

Retention and Classification Report

Agency: Salt Lake Community College (Utah). Student Services (1455)
4600 South Redwood Road
Salt Lake City, UT 84123
967-4296

Records Officer: Maria Bardini

06963 Student records

AGENCY: Salt Lake Community College (Utah). Student Services

SERIES: 6963

3

TITLE: Student records

DATES: 1986-

ARRANGEMENT: Alphabetical by surname, thereunder chronological

DESCRIPTION:

These are attendance and registration records. These contain students' names, school and class, entry and exit dates, grades, days of absence and forms completed for enrolled students registering for specific classes.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/1998.

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 after being microfilmed and then destroy provided microfilm has passed inspection and provided terminated.

Microfilm master: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 70 years and then destroy.

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

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 1.

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(continued)

PRIMARY CLASSIFICATION:

Private