Salt Lake Community College (Utah)

SERIES: 21217

3

TITLE: Personnel action form

DATES: 1990-2014.

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

Notices which document all payroll actions entered into the Department of Human Resource Management automated system.

RETENTION:

Retain until information is made part of official personnel file.

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 information made part of official personnel file and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 14.

PRIMARY CLASSIFICATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.

AGENCY: Salt Lake Community College (Utah)

SERIES: 22793

3

TITLE: Personnel files

DATES: 1949-1999

ARRANGEMENT: Alphabetical by last name

TOTAL VOLUME: 30.00 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 65 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1992.

AGENCY: Salt Lake Community College (Utah)

SERIES: 22793

TITLE: Personnel files

(continued)

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 after separation of employee and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 2.

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(S):

Public. UC 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 65 years after termination of employee.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1992.

AGENCY: Salt Lake Community College (Utah)

SERIES: 22845

TITLE: Personnel files

(continued)

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

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:

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 2.

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(S):

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

AGENCY: Salt Lake Community College (Utah)

SERIES: 1405

3

TITLE: Publications

DATES: 1948-1977.

ARRANGEMENT: Chronological by date.

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)

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 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 State Archives permanently with authority to weed.

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

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

AGENCY: Salt Lake Community College (Utah)

SERIES: 1405

TITLE: Publications

(continued)

APPRAISAL:

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

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake Community College (Utah)

SERIES: 21194

3

TITLE: Retirement benefit registers

DATES: 1990-

ARRANGEMENT: Numerical by employee identification number

ANNUAL ACCUMULATION:

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 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.

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

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 3.

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake Community College (Utah)

SERIES: 21194

TITLE: Retirement benefit registers

(continued)

SECONDARY CLASSIFICATION(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

ANNUAL ACCUMULATION:

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 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.

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

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 25.

AGENCY: Salt Lake Community College (Utah)

SERIES: 21192

TITLE: Salaried and hourly personnel time attendance reports

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

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

AGENCY: Salt Lake Community College (Utah)

SERIES: 17528

1

TITLE: Special courses

DATES: undated

ARRANGEMENT:

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.

AGENCY: Salt Lake Community College (Utah)

SERIES: 17521

3

TITLE: Student academic records

DATES: 1948-

ARRANGEMENT: Alphabetical by student surname.

ANNUAL ACCUMULATION:

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,

RETENTION:

Retain 10 years.

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: 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:

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

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 CLASSIFICATION:

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

AGENCY: Salt Lake Community College (Utah)

SERIES: 17525

3

TITLE: Student applications

DATES: 1981-1983.

ARRANGEMENT: Alphabetical by student surname.

ANNUAL ACCUMULATION:

DESCRIPTION:

These records capture the necessary information to enroll a student in a particular school and document their course of study. The application process of those seeking to home school or participate in alternative programs is included in this schedule.

RETENTION:

Retain 30 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/2013.

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 for 30 years and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 27.

This series has administrative value documenting students who are approved or unapproved for graduation.

AGENCY: Salt Lake Community College (Utah)

SERIES: 17525

TITLE: Student applications

(continued)

PRIMARY CLASSIFICATION:

Private ?

AGENCY: Salt Lake Community College (Utah)

SERIES: 17514

3

TITLE: Student cards

DATES: 1981-

ARRANGEMENT:

ANNUAL ACCUMULATION:

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.

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 Office for 5 years and then destroy.

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake Community College (Utah)

SERIES: 27056

3

TITLE: Student permanent academic records

DATES: 1948-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION:

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:

Retain 65 years

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 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:

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

AGENCY: Salt Lake Community College (Utah)

SERIES: 27056

TITLE: Student permanent academic records

(continued)

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99

AGENCY: Salt Lake Community College (Utah)

SERIES: 17516

1

TITLE: Student records class request forms

DATES: 1983-

ARRANGEMENT:

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.