Retention and Classification Report

Agency: Ogden-Weber Applied Technology College (Utah) (1931)

200 North Washington Blvd.
Ogden, UT 84404

Records Officer Kari Marler

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AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19669 3
TITLE: Apprenticeship scholarship files.
DATES: 1990-
ARRANGEMENT: Alphabetical by student surname
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records document scholarships given to students in the 4-year apprenticeship program, which runs on a quarter system. Scholarships are available for the first two years of the program, and 90 percent attendance is required to obtain a journeyman license. Information includes a letter awarding scholarship, acceptance of scholarship (signed by student, acknowledging that student will follow established guidelines), application form, thank you letter, and attendance sheet.

RETENTION:

Retain 2 years after student leaves program.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after student leaves program and then destroy.

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed by the agency.

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19669
TITLE: Apprenticeship scholarship files.

(continued)

PRIMARY DESIGNATION:
Private

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19417 3
TITLE: Counselor's notes of student educational/occupation plans files
DATES: 1997-
ARRANGEMENT: Alphabetical by student surname
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These forms document the educational plans of students and the counseling students have received about those plans. This information is required about medical students for their programs to be accredited, but the data is recorded for all students regardless of course of study. The notes are shared with other counselors so they know what counseling information students have already received.

RETENTION:

Retain until student leaves the school.

DISPOSITION:

Transfer to student files, series 18790.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office until student leaves school and then transfer to student files, series 18790.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expessed by the agency. The total retention for student files, series 18790, is 5 years after student concludes course work or withdraws.

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19417
TITLE: Counselor's notes of student educational/occupation plans files

(continued)

PRIMARY DESIGNATION:
Private

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19416 3
TITLE: Counselor's student files
DATES: 1987-
ARRANGEMENT: Alphabetical by student surname
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Counselors meet with most students as they enroll to discuss enrollment procedures, school policies, initial testing results, and to refer some to remediation programs. On occasion, counselors gather psychological and medical information on students who have behavioral or other problems, disabilities, or if they are referred to the school from Rehabilitation Services. These records document the counselor's interaction with those who have behavioral or other problems. Information includes personal comments about their interaction with the student.

RETENTION:

Retain 3 years after student leaves school.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after student leaves school and then destroy.

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed by the agency.

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19416
TITLE: Counselor's student files

(continued)

PRIMARY DESIGNATION:
Controlled

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19029 3
TITLE: Course change request files
DATES: 1996-
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION: 6.00 cubic feet.
DESCRIPTION:

This request form, originating from the Enrollment Office, tracks the courses students add, complete, and drop, and is the venue for making changes to their class schedules. Information includes effective date; student name, social security number, and signature; whether they pay tuition themselves or through a sponsor; course ID number; instructor signature; and days and times of course.

RETENTION:

Retain 6 months.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then destroy.

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed by the agency.

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19029
TITLE: Course change request files

(continued)

PRIMARY DESIGNATION:

Exempt	34 CFR 99

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19031 3
TITLE: Custom-fit testing results
DATES: 1990-
ARRANGEMENT: Alphabetical by customer name, thereunder chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

Custom-fit tests are given by the Assessment Office for specific industries and companies, which determine the tests that will be given. The tests are used for pre-employment, promotion, and training development needs assessment. Most of the tests check for skills in math, reading, dexterity, and reasoning ability. Those who take the tests may or may not be students at the Ogden-Weber Applied Technology Center. Information includes a list of names, social security numbers, and scores (raw percentile and grade equivalent).

RETENTION:

Retain 1 year.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed by the agency. The test results remain valid for a length of time determined by the company, which varies, but the school does not need them beyond one year.

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19031
TITLE: Custom-fit testing results

(continued)

PRIMARY DESIGNATION:
Private

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19541 3
TITLE: Financial aid awards files
DATES: 1970-
ARRANGEMENT: Chronological, thereunder alphabetical by student name
ANNUAL ACCUMULATION: 8.00 cubic feet.
DESCRIPTION:

These records document grants and other financial aid (not loans) received by students to fund their education at the Applied Technology Center. Information includes the award letter, indicating how much was awarded for the year; cost of attendance, which corroborates why the amount granted was given; eligibility statement, including the student's signature; eligibility standards; the federal Institutional Student Aid Record (ISAR) application, documenting how much family contribution is expected before financial aid is granted; proof of taxes and income received; probation letters, if any; and attendance and progress sheets. The latter are used to determine if further financial aid is warranted.

RETENTION:

Retain 5 years after student is no longer enrolled.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after student is no longer enrolled and then destroy.

APPRAISAL:

Legal
This disposition is based on 34 CFR 690.100 (1992) which says to retain these records "5 years after the award year in which the recipient ceases enrollment."

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19541
TITLE: Financial aid awards files

(continued)

PRIMARY DESIGNATION:
Private

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19674 3
TITLE: Financial aid student billing records
DATES: 1970-2000.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These records track money deducted from student financial aid accounts, for payment of tuition and bookstore expenses. Information includes student name, account number, how much was deducted, current balance, social security number, amount awarded that year, number of scheduled classroom hours, hours actually spent in class, how much money is needed to be drawn down from the U.S. Department of Education for reimbursement, and a federal cash transaction report.

RETENTION:

Retain 3 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2001

FORMAT MANAGEMENT:

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

APPRAISAL:

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

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19674
TITLE: Financial aid student billing records

(continued)

PRIMARY DESIGNATION:
Private

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19030 3
TITLE: Leave of absence files
DATES: 1996-
ARRANGEMENT: Alphabetical by student surname
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

This form, originating from the Enrollment Office, documents when students take a leave of absence from their schooling. Students may take ten days off per year for any reason without withdrawing from school, being charged tuition, or being marked absent. The form is used for up to 5-day blocks at a time. Information includes student name and social security number; leave date and time; return to class date; who tuition is paid by; reason for leave of absence; sponsor comments; and student and sponsor (or counselor) signatures.

RETENTION:

Retain 1 year.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed by the agency.

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19030
TITLE: Leave of absence files

(continued)

PRIMARY DESIGNATION:
Private

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19033 3
TITLE: Monthly assessment reports
DATES: 1992-2000.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This computer-generated report is used by the Assessment Office to document how testing has increased or decreased, which tests were administered most, and the number of tests by sponsors. Includes monthly totals and costs associated with the tests. Data for this report come from the Testing logs, series 19032.

RETENTION:

Retain 5 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:
Public

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19673 3
TITLE: Progress files
DATES: 1970-
ARRANGEMENT: Alphabetical by occupation, thereunder by student surname
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These records track a student's progress hours, which are essentially grades determined by how many hours it takes the student to complete the course requirements. Information includes the classes the students are taking, total required hours, accumulated total, and monthly total.

RETENTION:

Retain 4 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then destroy.

Optical disks: Retain in Office for 4 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed by the agency. Progress reports are used to determine future financial aid, even after the student withdraws and then later returns from school.

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19673
TITLE: Progress files

(continued)

PRIMARY DESIGNATION:
Private

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19507 3
TITLE: Related job placement files
DATES: 1996-2000.
ARRANGEMENT: Alphabetical by student surname
ANNUAL ACCUMULATION:
DESCRIPTION:

These records track student job placements related to their training after attending the Applied Technology Center. The data are sent to the State Office of Education to be placed in a database, in order for statistics to be run. The statistics impact legislative funding. Information includes the job placement employer survey form, completed by the employer, which records the following: employee's name, social security number, education/training program, job title, and salary range; whether full or part-time; company name and contact person; hire date; if employee's training is related to the job and if the training has contributed to greater success on the job; employee's performance to date; benefit information; and comments.

RETENTION:

Retain 5 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Legal
This disposition is based on 34 CFR 668.23 which says that institutions of higher education participating in Title IV, Higher Education Act of 1965 programs must keep (1) the student's admission to and enrollment status at, the institution; (2) the program and courses in which the student is enrolled; (3) whether

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19507
TITLE: Related job placement files

(continued)

the student is maintaining satisfactory progress in his or her course of study; (4) refunds due or paid the student; (5) job placement if the institution provides a placement service; (6) student's receipt of financial aid; and (7) verification data for 5 years.

PRIMARY DESIGNATION:
Private

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19510 3
TITLE: Related transfer job placement files
DATES: 1996-2000.
ARRANGEMENT: Alphabetical by student name
ANNUAL ACCUMULATION:
DESCRIPTION:

These records track students who have transferred to another school or to the military rather than been placed in a job. This information is gathered and sent to the State Office of Education, to be included in a database for statistical purposes. Information includes a letter from the Applied Technology Center to the school of transfer asking if the student is enrolled, and the school's response in the form of a computer printout of all new students enrolled, which lists the social security number, year, quarter, name, academic year, date, status, major, and total hours of student.

RETENTION:

Retain 5 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Legal
This disposition is based on 34 CFR 668.23 which says that institutions of higher education participating in Title IV, Higher Education Act of 1965 programs must keep (1) the student's admission to and enrollment status at, the institution; (2) the program and courses in which the student is enrolled; (3) whether the student is maintaining satisfactory progress in his or her course of study; (4) refunds due or paid the student; (5) job

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19510
TITLE: Related transfer job placement files

(continued)

placement if the institution provides a placement service; (6) student's receipt of financial aid; and (7) verification data for 5 years.

PRIMARY DESIGNATION:
Private

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19668 3
TITLE: Scholarship files
DATES: 1990-
ARRANGEMENT: Alphabetical by student surname
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records document students who have received scholarships. Information includes scholarship application, a letter awarding the scholarship, thank you note, and student progress reports. Students must maintain 80 percent attendance and satisfactory progress to continue receiving the scholarship.

RETENTION:

Retain 2 years after student leaves school.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after student leaves school and then destroy.

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed by the agency.

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19668
TITLE: Scholarship files

(continued)

PRIMARY DESIGNATION:
Private

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 13116 3
TITLE: Student academic records
DATES: 1970-
ARRANGEMENT: Alphabetical by student surname
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

Files containing official documentation listing student's courses, grades, credits earned, and status achieved. Often referred to as a transcript.

RETENTION:

Retain 5 years.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 8, Item 1.

AUTHORIZED: 11/19/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Exempt 34 CFR 99(2008)

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19019 3
TITLE: Student assessment records
DATES: 1975-
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These records are created by the Assessment Office to test student knowledge in math, reading, and written language; dexterity; mechanical reasoning ability; interest or aptitude; and personality. Individuals would take the specific tests necessary for their field of study prior to enrollment in the school. Not all who take the tests choose to enroll. As soon as enrollment occurs, those records are transferred to the Registrar and placed in the Student files (series 18790). If enrollment does not occur within two years, the tests need to be retaken. Some students may not need to take any tests if they have high American College Test (ACT) scores and their course of study does not require the dexterity test. Information includes test scores and the demographic information form (also labeled "Admissions Application"). Demographic information includes name, address, social security number, birth date, ethnic background, emergency contact, citizenship status, marital and military status, schooling completed, welfare or disability benefits, employer, and means of financing training at the Ogden-Weber Applied Technology Center.

RETENTION:

Retain 2 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2001

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19019
TITLE: Student assessment records

(continued)

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 year and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed by the agency. The test scores are considered valid for two years.

PRIMARY DESIGNATION:
Exempt 34 CFR 99

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 18790 3
TITLE: Student files
DATES: 1970-
ARRANGEMENT: Alphabetical by student surname.
ANNUAL ACCUMULATION: 7.00 cubic feet.
DESCRIPTION:

These records document students enrolled in the Ogden-Weber Applied Technology Center. The initial file is created by the registrar, and then is added to by other sections of the school as the students complete their course requirements. Information includes enrollment applications, aptitude test results, occupational training outlines which define student curriculum, class schedules, release/certification forms which provide the student's signature verifying authenticity and permission to release information, student training record (STR), status of course of study (level, hours, completions, and grade), official and unofficial transcripts, and demographic information. Records may also include withdrawal documents, leave of absence, schedule change form, employment placement forms, tuition receipts, sponsor vouchers, medical information, and certificates of program completion.

RETENTION:

Retain 5 years after completion or withdrawal.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after completion or withdrawal and then destroy.

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 18790
TITLE: Student files

(continued)

APPRAISAL:

Historical Legal
This disposition is based on 34 CFR 668.23 which says that institutions of higher education participating in Title IV, Higher Education Act of 1965 programs must keep (1) the student's admission to and enrollment status at, the institution; (2) the program and courses in which the student is enrolled; (3) whether the student is maintaining satisfactory progress in his or her course of study; (4) refunds due or paid the student; (5) job placement if the institution provides a placement service; (6) student's receipt of financial aid; and (7) verification data for 5 years.
Official transcripts warrant a permanent disposition in office due to their historical value to the students and the agency.

PRIMARY DESIGNATION:
Exempt 34 CFR 99 (2008)

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 12/2015.

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19672 3
TITLE: Student payment cards
DATES: 1970-
ARRANGEMENT: Alphabetical by student surname
ANNUAL ACCUMULATION:
DESCRIPTION:

These cards track how much financial aid has been paid to a student per month. The information is sent to the U. S. Department of Education. At the end of the year, these cards are placed in the student's main financial aid award file (series 19541) and retained for audit purposes.

RETENTION:

Retain 5 years.

DISPOSITION:

transfer to series 19541.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to series 19541.

APPRAISAL:

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

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19672
TITLE: Student payment cards

(continued)

PRIMARY DESIGNATION:
Private

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19032 3
TITLE: Testing log
DATES: 1992-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

This log is used by the Assessment Office to track who has taken tests, which tests were taken, and when. The data are used for statistical information and are summarized to an extent in the Monthly report (series 19033). Not all data are used in the monthly report, however. Information includes name, social security number, gender, sponsor, tests taken, and scores for some of the tests.

RETENTION:

Retain 10 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office until entered in the computer and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

Administrative
This disposition is based on the administrative value this information has for statistical purposes.

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19032
TITLE: Testing log

(continued)

PRIMARY DESIGNATION:
Exempt 34 CFR 99

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19508 3
TITLE: Unrelated job placement files
DATES: 1996-2000.
ARRANGEMENT: Alphabetical by student surname
ANNUAL ACCUMULATION:
DESCRIPTION:

These records track student job placements unrelated to the training they have received at the Applied Technology Center. The data are used by the State Office of Education to generate statistical information used in legislative funding. The information is obtained from Job Service, and includes the person's name, social security number, withdrawl date, placement date, programs enrolled in, and company name and address.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Legal
This disposition is based on 34 CFR 668.23 which says that institutions of higher education participating in Title IV, Higher Education Act of 1965 programs must keep (1) the student's admission to and enrollment status at, the institution; (2) the program and courses in which the student is enrolled; (3) whether the student is maintaining satisfactory progress in his or her course of study; (4) refunds due or paid the student; (5) job placement if the institution provides a placement service; (6) student's receipt of financial aid; and (7) verification data for 5 years.

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19508
TITLE: Unrelated job placement files

(continued)

PRIMARY DESIGNATION:
Private

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19667 3
TITLE: Veteran's files
DATES: 1980-
ARRANGEMENT: Alphabetical by student surname
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records document aid to military veterans, paid by the Veteran's Administration. Information includes enrollment certifications, DD214 form indicating release from the military, student change report which documents how many hours a student is enrolled for, eligibility letter, and an application for benefits. The benefit amount is dependent on the number of hours a student spends in class.

RETENTION:

Retain 5 years after student is no longer enrolled.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after student is no longer enrolled and then destroy.

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed by the agency.

AGENCY: Ogden-Weber Applied Technology College (Utah)

SERIES: 19667
TITLE: Veteran's files

(continued)

PRIMARY DESIGNATION:
Private