Retention and Classification Report

Agency: Board of Regents (836)

60 South 400 West
Board of Regents Building Gateway
Salt Lake City, UT 84101-1284
538-5247

Records Officer Dean Cox

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12749		Access Committee files
09034		Accounts distribution of personnel earnings
11577	*	Administrative records
19531		Annual reports
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12746	Fixed asset inventory
19965	Focus: A Forum on Teaching and Learning in Utah Commun
30634	GRADUATION FILES
82688	*General accounting files
12745	General ledgers
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19988	Higher Education Master Plan reports
30487	IDENTIFICATION CARD APPLICATIONS FOR MATRICULA
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12654	Institutional catalogs
12648	Institutional internal audits and annual financial reports
12653	Institutional policy and procedures manuals
12649	Integrated Postsecondary Educational Data System records
11974	Internal audit reports
30491	MONTHLY RECEIPTS FOR MONIES RECEIVED FOR TRA
03045	Minutes
11975	Money management reports
11939	Monthly agenda and materials
12762	Official project files
19535	Operating budget requests
09046	Payroll check register
82687	*Payroll files
09047	Payroll reports
11971	Personnel files for permanent employees
24147	Presidential search records
12753	Public request forms
11945	Publications
30492	REGISTRATION FILES
27390	Regents' Scholarship files
30493	STUDENT CUMULATIVE FILES
12768	Salary survey data
12754	State Board of Regents and Council of Presidents financial a
09053	Student case files
82686	*Student cumulative files
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09054	*Student loan records
24193	Student services and minority affairs grants and financial a
19963	System Summary newsletter
30494	TRANSCRIPT REQUESTS
14202	*Technical Engineering Institute student records
12747	Telephone bills
06123	*Teller Training Institute files
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12748	Travel records
12741	University of Utah expenditure forms
12697	University of Utah time and attendance reports
12655	Utah Career Teaching Scholarship records
27660	Utah System of Higher Education--Academic Affairs
30495	VISITING SCHOLARS INFORMATION FILES
12740	Warrant requests and journal entries
24148	Western Institute Commission for Higher Education Scholars

AGENCY: Board of Regents

SERIES: 30484 3
TITLE: ACADEMIC RECORD FILES
DATES:
ARRANGEMENT:
DESCRIPTION:

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

RETENTION:

Permanent.

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.

PRIMARY CLASSIFICATION:

Private

AGENCY: Board of Regents

SERIES: 12666 3
TITLE: Academic technical reference files
DATES: 1985-
ARRANGEMENT: Alphabetical by subject/organization
ANNUAL ACCUMULATION: 4.80 cubic feet.
DESCRIPTION:

These are documents retained strictly for reference and informational purposes which are not part of any other official files. They include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, extra (non-record) copies of policy and procedure files, brochures, catalogs, vendor price lists, and publications prepared internally and externally.

RETENTION:

Retain until 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.

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

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 29.

AGENCY: Board of Regents

SERIES: 12666
TITLE: Academic technical reference files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Regents

SERIES: 12749 3
TITLE: Access Committee files
DATES: 1993-
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

RETENTION:

Retain 3 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 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

AGENCY: Board of Regents

SERIES: 12749
TITLE: Access Committee files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Regents

SERIES: 9034 3
TITLE: Accounts distribution of personnel earnings
DATES: 1967-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This is the personnel earning list by social security number.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1976.

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 after being microfilmed and then microfilm.

Microfilm master: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal

AGENCY: Board of Regents

SERIES: 9034
TITLE: Accounts distribution of personnel earnings

(continued)

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302(1)(h)(2008)

SECONDARY CLASSIFICATION(S):
Public. UCA 63G-2-301(1)(b)(2008)

AGENCY: Board of Regents

SERIES: 11577 3
TITLE: Administrative records
DATES: 1958-1977.
ARRANGEMENT: None
ANNUAL ACCUMULATION:
DESCRIPTION:

This series contains reports, memos, budget requests, history, policies, etc.

RETENTION:

Retain Permanent. 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.

APPRAISAL:

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

Disposition based on value of records in documenting Board's achievements, policies, programs and functions over a 20 year period.

AGENCY: Board of Regents

SERIES: 11577
TITLE: Administrative records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Regents

SERIES: 19531 3
TITLE: Annual reports
DATES: 1959-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

The annual report of the Board of Regents contains information pertaining to academic affairs, budgets, finance, planning, capital facilities and profiles of member institutions. These reports serve as the official report of the activities for the preceding year. The reports contain information pertaining to planning, programs, policies, coordination with other state agencies, Western Interstate Commission for Higher Education (WICHE), federally funded activities and special activities.

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.

APPRAISAL:

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

The annual reports document this history and functions of the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Regents

SERIES: 11976 3
TITLE: Audit review subcommittee agenda
DATES: 1978-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. This committee reviews audits and makes recommendations concerning operations of the institutions. Information includes audit reports, reports on assignments made by the committee, and information reports on the audit status at each institution. There is an index or finding aid for this record series.

RETENTION:

Retain 3 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 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

AGENCY: Board of Regents

SERIES: 11976
TITLE: Audit review subcommittee agenda

(continued)

APPRAISAL:
Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

PRIMARY CLASSIFICATION:
Public UCA 63G-2-301 (2008)

AGENCY: Board of Regents

SERIES: 11973 3
TITLE: Audit work papers
DATES: 1972-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 2.50 cubic feet.
DESCRIPTION:

Papers which have a short-term use and comprise the background records, such as preliminary studies, drafts, analyses, notes, interim reports regarding a particular case file, and financial performance audits. These files document the work used to generate audit reports. Information includes financial and administrative records, detailed transactions of receipts and disbursements, and records and transactions relating to employee payroll.

RETENTION:

Retain 1 year after project 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 project closed and then destroy.

AGENCY: Board of Regents

SERIES: 11973
TITLE: Audit work papers

(continued)

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

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302(1) (2008) Personal data

AGENCY: Board of Regents

SERIES: 12651 3
TITLE: Board of Trustees minutes
DATES: 1969-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. These records are used for office reference and contain the minutes of all actions taken at Utah System Higher Education institutions. The originals are held in the respective archives/libraries of the various institutions.

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 copy: Retain in Office for 5 years and then destroy provided administrative need has ended.

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

AGENCY: Board of Regents

SERIES: 12651
TITLE: Board of Trustees minutes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Regents

SERIES: 12760 3
TITLE: Budget and Finance Committee files
DATES: 1969-
ARRANGEMENT: Alphabetical by subject, thereunder Chronological
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. These files document the Budget and Finance Committee's minutes and agendas of their meetings. Includes information regarding Business Affairs Council, budget officers, tuition and fees, Funding Mechanism Task Force, State Board of Regents (SBR) Budget and Finance Committee, Personnel (Higher Education Personnel Advisory Committee - HEPAC), Study Group on Health Benefits, and handouts.

RETENTION:

Retain 3 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 3 years and then transfer to State Archives 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: Board of Regents

SERIES: 12760
TITLE: Budget and Finance Committee files

(continued)

APPRAISAL:

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

Disposition of records based on value in documenting activities, achievements, policies and functions of the Committee.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301 (2008)

AGENCY: Board of Regents

SERIES: 12667 4
TITLE: Budget background records
DATES: 1969-
ARRANGEMENT: Chronological by fiscal request year, thereunder alphabetical by institution
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Completed budget request forms and miscellaneous notes used to establish a budget request for the Utah System of Higher Education.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1993.

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 destroy.

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

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative and fiscal needs of the agency.

AGENCY: Board of Regents

SERIES: 12667
TITLE: Budget background records

(continued)

PRIMARY CLASSIFICATION:
Public UCA 63G-2-301 (2008)

AGENCY: Board of Regents

SERIES: 12761 3
TITLE: Budget development files

DATES: 1969-
ARRANGEMENT: Alphabetical by subject, thereunder Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Papers which have a short-term use and comprise the background records, such as preliminary studies, drafts, analyses, notes, interim reports regarding a particular case file, and financial performance audits. The Finance section of the State Board of Regents uses these files to develop budget requests. Information includes forms; guidelines; tuition and fee schedules; correspondence; Board of Regents' recommendations; trend analyses; information on administrative conferences, mineral leases, formula developments, institutional materials; and any other supporting documentation.

RETENTION:

Retain 1 year after project 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 project closed and then destroy.

AGENCY: Board of Regents

SERIES: 12761
TITLE: Budget development files

(continued)

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

PRIMARY CLASSIFICATION:
Public UCA 63G-2-301 (2008)

AGENCY: Board of Regents

SERIES: 12763 3
TITLE: Budget requests

DATES: 1969-
ARRANGEMENT: Chronological by, thereunder by institution
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records are created by the state's higher education institutions to assist in the preparation of the budget and to justify budget requests presented to the State Board of Regents for recommendation to the legislature. They may also include work programs. This series is a copy of record series #12667 which has a retention of 10 years and destroy.

RETENTION:

Retain 1 year

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

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 2, Item 6.

Disposition based on value of records in documenting agency budget requests and supporting statistics for the state's institutions of higher education.

AGENCY: Board of Regents

SERIES: 12763
TITLE: Budget requests

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302 (1)(e) (2008)

AGENCY: Board of Regents

SERIES: 11972 3
TITLE: Budget work program files

DATES: 1969-
ARRANGEMENT: Chronological, thereunder by institution
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Monthly or routine reports on the status of agency appropriation accounts and apportionment, excluding Annual Budget Reports. These records are used by the State Board of Regents to control appropriations from the state by institution and by line item. Information includes State Division of Finance work program forms and draw schedules.

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:

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

AGENCY: Board of Regents

SERIES: 11972
TITLE: Budget work program files

(continued)

PRIMARY CLASSIFICATION:
Public UCA 63G-2-301 (2008)

AGENCY: Board of Regents

SERIES: 28535 1
TITLE: CAMPUS POLICE REPORTS
DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These records are created by state university and college police officers in the course of performing their daily tasks. They include misdemeanor arrest reports, traffic accident reports, traffic citations, impounded vehicle reports, DUI reports, and all other records documenting police interaction with the public, with the exception of reports involving a felony offense.

RETENTION:

Retain for 7 years and then 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.

APPRAISAL:

Administrative

These records can include multiple violations, some of which must be maintained in adherence to 34 CFR 668.46(14)(c) 2013

PRIMARY CLASSIFICATION:

Public 63G-2-301(3)(g) 2013

AGENCY: Board of Regents

SERIES: 28535
TITLE: CAMPUS POLICE REPORTS

(continued)

SECONDARY CLASSIFICATION(S):
Protected. Utah Code 63G-2-305(10) 2014

AGENCY: Board of Regents

SERIES: 30485 3
TITLE: CASH REGISTER TAPES FOR STUDENT TRANSCRIPTS
DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

Daily cash register tapes noting monies received for transcripts of the students' permanent academic record.

RETENTION:

Retain for 1 year and then 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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Regents

SERIES: 24146 3
TITLE: Certified Technical Institute records
DATES: 1999.
ARRANGEMENT: Alphabetical by name.
TOTAL VOLUME: 3.00 cubic feet.
DESCRIPTION:

The Certified Technical Institute was a private proprietary school that went bankrupt in 1999. These files include the records of the students who were attending the institute when the school was closed.

RETENTION:

Retain 12 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/2002.

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 10 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Board of Regents

SERIES: 24146
TITLE: Certified Technical Institute records

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Board of Regents

SERIES: 13791 3
TITLE: Commission's correspondence
DATES: 1984-
ARRANGEMENT: Alphabetical by subject
TOTAL VOLUME:
DESCRIPTION:

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

RETENTION:

Retain 4 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 3 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

This correspondence provides unique information about agency functions, policies, procedures, or programs.

AGENCY: Board of Regents

SERIES: 13791
TITLE: Commission's correspondence

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Regents

SERIES: 30486 3
TITLE: DEPARTMENT LISTS REQUESTING STUDENT TRANSCRIPTS
DATES:
ARRANGEMENT:
TOTAL VOLUME:
DESCRIPTION:

Lists of requested students' transcripts of permanent academic record for use in the academic departments of the institutions of higher education.

RETENTION:

Retain by agency for 1 year and then 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.

PRIMARY CLASSIFICATION:

Private

AGENCY: Board of Regents

SERIES: 12742 3
TITLE: Deposit forms
DATES: 1969-
ARRANGEMENT: Chronological by fiscal year, thereunder by the date received
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Multi-copy deposit forms accompanying agency deposits to the State Treasurer's Office. These records also serve as a receipt of deposit.

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

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 17.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301 (2008)

AGENCY: Board of Regents

SERIES: 12665 4
TITLE: Eisenhower Math/Science Program records
DATES: 1985-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.20 cubic feet.
DESCRIPTION:

Federal grant applications and documentation for grants awarded under the "Education for Economic Security Act" (USCA 20-3901 et seq.)(1984) and the Dwight D. Eisenhower Mathematics and Science Education Act"(USCA 20-2981-2983)(1988).

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1993.

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 transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs of the agency.

AGENCY: Board of Regents

SERIES: 12665
TITLE: Eisenhower Math/Science Program records

(continued)

PRIMARY CLASSIFICATION:
Public UCA 63G-2-301 (2008)

AGENCY: Board of Regents

SERIES: 11970 3
TITLE: Employment search and interview records
DATES: 1969-
ARRANGEMENT: Chronological by year, thereunder by position
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Applications of those persons qualified to be listed on a register but who were not selected as the candidate for employment. If DHRM has officially delegated a particular state agency as the record copy office then they should retain these applications for three years. These records are collected by this office in the process of filling vacant positions. Materials include letters of application, resume and/or application.

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

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

AGENCY: Board of Regents

SERIES: 11970
TITLE: Employment search and interview records

(continued)

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

PRIMARY CLASSIFICATION:
Protected 63G-2-305(27) (2008)

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302 (1)(e) (2008)

AGENCY: Board of Regents

SERIES: 19990 3
TITLE: Enrollment analysis reports
DATES: 1959-1974.
ARRANGEMENT: Chronological by date.
ANNUAL ACCUMULATION:
DESCRIPTION:

The purpose of these reports is to present current and projected enrollment data for the institutions in the system of higher education. The reports contain information pertaining to total number enrolled, daytime and nighttime enrollment, male and female enrollment, elementary and secondary school enrollment, out-of-state enrollment, public and private school enrollment and enrollment in each class.

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.

APPRAISAL:

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

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Regents

SERIES: 12769 4
TITLE: Enrollment reports
DATES: 1965-
ARRANGEMENT: Chronological by academic year (summer, fall, winter, spring)
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Reports of student enrollments from the state's (public) higher education institutions with statistical analysis by age, residency, and full-time/part-time status.

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 Office until microfilmed or until filmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

Administrative Historical

This disposition is based on the use of these statistics for historical research.

RETENTION JUSTIFICATION:

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301 (2008)

AGENCY: Board of Regents

SERIES: 12752 4
TITLE: External surveys
DATES: 1969-
ARRANGEMENT: Alphabetical by subject
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Responses to surveys sent to the State Board of Regents from outside organizations requesting financial/budget information, kept to check figures and to review previous years when similar surveys are received. Information includes responses to surveys such as Internal Service Funds, High School Intentions, and Occupational Safety and Health Administration.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1993.

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:

Administrative

This disposition is based on the administrative needs of the agency.
The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 12752
TITLE: External surveys

(continued)

PRIMARY CLASSIFICATION:
Public UCA 63G-2-301 (2008)

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302(1)(e) (2008)

AGENCY: Board of Regents

SERIES: 28536 1
TITLE: FELONY ARREST REPORTS
DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These records and reports are the primary case files generated by state university or college police officers who are investigating or responding to a felony-offense-level incident. They include all records associated with the incident, and may include arrest and investigative reports, photographs, lab tests, arrest warrants, and any other pertinent records.

RETENTION:

Retain for 10 years and then 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.

APPRAISAL:

Administrative

These records can include multiple violations, some of which must be maintained in adherence to 34 CFR 668.46(14)(c) 2013
The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Public 63G-2-301(3)(g) 2013

AGENCY: Board of Regents

SERIES: 28536
TITLE: FELONY ARREST REPORTS

(continued)

SECONDARY CLASSIFICATION(S):
Protected. Utah Code 63G-2-305(10) 2014

AGENCY: Board of Regents

SERIES: 82689 3
TITLE: Financial aids and scholarships files
DATES: [ca. 1980-
ARRANGEMENT: none
ANNUAL ACCUMULATION:
DESCRIPTION:

These computer tapes document financial aid given to students to complete their education. The files include student name, amounts loaned or given, social security number, eligibility information, and other student data.

RETENTION:

Retain 25 years

DISPOSITION:

.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1987.

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.

Computer magnetic storage media: Retain in Office until transferred to computer output microfiche and then erase tapes provided this is done immediately.

Microfiche master: Retain in Office for 25 years and then destroy.

Computer magnetic storage media: Retain in Office for 3 years and then erase.

Computer magnetic storage media: Retain in Office until administrative needs end and then erase.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 24 years and

AGENCY: Board of Regents

SERIES: 82689
TITLE: Financial aids and scholarships files

(continued)

then destroy.

APPRAISAL:
Administrative Fiscal Legal

This retention is based on administrative and audit needs, and 34 CFR 682.408 which 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 uncollectible. 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 retention allows for a possible five year deferment and the stipulated five year retention after the loan has been paid in full.
The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302(1)(h)(2008)

AGENCY: Board of Regents

SERIES: 12764 3
TITLE: Financial correspondence
DATES: 1969-
ARRANGEMENT: Alphabetical by subject
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These files include all correspondence related to budget and finance. Information includes correspondence regarding state government, the federal government, Board of Regents, Utah System of Higher Education (USHE) presidents, USHE institutions, Office of the Commissioner of Higher Education, all budget and finance committees, other states, professional organizations, and internal communications. Communications that are important to high level decisions or policy are incorporated into record series #11939 (Monthly agenda and materials) which has a permanent retention.

RETENTION:

Retain until administrative need ends

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 05/01/2001.

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 administrative need ends and then destroy.

AGENCY: Board of Regents

SERIES: 12764
TITLE: Financial correspondence

(continued)

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 16.

Disposition based on value of records in documenting all correspondence related to agency budgets and finance. The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301 (2008)

AGENCY: Board of Regents

SERIES: 12743 3
TITLE: Financial Information and Resource Management System periodic reports
DATES: 1969-
ARRANGEMENT: Chronological by fiscal year, thereunder by month
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Includes the following: FICAA01T Trail balance monthly. FICAA05P Outstanding encumbrance. FICAA09P Outstanding reservation. FICAA10P Cash deposits. FICAA30P General ledger activity. FICAA85P Revenue and expenditure status by fund. FICAED01 Expenditure detail by sub-account. FICAES01 Expenditure status by sub-account. FICAES02 Work program/expenditure comparison by summary account. FICARD01 Revenue detail by sub-account within organization. FICARS01 Revenue status by sub-account. FICARS02 Estimated revenue/realized revenues. FICAER01 Expenditure/revenue summary by level 2. FICAMP01 Revenue account status by activity other than Department of Transportation. These records are referred to by the State Board of Regents at times to document payments of scholarship money to students and/or payments to/from students who have loans. Loans and scholarships, however are more fully documented in other series.

RETENTION:

Retain 1 year

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

AGENCY: Board of Regents

SERIES: 12743
TITLE: Financial Information and Resource Management System periodic reports

(continued)

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 21.

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

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

AGENCY: Board of Regents

SERIES: 12744 3
TITLE: Financial Information and Resource Management System year-end reports
DATES: 1969-1998.
ARRANGEMENT: Chronological by fiscal year
ANNUAL ACCUMULATION:
DESCRIPTION:

Yearly or period 13 edition of FIRMS reports. The reports are used by the State Board of Regents to check on payments made to/students regarding scholarships and loans. However, scholarships and loans are documented more fully in other series.

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

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 22.

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

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

AGENCY: Board of Regents

SERIES: 12746 3
TITLE: Fixed asset inventory
DATES: 1969-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records are used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

RETENTION:

Retain 2 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 destroy.

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 27.

The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 12746
TITLE: Fixed asset inventory

(continued)

PRIMARY CLASSIFICATION:
Public UCA 63G-2-301 (2008)

AGENCY: Board of Regents

SERIES: 19965 3
TITLE: Focus: A Forum on Teaching and Learning in Utah Community and Technical Colleges magazine
DATES: 1982-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This magazine is produced as a forum and means of dialog and communication for all persons interested in community and technical college education in Utah. The magazine is an annual collection of articles on teaching and learning in these institutions.

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.

APPRAISAL:

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

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Regents

SERIES: 82688 3
TITLE: General accounting files
DATES: [ca. 1980-1986.
ARRANGEMENT: none
ANNUAL ACCUMULATION:
DESCRIPTION:

These computer tapes provide general accounting data for the colleges involved. The files include accounts receivable data, disbursements data, ledger data, and other information relating to college accounts.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1987.

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.

Computer magnetic storage media: Retain in Office until transferred to computer output microfiche and then erase tapes provided this is done immediately.

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

Computer magnetic storage media: Retain in Office for 3 years and then erase.

Computer magnetic storage media: Retain in Office until administrative needs end and then erase.

APPRAISAL:

Administrative Fiscal

This retention is based on administrative and audit needs and General Schedule 7 Item 2.
The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 12745 3
TITLE: General ledgers

DATES: 1969-
ARRANGEMENT: Chronological by fiscal year
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

General accounts ledger, 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 7 years and then destroy.

APPRAISAL:

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

The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 12745
TITLE: General ledgers

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302 (1)(e) (2008)

AGENCY: Board of Regents

SERIES: 12652 3
TITLE: General reference materials
DATES: 1969-
ARRANGEMENT: Alphabetical by name of publication
ANNUAL ACCUMULATION:
DESCRIPTION:

These are documents retained strictly for reference and informational purposes which are not part of any other official files. Records may include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, extra (non-record) copies of policy and procedure files, brochures, catalogs, vendor price lists, and publications prepared internally and externally. This series contains academic, fiscal, administrative, and historical data published by the federal, state, and local governments, and private publications regarding higher education housed at the State Board of Regents library.

RETENTION:

Retain until 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.

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

AGENCY: Board of Regents

SERIES: 12652
TITLE: General reference materials

(continued)

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 29.

Disposition based on value of diverse records not contained elsewhere for information and reference purposes.
The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Regents

SERIES: 30634 3
TITLE: GRADUATION FILES
DATES:
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 for 1 year and then destroy and then 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.

APPRAISAL:

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

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Private

AGENCY: Board of Regents

SERIES: 19988 3
TITLE: Higher Education Master Plan reports
DATES: 1966-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

The main objective of the master plan is the ensure that the benefits of high quality higher education are made available to Utah citizens. The reports contain information pertaining to review and prospectus, changing environment, goals and assumptions, projected needs and demands, institutional roles and missions, estimated resource needs, enrollment management, and accountability and quality.

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.

APPRAISAL:

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

The reports contain information pertaining to review and prospectus, changing environment, goals and assumptions, projected needs and demands, institutional roles and missions, estimated resource needs, enrollment management, and accountability and quality.
The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 19988
TITLE: Higher Education Master Plan reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Regents

SERIES: 30487 3
TITLE: IDENTIFICATION CARD APPLICATIONS FOR MATRICULATED STUDENTS

DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

Applications for identification (I.D.) cards for students, faculty, and staff.

RETENTION:

Retain by agency for 6 years and then 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.

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Private

AGENCY: Board of Regents

SERIES: 30488 3
TITLE: IDENTIFICATION CARD APPLICATIONS FOR NON-MATRICULATED STUDENTS

DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

Applications for identification cards for non-matriculated individuals participating in activities sponsored by an institution of higher education.

RETENTION:

Retain by agency for 6 years and then 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.

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Private

AGENCY: Board of Regents

SERIES: 30489 3
TITLE: IDENTIFICATION CARD RECEIPT BOOKS
DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

Receipt books for monies received in payment for identification (I.D.) cards.

RETENTION:

Retain by agency for 3 years and then 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.

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Private

AGENCY: Board of Regents

SERIES: 30490 3
TITLE: INTERNATIONAL IDENTIFICATION CARD APPLICATIONS
DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

Applications for identification cards for students traveling out of the country in order to receive international student benefits.

RETENTION:

Retain by agency for 1 year and then 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.

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Private

AGENCY: Board of Regents

SERIES: 12654 3
TITLE: Institutional catalogs
DATES: 1969-
ARRANGEMENT: Alphabetical by name of institution
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records are created by the various institutions of higher education and are the catalogs/bulletins that describe academic programs/requirements; classes; degrees offered; administrative policy; tuition, enrollment, and registration information; add/drop procedures; extracurricular activities; school policies; and so forth. Information also includes faculty and administrative officers data and campus maps.

RETENTION:

Retain until superseded

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 copy: Retain in Office until superseded or until administrative need ends and then destroy.

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 29.

The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 12654
TITLE: Institutional catalogs

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Regents

SERIES: 12648 3
TITLE: Institutional internal audits and annual financial reports

DATES: 1995-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These are documents retained strictly for reference and informational purposes which are not part of any other official files. They include copies of reports, studies, and special compilations of data. These records are created by colleges and universities and are used by the Board of Regents as reference data on the various educational institutions.

RETENTION:

Retain 5 years or until 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.

Paper copy: Retain in Office for 5 years or until administrative need ends and then destroy.

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 29.

The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 12648
TITLE: Institutional internal audits and annual financial reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Regents

SERIES: 12653 3
TITLE: Institutional policy and procedures manuals
DATES: 1969-
ARRANGEMENT: Alphabetical by name of institution
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

Policies and procedures that govern the operation and administration of various programs within the organization. This series consists of the policies and procedures of all higher education institutions and are used for reference.

RETENTION:

Retain until superseded

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 copy: Retain in Office until superseded or until administrative need ends and then destroy.

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 23.

The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 12653
TITLE: Institutional policy and procedures manuals

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Regents

SERIES: 12649 4
TITLE: Integrated Postsecondary Educational Data System records
DATES: 1967-
ARRANGEMENT: Alphanumerical by survey form subject, thereunder chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

Records gathered nationally by the U.S. Department of Education to provide a national database for higher education information, includes data input by the State Board of Regents to generate reports of their own data for statistical analysis. Formerly known as Higher Education General Information Survey (HEGIS) the data base is now called Integrated Postsecondary Education Data System(IPEDS). Information includes a government form completed by Utah's higher education institutions, sent to and edited by the Office of the Commissioner of Higher Education (OCHE), and then forwarded to the federal government. Information includes institutional characteristics, such as size/enrollment, finances, and number of degrees awarded.

RETENTION:

Retain 10 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 12/01/1993.

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 transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

Computer magnetic storage media: Retain in Office for 10 years and then erase.

AGENCY: Board of Regents

SERIES: 12649
TITLE: Integrated Postsecondary Educational Data System records

(continued)

APPRAISAL:
Administrative Fiscal Historical

This disposition is based on the historical use of the records for statistical research.
The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:
Public UCA 63G-2-301 (2008)

AGENCY: Board of Regents

SERIES: 11974 3
TITLE: Internal audit reports
DATES: 1972-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Reports on analysis and implementation of programs and operation of those programs. These records report audit findings and contain recommendations for the State Board of Regents. These records have an index or finding aid to assist access.

RETENTION:

Retain 5 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 10/01/2001.

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 transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 18.

The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 11974
TITLE: Internal audit reports

(continued)

PRIMARY CLASSIFICATION:
Public UCA 63G-2-301(2)(q) (2008)

AGENCY: Board of Regents

SERIES: 3045 3
TITLE: Minutes
DATES: 1850-
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

Minutes of the board of regents. These files contain memoranda, preliminary reports, and other records documenting assignments and the progress of projects. These files do not contain the final reports.

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 after microfilming.

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

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

APPRAISAL:

Administrative Historical

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301(1)(e)(2008)

AGENCY: Board of Regents

SERIES: 30491 3
TITLE: MONTHLY RECEIPTS FOR MONIES RECEIVED FOR TRANSCRIPTS
DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

Cash register tapes collected monthly noting monies received by the sale of copies of students' transcripts.

RETENTION:

Retain by agency for 3 years and then 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.

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Regents

SERIES: 11975 3
TITLE: Money management reports
DATES: 1973-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

Report prepared by internal or external auditors as a result of a financial audit. These records are created in order to comply with UCA 51-7-13(2) (1992) making state agencies accountable to how federal or state grants are invested. They contain financial reports of the money management activities of the various state institutions of higher education.

RETENTION:

Retain 4 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 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 11975
TITLE: Money management reports

(continued)

PRIMARY CLASSIFICATION:
Public UCA 63G-2-301(2)(q) (2008)

AGENCY: Board of Regents

SERIES: 11939 3
TITLE: Monthly agenda and materials
DATES: 1969-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. May include agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. These records are generated by the State Board of Regents to document meetings discussing and planning the administration of colleges and universities under their jurisdiction.

RETENTION:

Retain 3 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 3 years and then transfer to State Archives with authority to weed.

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

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

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

AGENCY: Board of Regents

SERIES: 11939
TITLE: Monthly agenda and materials

(continued)

APPRAISAL:

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

Disposition based on value of records in documenting the meetings of the Board of Regents, achievements, issues reviewed, and outcomes.
The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Public 63G-2-301(2)(a) (2008)

AGENCY: Board of Regents

SERIES: 12762 3
TITLE: Official project files
DATES: 1969-
ARRANGEMENT: Alphabetical by subject
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

Papers which have a short-term use and comprise the background records, such as preliminary studies, drafts, analyses, notes, interim reports regarding a particular case file, and financial performance audits. These records are used by the State Board of Regents to improve the efficiency of the Utah System of Higher Education. Information includes annual vehicle report, cost study, fusion, graduate tuition and fees, health and dental plans (1989-1990), president salary survey, strategic planning, vocational maintenance of effort, legislative fiscal notes, and other related documentation.

RETENTION:

Retain 1 year after project 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 project closed and then destroy.

AGENCY: Board of Regents

SERIES: 12762
TITLE: Official project files

(continued)

APPRAISAL:

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

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301 (2008)

AGENCY: Board of Regents

SERIES: 19535 3
TITLE: Operating budget requests
DATES: 1970-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This series contains budget requests to the State Legislature pertaining to the Higher Education institutions within the state. Also includes supplement titled "Data Book".

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.

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

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

APPRAISAL:

Historical

Disposition based on value of records in documenting budget requests with supporting data for the state's institutions of higher education. The requests are presented to the State Board of Regents.
The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 19535
TITLE: Operating budget requests

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Regents

SERIES: 9046 3
TITLE: Payroll check register
DATES: 1969-
ARRANGEMENT: Chronological by pay period
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records are used to monitor checks printed each pay period by the University of Utah for payment of the personnel of the State Board of Regents. The University holds the original copies (Record Series #9521) for a longer period of time. Information includes social security number, name, and amount paid.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1993.

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

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency.
The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 9046
TITLE: Payroll check register

(continued)

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302(1)(h)(2008)

SECONDARY CLASSIFICATION(S):
Public. UCA 63G-2-301(1)(b)(2008)

AGENCY: Board of Regents

SERIES: 82687 3
TITLE: Payroll files
DATES: [ca. 1980-1986.
ARRANGEMENT: none
ANNUAL ACCUMULATION:
DESCRIPTION:

These computer tapes contain payroll data of individual earnings and service records. They include employee name, withholdings, hours worked, social security number, and other salary data.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1987.

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.

Computer magnetic storage media: Retain in Office until transferred to computer output microfiche and then erase tapes provided this is done immediately.

Microfiche master: Retain in Office for 56 years and then destroy.

Computer magnetic storage media: Retain in Office for 3 years and then erase.

Computer magnetic storage media: Retain in Office until destroyed and then erase provided this is done immediately.

APPRAISAL:

Administrative Fiscal

This retention is based on administrative and audit needs and General Schedule 2 Item 1.
The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 82687
TITLE: Payroll files

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Board of Regents

SERIES: 9047 3
TITLE: Payroll reports

DATES: 1969-
ARRANGEMENT: Chronological by year, thereunder numerical by pay period
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records detail salary and benefit payments by individual and by cost code. Information includes social security number, name, amount paid, benefit payments both by pay period and by year to date. The originals are held by the University of Utah for 3 years.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

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 copy: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency.
The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 9047
TITLE: Payroll reports

(continued)

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302(1)(h) (2008)

SECONDARY CLASSIFICATION(S):
Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Board of Regents

SERIES: 11971 3
TITLE: Personnel files for permanent employees
DATES: 1969-
ARRANGEMENT: Chronological by termination date
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. 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. The Board of Regents uses these records to maintain salary information, performance evaluations, and miscellaneous correspondence on former and current employees.

RETENTION:

Retain 65 years

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 02/01/2006.

AGENCY: Board of Regents

SERIES: 11971
TITLE: Personnel files for permanent employees

(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 retirement or separation of employee and then transfer to State Records Center. Retain in State Records Center for 64 years after date of employment or until 3 years after death or retirement and then destroy.

APPRAISAL:

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

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)
Exempt. Salary information (UCA 53B-7-205) (2008)

AGENCY: Board of Regents

SERIES: 24147 3
TITLE: Presidential search records
DATES: 1999-
ARRANGEMENT: Chronological by year, thereafter alphabetical by name.
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These records are compiled when an Institution for Higher Education conducts a search for a new President. Records within these files include such documents as applicants resumes, tables outlining applicants credentials, and interview notes.

RETENTION:

Retain 11 years

DISPOSITION:

Transfer to the State Archives permanently.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/2002.

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 10 years and then transfer to State Archives.

APPRAISAL:

Administrative Historical

The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 24147
TITLE: Presidential search records

(continued)

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302(1)(f)(2008)

AGENCY: Board of Regents

SERIES: 12753 3
TITLE: Public request forms
DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Requests for Information forms and other miscellaneous data given to the public by the financial office of the State Board of Regents.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1993.

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:

Administrative

This disposition is based on the administrative needs of the agency.
The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 12753
TITLE: Public request forms

(continued)

PRIMARY CLASSIFICATION:
Public UCA 63G-2-301 (2008)

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302(1)(e) (2008)

AGENCY: Board of Regents

SERIES: 11945 3
TITLE: Publications
DATES: 1957-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This series contains publications prepared by the Coordinating Council of Higher Education followed by the current Board of Regents. The publications contain information pertaining to degree program proposals, histories, class size, teaching loads, salary costs, job descriptions, occupational and cultural needs, facilities, personnel analysis, planning, legal issues, and recommendations. Consists mostly of isolated publications not in other series.

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.

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

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

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

AGENCY: Board of Regents

SERIES: 11945
TITLE: Publications

(continued)

APPRAISAL:

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

Disposition based on value of diverse publications in documenting the issues considered, achievements, policies, programs and functions of the Coordinating Council of Higher Education followed by the current State Board of Regents.
The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Regents

SERIES: 30492 3
TITLE: REGISTRATION FILES
DATES:
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.

RETENTION:

Retain by agency for 5 years after graduation or withdrawal and then 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.

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Private

AGENCY: Board of Regents

SERIES: 27390 3
TITLE: Regents' Scholarship files
DATES: 2008-
ARRANGEMENT: Chronological by year, thereunder alphabetical by student surname.
ANNUAL ACCUMULATION:
DESCRIPTION:

These files document the selection, qualifications, eligibility, and progress of students in the Regent's Scholarship program. The program was created in 2008 by the Utah State Board of Regents to award scholarships to exceptional Utah high school students. Files are used to track all incoming documentation from participating students, parents, high schools, colleges, and universities. Information includes names; Social Security numbers; addresses; phone numbers; applications; high school, college, and university transcripts; national test scores; class schedules; award letters; correspondence; and other related information.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/2010.

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

Digital image: Retain in Office until administrative need ends and then delete.

AGENCY: Board of Regents

SERIES: 27390
TITLE: Regents' Scholarship files

(continued)

APPRAISAL:
Administrative Fiscal Legal

Records are used to administer and evaluate the program. The records have fiscal value as they document the expenditure of public funds. Records have legal value as they may be audited or used in litigation.
The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:
Private 63G-2-302(1)(h),(j), and (l); (2)(b),(c), and (d).

SECONDARY CLASSIFICATION(S):
Public

AGENCY: Board of Regents

SERIES: 12768 3
TITLE: Salary survey data
DATES: 1985-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records compare salary and benefits data for staff and faculty and Utah's higher education institutions to respective comparison groups. Information includes institutional salary and benefits data, marketplace data, Radford/CUPA data.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

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 Office for 3 years and then destroy.

APPRAISAL:

Administrative

Disposition based on value of these records in documenting daily activities of high level municipal officials.
The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 12768
TITLE: Salary survey data

(continued)

PRIMARY CLASSIFICATION:
Private UCA 53B-7-201-205 (1987)

AGENCY: Board of Regents

SERIES: 30493 3
TITLE: STUDENT CUMULATIVE FILES
DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

Files which document a student's activities, other than academic, while enrolled in one of Utah's institutions of higher education.

RETENTION:

Retain by agency for 5 years after graduation or withdrawal and then 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.

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Regents

SERIES: 12754 3
TITLE: State Board of Regents and Council of Presidents financial agenda items
DATES: 1969-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. These files are agenda items from the Finance section that are incorporated into the Board of Regents meeting agenda (record series #12640) which has a permanent retention.

RETENTION:

Retain 55 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 copy: Retain in Office for 5 years or until incorporated into agency permanent minutes and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

AGENCY: Board of Regents

SERIES: 12754
TITLE: State Board of Regents and Council of Presidents financial agenda items

(continued)

APPRAISAL:
Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:
Public UCA 63G-2-301 (2008)

AGENCY: Board of Regents

SERIES: 9053 3
TITLE: Student case files

DATES: 1898-
ARRANGEMENT: None
ANNUAL ACCUMULATION: 10.00 cubic feet.
DESCRIPTION:

Includes application for admission or readmission, acceptance or rejection letters, residency applications, non-matriculation letter, evaluations, test results, and official transcripts.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/1985.

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 permanently after being microfilmed and then microfilm on aperture cards.

Aperture cards: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical

The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 9053
TITLE: Student case files

(continued)

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302(1)(a)(2008)

AGENCY: Board of Regents

SERIES: 82686 3
TITLE: Student cumulative files
DATES: [ca. 1980-1986.
ARRANGEMENT: none
ANNUAL ACCUMULATION:
DESCRIPTION:

These computer tapes contain information which documents the student's activities while enrolled at the college. These files include student name, social security number, address, telephone number, courses taken, grades, honors and awards, class standing, and other information relating to activities and obligations.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1987.

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.

Computer magnetic storage media: Retain in Office until transferred to computer output microfiche and then erase tapes provided this is done immediately.

Microfiche master: Retain in Office for 75 years and then destroy.

Computer magnetic storage media: Retain in Office until graduation or withdrawal and then erase.

Computer magnetic storage media: Retain in Office until destroyed and then erase provided this is done immediately.

APPRAISAL:

Administrative

This retention is based on administrative needs and General Schedule 15 Item 1.
The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 82686
TITLE: Student cumulative files

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Board of Regents

SERIES: 83130 3
TITLE: Student loan outstanding bonds
DATES: 1983-
ARRANGEMENT: alphabetical by name
ANNUAL ACCUMULATION: 6.00 cubic feet.
DESCRIPTION:

This is a master list of who covered loans, what account the money was allocated from and how it will be repaid to the account.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 8 years and then destroy.

APPRAISAL:

Administrative Fiscal

The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 83130
TITLE: Student loan outstanding bonds

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Board of Regents

SERIES: 9054 3
TITLE: Student loan records
DATES: 1975-1983.
ARRANGEMENT: None
ANNUAL ACCUMULATION:
DESCRIPTION:

Includes application, financial disclosure, payment schedules, evaluations, promissory notes, and collections.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/1985.

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 microfilm and destroy provided microfilm has passed inspection.

Microfiche master: Retain in Office for 3 years after case is closed and then destroy.

APPRAISAL:

Administrative Fiscal

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Private

AGENCY: Board of Regents

SERIES: 24193 3
TITLE: Student services and minority affairs grants and financial awards
DATES: 1990-
ARRANGEMENT: Chronological by year, thereafter alphabetical by name.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files include applications for Utah Coalition for the Advancement of Minorities in Higher Education (UCAME), Mathematics Engineering Science Achievement (MESA), Students Serving Utah Network (SUN), and Golden Shield scholarship/grant recipients. Files include such information as the amount of funding received and information on how the grant is being managed.

RETENTION:

Retain 28 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2002.

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 transfer to State Records Center. Retain in State Records Center for 25 years and then destroy.

APPRAISAL:

Administrative Fiscal

The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 24193
TITLE: Student services and minority affairs grants and financial awards

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Board of Regents

SERIES: 19963 3
TITLE: System Summary newsletter
DATES: 1968-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This newsletter provides information about the Utah System of Higher Education. The articles pertain to budget, legislative actions, enrollment, Board of Regents actions', and a column by the Commissioner.

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.

APPRAISAL:

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

Newsletters help document this history and functions of an agency.
The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 19963
TITLE: System Summary newsletter

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Regents

SERIES: 14202 3
TITLE: Technical Engineering Institute student records
DATES: 1982-1994.
ARRANGEMENT: Alphabetical by student surname
TOTAL VOLUME: 2.00 cubic feet.
DESCRIPTION:

These records include official documentation listing student's courses, grades, credits earned, and status achieved. Also included are confidential job placement advisory forms, financial records showing payment of tuition, and attendance 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 school closing and then transfer to State Archives with authority to weed.

APPRAISAL:

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

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Private

AGENCY: Board of Regents

SERIES: 12747 3
TITLE: Telephone bills

DATES: 1969-
ARRANGEMENT: Chronological by fiscal year
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Bills which document calls made from state offices. Bills also include the number called and the length, time, and date of phone call.

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

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: Board of Regents

SERIES: 12747
TITLE: Telephone bills

(continued)

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 43.

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301 (2008)

AGENCY: Board of Regents

SERIES: 6123 3
TITLE: Teller Training Institute files
DATES: 1985-1988.
ARRANGEMENT: Chronological by year, thereunder alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

These files are created by the Teller Training Institute to monitor their students' progress. Individual files are kept on each student. Information includes instructor's evaluation, contact and referral sheet (vita), job search and career counseling policy, student personnel file, mock interview evaluation, student index card, application enrollment agreement, progress sheet, and graduate's confidential data sheet. These files have become the property of the State Board of Regents in accordance with UCA 53B-5-109.

RETENTION:

Retain 76 years.

DISPOSITION:
Destroy.

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 Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 75 years and then destroy.

APPRAISAL:
Administrative

These records may be destroyed after 75 years because copies of transcripts will no longer be needed after that time.
The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 6123
TITLE: Teller Training Institute files

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Board of Regents

SERIES: 6557 3
TITLE: Teller Training Institute student financial records
DATES: 1985-1988.
ARRANGEMENT: Chronological, thereunder alphabetical
TOTAL VOLUME: 1.00 cubic foot.
DESCRIPTION:

These records were created by the Teller Training Institute to monitor students' financial accounts. Records consist of a yearly record of charges and receipts on a day-by-day basis. Information includes student ledger card, bank deposits and receipts, and some contracts.

RETENTION:

Retain 7 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 until 1 month has passed and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:
Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 53.

These records may be destroyed after 7 years because they will no longer be needed for the purposes of audit by the Internal Revenue Service.
The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 6557
TITLE: Teller Training Institute student financial records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Board of Regents

SERIES: 30494 3
TITLE: TRANSCRIPT REQUESTS
DATES:
ARRANGEMENT:
TOTAL VOLUME:
DESCRIPTION:

Request form for a transcript of student's permanent academic records and the record of payment received for the copy.

RETENTION:

Retain by agency for 1 year and then 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.

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Private

AGENCY: Board of Regents

SERIES: 12748 3
TITLE: Travel records
DATES: 1969-
ARRANGEMENT: Chronological by fiscal year
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

Records relating to reimbursing individuals, such as travel orders, travel authorizations, per diem vouchers, transportation requests, hotel reservations,and all supporting records documenting official travel by officers, employees, dependents, or others authorized by law to travel. The State Board of Regents handles travel requests, reimbursements, and so forth through the University of Utah rather than the State Division of Finance.

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

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 44.

The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 12748
TITLE: Travel records

(continued)

PRIMARY CLASSIFICATION:
Public UCA 63G-2-301 (2008)

AGENCY: Board of Regents

SERIES: 12741 3
TITLE: University of Utah expenditure forms
DATES: 1969-
ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by department
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records are requests from the Board of Regents to the University of Utah to pay vendors for supplies and/or services the vendors have provided to the agencies. They have the same function as warrant requests except that the record copy is held by the University in record series #84282, #84390, #84392, #84394, or #84395.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 13, Item 9.

The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 12741
TITLE: University of Utah expenditure forms

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302 (1)(e) (2008) Social Security Number

AGENCY: Board of Regents

SERIES: 12697 3
TITLE: University of Utah time and attendance reports
DATES: 1969-
ARRANGEMENT: Chronological by fiscal year, thereunder by pay period
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are documents sent by University of Utah's department of finance to the State Board of Regents to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. The originals are held by the University of Utah.

RETENTION:

Retain 1 year

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

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 16.

The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 12697
TITLE: University of Utah time and attendance reports

(continued)

PRIMARY CLASSIFICATION:

Private	UCA 63G-2-302(1)(e) (2008) Social Security Number

SECONDARY CLASSIFICATION(S):

Public.	UCA 63G-2-301 (1)(b) (2008)
Exempt.	UCA 53B-7-205 (1987) Salary information

AGENCY: Board of Regents

SERIES: 12655 4
TITLE: Utah Career Teaching Scholarship records
DATES: 1984-
ARRANGEMENT: Alphabetical by student surname
ANNUAL ACCUMULATION: 2.40 cubic feet.
DESCRIPTION:

Records track the recipients of Utah Career Teaching Scholarships (UCTS) (UCA 53B-10(101-103)(1987)), awarded to individuals who meet the criteria and intend to teach in the public schools of this state. They track the student/teacher through the program.

RETENTION:

Retain 15 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1993.

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 or until recipient has completed program requirements and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on the administrative needs of the agency.
The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 12655
TITLE: Utah Career Teaching Scholarship records

(continued)

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302(1)(e) (2008)

SECONDARY CLASSIFICATION(S):
Public. UCA 63G-2-301 (2008)

AGENCY: Board of Regents

SERIES: 27660 3
TITLE: Utah System of Higher Education--Academic Affairs
DATES: 2010-
ARRANGEMENT: Numerical
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

Records in this series contain budgets, reports, histories, proposals, etc., of academics in the Utah Higher Education institutions. The records are used to develop budget reports, budget histories, budget proposals for academic affairs for all Utah System of Higher Education institutions.

RETENTION:

Retain 10.5 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 6 months and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Compact disc: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Digital Versatile Disk - Rewritable: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

AGENCY: Board of Regents

SERIES: 27660
TITLE: Utah System of Higher Education--Academic Affairs

(continued)

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

This retention is based on the administrative needs expressed by the agency.
The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Regents

SERIES: 30495 3
TITLE: VISITING SCHOLARS INFORMATION FILES
DATES:
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

Files containing identifying information on scholars temporarily working at an institution of higher education.

RETENTION:

Retain by agency for 5 years and then 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.

The agency is considering filming these at some future time.

PRIMARY CLASSIFICATION:

Private

AGENCY: Board of Regents

SERIES: 12740 3
TITLE: Warrant requests and journal entries
DATES: 1969-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies. Includes warrant requests and journal entries.

RETENTION:

Retain 1 year

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

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 19.

The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 12740
TITLE: Warrant requests and journal entries

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302 (1)(e) (2008) Social Security Number

AGENCY: Board of Regents

SERIES: 24148 3
TITLE: Western Institute Commission for Higher Education Scholarship files
DATES: 1998-
ARRANGEMENT: Chronological by date, thereafter alphabetical by name.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files contain information on Western Interstate Commission for Higher Education scholarship recipients. These files contain such records as scholarship applications and documents containing applicant financial information.

RETENTION:

Retain 27 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/2002.

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 25 years and then destroy.

APPRAISAL:

Administrative Fiscal

The agency is considering filming these at some future time.

AGENCY: Board of Regents

SERIES: 24148
TITLE: Western Institute Commission for Higher Education Scholarship files

(continued)

PRIMARY CLASSIFICATION:
Private UCA 63G-2-302(1)(h) (2008)