

## Retention and Classification Report

**Agency:** Weber State University (Utah) (1334)

3848 Harrison Boulevard  
Ogden, UT 84408  
801-626-6000

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

27919	Academic record files
00768	Account books
02884	*Audit reports
02887	*Board of Trustees minutes
12341	Campus security police citations
12343	Cash receipts
25842	Construction case files
80622	Donation history
80623	Donor files
80621	Donor receipts
05994	Employee personnel file
26778	Faculty tenure review files
02258	*Financial reports
14168	*General equivalency diploma records
14166	*Grade reports
29757	Grant and contract records
21970	Investigation case files
12770	Journal register tapes
16770	*National direct student loan promissory note financial aid f
25171	Non-returning student interviews
12344	Parking permit applications
14165	*Payroll register
02885	*Publications
84445	Search Committee deliberation files
16493	Student academic records
07188	*Student cumulative files
84333	Student financial aid records
07129	*Student registrations
84593	Student schedule scantron form
28132	University Archives--Department generated student records
27794	*Vacation and sick leave records

14445 Weber studies: An interdisciplinary humanities journal  
30231 Yearbooks

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

**SERIES:** 27919

3

**TITLE:** Academic record files

**DATES:** 1900-

**ARRANGEMENT:** alphabetical

**DESCRIPTION:**

These are the paper academic transcripts of student records prior to the use of a computerized student information system. Provided to students, employers, and other educational institutions upon the student request. Report of academic courses and grade as well as any applicable degrees earned by the student.

**RETENTION:**

Permanent. Retain for 110 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Academic record files, GRS-2445.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then scan and transfer to State Records Center. Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

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

We are required to maintain academic transcripts in perpetuity by accreditation. We are scanning these files, but need to maintain the paper copies.

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

**SERIES:** 27919

**TITLE:** Academic record files

(continued)

**PRIMARY DESIGNATION:**

Exempt Federal Educational Rights and Privacy Act (FERPA)

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

**SERIES:** 768

1

**TITLE:** Account books

**DATES:** 1921-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

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

**SERIES:** 2884

**TITLE:** Audit reports

**DATES:** 1961-1963.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Report prepared by internal or external auditors as a result of a financial audit.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

3

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

**SERIES:** 2887

3

**TITLE:** Board of Trustees minutes

**DATES:** 1962-1975.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until reviewed and transfer to Weber State University.

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

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

**SERIES:** 12341

1

**TITLE:** Campus security police citations

**DATES:** 1985-

**ARRANGEMENT:** Numerical by citation number

**DESCRIPTION:**

These are citations issued to drivers violating motor vehicle and traffic laws on campus by the security police. These citations document vehicle information, violation type, date and time, and are used to collect a monetary fine from students, faculty, or the general public.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This disposition is based on audit requirements and the administrative needs of the agency.

**PRIMARY DESIGNATION:**

Public



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

**SERIES:** 12343

3

**TITLE:** Cash receipts

**DATES:** 1985-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Agency copy of receipts given to customers who pay cash to the agency for services rendered.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 25842

3

**TITLE:** Construction case files

**DATES:** 1947-

**ARRANGEMENT:** Alphabetical by building identifier number, thereunder numerical by project number.

**DESCRIPTION:**

Case files documenting the construction of new buildings and the renovation of older buildings on the university campus.

**RETENTION:**

Permanent. Retain for 50 year(s) after end of project or program

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

**AUTHORIZED:** 11-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years after construction is completed and then transfer to State Records Center. Retain in State Records Center for 40 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2018.

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

**SERIES:** 80622

3

**TITLE:** Donation history

**DATES:** 1965-

**ARRANGEMENT:** Alphabetical by donor name

**DESCRIPTION:**

This is a record of all gifts given to the university. This file refers to the Donor files, series 80623, and is instrumental in providing access and reference to donor information.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public Names of donors

**SECONDARY DESIGNATION(S):**

Private. Amount donated

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

**SERIES:** 80623

3

**TITLE:** Donor files

**DATES:** 1965-

**ARRANGEMENT:** Alphabetical by donor name

**DESCRIPTION:**

Comprehensive case file system that documents all donations given to the university. Includes correspondence, agreements, memoranda, telephone conversation notes, and donor receipts.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until digitized and then transfer to State Records Center. Retain in State Records Center permanently.

Computer data files: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public Names of donors

**SECONDARY DESIGNATION(S):**

Private. Amount donated

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

**SERIES:** 80621

1

**TITLE:** Donor receipts

**DATES:** 1965-

**ARRANGEMENT:** Alphabetical by donor name

**DESCRIPTION:**

Financial files that document amounts received, date of receipt, officer who received the funds, and appropriate signatures.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on general audit requirements of financial records.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 5994

3

**TITLE:** Employee personnel file

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by employee's surname

**DESCRIPTION:**

This series contains the complete work history of an individual (excluding medical and psychological information) while employed by state. Refer to UCA 67-18-1 (2005), et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. The files may include applications for employment, career mobility documents, Memorandums of Understanding (MOUs), Employment Eligibility Certification records, documents required by the U.S. Citizenship and Immigration Services; employee signed overtime agreements, personnel actions, corrective action plans, notices of disciplinary actions, performance plans and evaluations, letters of appreciation and commendation, separation and leave without pay records, references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, copies of any documents affecting the employee's conduct, status, or salary, etc. Complete work history of an individual (excluding medical/psychological information) while employed by the State. Refer to UCA 67-18-1 (1977), et seq. and DHRM rules on accessing, maintaining, and managing employee personnel files. The employee's personnel file shall be considered a supplement to the DHRM computerized file and shall be subject to the rules governing personnel files. When an employee transfers to another state agency, the employee's personnel file must be sent to the new agency. The file typically includes applications for employment, career mobility documents, Memorandums of Understanding (MOU's), Employment Eligibility Certification records, Form 1-9 and other documents required by the U.S. Citizenship and Immigration Services; employee signed overtime agreements, personnel actions, corrective action plans, notices of disciplinary action, new employee orientation form checklists, performance plans and evaluations, letters of appreciation/commendation, separation and leave without pay records, employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, leave and time records; copies of any documents affecting the employee's conduct, status or salary, etc.

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

**SERIES:** 5994

**TITLE:** Employee personnel file

(continued)

**RETENTION:**

Retain for 65 year(s) or until separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule  
Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 65 years after date of employment or  
until 3 years after death or retirement and then destroy.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public

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

**SERIES:** 26778

3

**TITLE:** Faculty tenure review files

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

This series contains records which document the granting of tenure and promotions to faculty members. They are used by the administration to monitor the job status and tenure track status of current and former university employees. For administrative purposes, promotion and tenure records are maintained separately from the official personnel file. These records include tenure evaluations, appointments, applications for admission, retention decisions, and records documenting promotions.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 62 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).



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

**SERIES:** 26778

**TITLE:** Faculty tenure review files

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-304(28)

**SECONDARY DESIGNATION(S):**

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

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

**SERIES:** 2258

3

**TITLE:** Financial reports

**DATES:** 1940-1969.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

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

**SERIES:** 14168

3

**TITLE:** General equivalency diploma records

**DATES:** 1946-1974.

**ARRANGEMENT:** alphabetical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

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

**SERIES:** 14166

3

**TITLE:** Grade reports

**DATES:** 1975-1979.

**ARRANGEMENT:** alphabetical by subject.

**DESCRIPTION:**

The sheets include a description of the course, course number, teacher's name, room number, student number, student's name, sex, grade, and the grade received in the class. Grades are recorded in official transcripts. Included are nursing student files, which records a nursing students education from application to graduation.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

**AUTHORIZED:** 09-01-2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 40 years and then transfer to State Archives.

Microfilm duplicate: Retain in Office permanently.

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

**PRIMARY DESIGNATION:**

Private 63G-2-302 (2015)

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

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

**SERIES:** 29757

3

**TITLE:** Grant and contract records

**DATES:** 1950-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records document grants and contracts received or awarded by the university. They include accepted proposals and applications, records related to the status and monitoring of grants, allocation of funds, and related records.

**RETENTION:**

Retain for 7 year(s) after expiration of contractual agreement

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

**AUTHORIZED:** 07-23-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after expiration of contractual agreement and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 29757

**TITLE:** Grant and contract records

(continued)

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(d)(2019)

Protected. Utah Code 63G-2-305(6)(2019)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2019.

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

**SERIES:** 21970

1

**TITLE:** Investigation case files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by investigation type, thereunder chronological by date

**ANNUAL ACCUMULATION:** 0.70 cubic feet.

**DESCRIPTION:**

These records are case files of internal investigations documenting possible violations of state law and/or university policy. The case files are referred to for enforcement and/or disciplinary purposes.

The files contain the following types of information: personal notes, correspondence, memoranda, witness statements, documentary evidence, case analysis, legal research, attorney work product, and case reports.

**RETENTION:**

Retain for 5 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after investigation closes and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

Computer data files: Retain in Office for 3 years after investigation closes and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then delete.

Sound recordings: Retain in Office for 3 years after investigation closes and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then erase.

Photographs: Retain in Office for 3 years after after investigation closes and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

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

**SERIES:** 21970

**TITLE:** Investigation case files

(continued)

**APPRAISAL:**

These records have legal value(s).

This disposition is based on the agency's legal requirements.

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 (2008).

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2008).; 20 USC Section 1232g

Controlled. UCA 63G-2-304 (2008).



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

**SERIES:** 12770

3

**TITLE:** Journal register tapes

**DATES:** 1983-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

Agency copy of receipts given to customers who pay cash to the agency for services rendered. These are cash register tapes which monitor expenses for audit purposes. Information includes amounts, taxes, and dates of transactions.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 16770

3

**TITLE:** National direct student loan promissory note financial aid files

**DATES:** 1986.

**ARRANGEMENT:** Numerical by social security number

**DESCRIPTION:**

These are financial aid files of promissory notes used to indicate that a student has accepted a loan and has agreed to pay back the funds according to the terms of the note. The files include student name and social security number, check number, agency identification number, interest rate, terms of the note, student signature, and date.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial aid records, GRS-2043.

**AUTHORIZED:** 09-01-2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after close of fiscal year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 25 years and then destroy.

Microfilm duplicate: Retain in Office for 25 years and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). 34 CFR 628.408 indicates that records involving student loans be maintained for five years after the final payment of the loan or five years after the payment of the loan is determined uncollectable. 34 CFR 682.401(b)(9) stipulates that there is a maximum repayment period of fifteen years after the loan is made. A twenty-five year retention allows for a possible five year deferment plus the stipulated five year retention after the loan has been paid in full.

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

**SERIES:** 16770

**TITLE:** National direct student loan promissory note financial aid files

(continued)

**PRIMARY DESIGNATION:**

Private

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

**SERIES:** 25171

3

**TITLE:** Non-returning student interviews

**DATES:** 1993-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

Correspondence, reports, notes, and other records relating to interviews with non-returning students.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

**AUTHORIZED:** 08-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**PRIMARY DESIGNATION:**

Controlled

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

**SERIES:** 12344

1

**TITLE:** Parking permit applications

**DATES:** 1985-

**ARRANGEMENT:** Numerical by application

**DESCRIPTION:**

These are applications of faculty and students made to the campus security police to acquire a parking decal which will allow selective parking privileges. The application would include information about the student or faculty, such as name, home address, city and state, zip code, and phone number; information about the vehicle, license plate number, description, etc.; and specific request for parking privilege. This could include specific parking lot requests, etc.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This disposition is based on the audit requirements and administrative needs of the agency.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 12344

**TITLE:** Parking permit applications

(continued)

**SECONDARY DESIGNATION(S):**

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

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

**SERIES:** 14165

3

**TITLE:** Payroll register

**DATES:** 1980-1984.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

Display of earnings, deductions, taxes, net income, and warrant or direct deposit information. These documents are prepared and used for payroll disbursement.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in State Records Center for 4 years and then destroy.

Microfilm duplicate: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

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

**SERIES:** 2885

3

**TITLE:** Publications

**DATES:** 1897-1980.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This series contains catalogs for students from Weber State College. The series includes catalogs for the following years: 1939; 1941-42; 1950-51; and 1952-53. These publications contain information about committees, an academic calendar, brief history and purpose of the college, accreditation information, a description of the campus and buildings, student activities, awards system, scholarships, curriculum, and course descriptions.

The microfilm also contains a copy of a publication by the Weber Stake Academy titled "Catalog of the Weber Stake Academy: Eleventh Academic Year, 1898-1899". The catalog describes courses of study, costs, history and purpose of the institution, faculty, list of graduates, and students.  
Child Development brochure published by Weber State College for Utah Department of Education.

1976 Utah Skills Center North funding requests.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

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

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

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



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

**SERIES:** 2885

**TITLE:** Publications

(continued)

**APPRAISAL:**

These records have historical value(s).

Disposition based on value of record reflecting activity of Weber College as reflected in its publications.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 84445

3

**TITLE:** Search Committee deliberation files

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical by applicant's name

**DESCRIPTION:**

These records document the activities of the Search Committee which seeks and screens candidates for administrative positions at Weber State College. Includes applications, resumes, committee minutes and history, letters of acceptance, letters of rejection, and other correspondence between the committee and the candidate.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Protected

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

**SERIES:** 16493

3

**TITLE:** Student academic records

**DATES:** 1974-

**ARRANGEMENT:** Numerical by social security number

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These folders are the complete student record file and are used to keep track of students attending Weber State College and to track and document student progress at the school.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

**AUTHORIZED:** 09-01-2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

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

**APPRAISAL:**

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

Code of Federal Regulations Title 34, Section 682.408 stipulates that records involving student loans be maintained for five years after the final payment of the loan or five years after the payment of the loan is determined to be uncollectable. 34 CFR 682.401(b)(9) indicates that there is a maximum repayment period of fifteen years after the loan is made. A twenty-five year

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

**SERIES:** 16493

**TITLE:** Student academic records

(continued)

retention allows for a possible five year deferment and the stipulated five year retention after the loan has been paid in full. The original master copy of the microfilm will be kept permanently because of historical value. This film will be the only record of the students at Weber State College for these years.

**PRIMARY DESIGNATION:**

Private

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

**SERIES:** 7188

3

**TITLE:** Student cumulative files

**DATES:** 1977-1986.

**ARRANGEMENT:** Chronological, thereunder alphabetical by last name

**DESCRIPTION:**

Files which document the student's activities while enrolled at Weber State College.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Education performance and testing, GRS-1503.

**AUTHORIZED:** 08-01-2013

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 75 years and then destroy.

**PRIMARY DESIGNATION:**

Private

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

**SERIES:** 84333

1

**TITLE:** Student financial aid records

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by student name

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These files are used to monitor the financial aid process for the college. Includes loan applications, SARs (Student Aid Reports), award letters, copies of student tax returns, verification worksheets, and check stubs. These records contain only paid or cancelled loans.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 3 years and then destroy.

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

**APPRAISAL:**

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

This retention is in accordance with 34 CFR 682.610 (d). The records are used for administrative persons until final payment or cancellation. The five year retention covers the audit period of three years. The retention of the microfilm copy and the discarding of the paper originals is in accordance with the Code of Federal Regulations as recorded in 34 CFR 682.610 (d) (4) and the Utah Code Annotated as stated in UCA 63-2-70.

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

**SERIES:** 84333

**TITLE:** Student financial aid records

(continued)

**PRIMARY DESIGNATION:**

Private

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

**SERIES:** 7129

3

**TITLE:** Student registrations

**DATES:** 1969-1987.

**ARRANGEMENT:** Alphanumerical by name, thereunder chronological  
**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Registration files, GRS-2453.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private



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

**SERIES:** 84593

3

**TITLE:** Student schedule scantron form

**DATES:** 1982-

**ARRANGEMENT:** none

**DESCRIPTION:**

This is a "scantron" form which is machine readable by a scanner and larger than standard letter size. It is used for the initial registration and subsequent changes in schedules of students enrolled at Weber State. This is the only record of the exact dates on which students make changes to their registration, including dropping from full time to half time or withdrawing from school completely. At present Weber State does not have this information on its computerized student accounting system. The date on which a student withdraws is important to federally funded programs: Financial Aids, National Direct Student Loans, Guaranteed Student Loans, Veteran's Benefits, etc. Default or non-compliance in providing this information could cause serious liability problems for Weber State. The growth rate of this record is approximately 16 cubic feet a year. This form includes student name, social security number, address, telephone number, sex, year in school, complete registration, courses to be changed or from which student wishes to withdraw, and the date of each change in schedule.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 10 years and then destroy.

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

**SERIES:** 84593

**TITLE:** Student schedule scantron form

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

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

**SERIES:** 28132

3

**TITLE:** University Archives--Department generated student records

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by last name

**DESCRIPTION:**

These files consist of subject specific departmental records created to track a student's work throughout their program while enrolled at Weber State University. They may include applications into the program, reviews by professors, program transcripts, extra-curricular activities, internships, and mentor evaluations.

**RETENTION:**

Permanent. Retain for 75 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/2012

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 74 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

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

**SERIES:** 27794

3

**TITLE:** Vacation and sick leave records

**DATES:** 1968-1979.

**ARRANGEMENT:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

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

**SERIES:** 14445

3

**TITLE:** Weber studies: An interdisciplinary humanities journal

**DATES:** 1973-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This journal is produced by the English Department of Weber State as a literary forum for writers and critics across the country who contribute. This publication is sponsored in part by the Utah Arts Council and the National Endowment for the Arts. Information includes critical essays, poetry, fiction, and autobiographical essays. Three issues per year are published, one of which is a "special issue" that focuses on a specific subject (e.g. Native American literature or the Utah Statehood Centennial).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently and then microfilm.

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

Microfiche duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition based on value of journals which contain articles, critiques, poems and other creative writing by writers across the country.

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

**SERIES:** 14445

**TITLE:** Weber studies: An interdisciplinary humanities journal

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 30231

3

**TITLE:** Yearbooks

**DATES:** 1954

**ARRANGEMENT:** Chronological by publication year.

**DESCRIPTION:**

Any record of enduring value, regardless of format or platform, that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

The books in this series have permanent historical value as documentation of student life and school activities. It also has value in documenting students who attended the school.

**PRIMARY DESIGNATION:**

Public