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 Sarah Stoker

06963 Student records

07/02/16 01:25

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.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 1.

AUTHORIZED: 04/01/2013

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

PRIMARY DESIGNATION:

Private