

Retention and Classification Report

Agency: Dixie Junior College (280)

Utah Tech University/General Counsel
225 South 700 East
St. George, UT 84770
435-879-4246

Records Officer: _____

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02882	Catalogs
19526	*Correspondence
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81534	Financial records
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18980	Student newspapers
81471	Student records
18979	Yearbooks

AGENCY: Utah Tech University (Utah)

SERIES: 2881

3

TITLE: Audit reports

DATES: 1952-1963.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are copies of the state auditor's reports.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

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

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Tech University (Utah)

SERIES: 2882

3

TITLE: Catalogs

DATES: i 1911-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are catalogs of classes offered at the college.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until reviewed and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Tech University (Utah)

SERIES: 19526

1

TITLE: Correspondence

DATES: 1912-1932.

ARRANGEMENT: chronological

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Utah Tech University (Utah)

SERIES: 2883

3

TITLE: Deed to Dixie College

DATES: 1933.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

This is a copy of property deeded to Dixie College.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until reviewed and then transfer to Dixie College.

APPRAISAL:

These records have historical value(s).

Valuable for Dixie College history.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2017.

AGENCY: Utah Tech University (Utah)

SERIES: 81534

1

TITLE: Financial records

DATES: 1915-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains financial records from the Dixie College Controller's office. Some of the records in this series are miscellaneous payroll registers by month. The registers show total pay, FICA, and other deduction totals. This series also contains bookstore revenue and expense ledgers.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have fiscal value(s).

AGENCY: Utah Tech University (Utah)

SERIES: 19576

3

TITLE: President's report

DATES: 1921-1925.

ARRANGEMENT:

DESCRIPTION:

President's annual reports on college activities. Same roll of film seems to have misc. financial records, class participation records, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently and then microfilm.

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

PRIMARY DESIGNATION:

Public

AGENCY: Utah Tech University (Utah)

SERIES: 81472

3

TITLE: St. George State Board of Education/Board of Higher Education Minutes

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

Records created by a committee or conference, including advisory committees, 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. May include audio and video recordings if minutes are not taken.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

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

PRIMARY DESIGNATION:

Public

AGENCY: Utah Tech University (Utah)

SERIES: 18980

3

TITLE: Student newspapers

DATES: 1916-

ARRANGEMENT:

DESCRIPTION:

This series contains student newspapers.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Records Center until reviewed and transfer to Dixie College.

AGENCY: Utah Tech University (Utah)

SERIES: 81471

3

TITLE: Student records

DATES: 1911-

ARRANGEMENT: Chronological thereunder alphabetical

DESCRIPTION:

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

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Private

AGENCY: Utah Tech University (Utah)

SERIES: 18979

3

TITLE: Yearbooks

DATES: 1913-

ARRANGEMENT:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

PRIMARY DESIGNATION:

Public