

## Retention and Classification Report

**Agency:** Snow College (Utah) (874)

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Ephraim, UT 84627  
435-283-7145

**Records Officer:** \_\_\_\_\_

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02877	Catalogs
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**AGENCY:** Snow College (Utah)

**SERIES:** 2878

3

**TITLE:** Audit reports

**DATES:** 1933-1963.

**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:** Snow College (Utah)

**SERIES:** 81454

3

**TITLE:** Card catalog

**DATES:** undated

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

Filming of the library's card files.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in State Records Center for 10 years and then destroy.

Microfiche master: Retain in State Records Center for 10 years and then destroy.

**AGENCY:** Snow College (Utah)

**SERIES:** 2877

**TITLE:** Catalogs

**DATES:** 1901-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This series contains catalogs for courses offered at Snow College.

3

**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 reviewed and then transfer to Snow College.

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

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s). Current publications have administrative value. Non-current publications have ongoing historic research value to the creating institution. Non-current catalogs can be used to audit former course offerings, and provide a historic snapshot of curriculum offered by the college at given points in time.

**AGENCY:** Snow College (Utah)

**SERIES:** 2877

**TITLE:** Catalogs

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Snow College (Utah)

**SERIES:** 81535

3

**TITLE:** Correspondence

**DATES:** none

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Business-related correspondence that is routine or transitory in nature and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

**AUTHORIZED:** 11-30-2018

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Office until Administrative need ends and then destroy.

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Snow College (Utah)

**SERIES:** 81535

**TITLE:** Correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Snow College (Utah)

**SERIES:** 81547

1

**TITLE:** Higher education

**DATES:** none

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**



**AGENCY:** Snow College (Utah)

**SERIES:** 18984

3

**TITLE:** Payroll files

**DATES:** 1981-

**ARRANGEMENT:**

**DESCRIPTION:**

Computer-produced, two part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Preliminary payroll files, GRS-1889.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Snow College (Utah)

**SERIES:** 3524

3

**TITLE:** Personnel records

**DATES:** 1976-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The 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.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years after date of employment and then transfer to State Records Center. Retain in State Records Center for 55 years and then destroy.

**AGENCY:** Snow College (Utah)

**SERIES:** 3524

**TITLE:** Personnel records

(continued)

**APPRAISAL:**

These records have administrative value(s).

Records in this series have long-term administrative value. They may be destroyed according to the approved retention schedule.

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Snow College (Utah)

**SERIES:** 27740

3

**TITLE:** Registration Records

**DATES:** 1970-1980.

**ARRANGEMENT:**

**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.

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**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Registration files, GRS-2453.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Archives for 5 years after graduation or withdrawal and then destroy.

Microfilm duplicate: Retain in Archives for 5 years after graduation or withdrawal and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Snow College (Utah)

**SERIES:** 81545

3

**TITLE:** Student financial aid case files

**DATES:** 1959-

**ARRANGEMENT:** Chronological, thereunder alphabetical

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These records are used to determine if a student is eligible to receive student financial aid, such as Pell Grants, student loans, and so forth. Title IV of the Higher Education Act of 1965, states what information a student must provide in order for eligibility to be determined. These files include tax information, Financial Aid Application, Financial Aid Form (FAF), Verification Worksheet, awards, no default/no refund due Certification, Anti-drug Abuse Act Certification, Release Statement, School Certification, work study information, and so forth.

**RETENTION:**

Retain for 30 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after aid has been awarded and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 30 years and then destroy.

Microfilm duplicate: Retain in Office for 30 years and then destroy.

**AGENCY:** Snow College (Utah)

**SERIES:** 81545

**TITLE:** Student financial aid case files

(continued)

**APPRAISAL:**

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

This disposition is based on the administrative needs of the school and on 34 CFR pt. 674:19, which states that the records be maintained for 5 years after final payment. Loan payments, however, may be deferred for many years because of further educational pursuits and so forth.

**PRIMARY DESIGNATION:**

Private

34 CFR pt. 99, Family Educational Rights and Privacy Act (FERPA), 53 Fed. Reg. 11942 (1988), Higher Education Act of 1965, Title IV P.L. 89-329 as amended.

**SECONDARY DESIGNATION(S):**

Protected.

Parent's income

**AGENCY:** Snow College (Utah)

**SERIES:** 27741

3

**TITLE:** Student Personnel Records

**DATES:** 1970-1980.

**ARRANGEMENT:**

**DESCRIPTION:**

These files document students temporarily hired by the school district for groundskeeping, building maintenance, answering telephones, and office assistance. They include application, evaluation, work schedule, and related correspondence.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Student employee files, GRS-1437.

**AUTHORIZED:** 05-01-1998

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Archives for 1 year after student graduates or leaves school and then destroy.

Microfilm duplicate: Retain in Archives for 1 year after student graduates or leaves school and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** Snow College (Utah)

**SERIES:** 18985

3

**TITLE:** Student records

**DATES:** 1920-

**ARRANGEMENT:** Chronological by time period thereunder alphabetical by student surname.

**DESCRIPTION:**

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

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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 Records Center permanently.

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

**APPRAISAL:**

These records have administrative value(s).



**AGENCY:** Snow College (Utah)

**SERIES:** 18985

**TITLE:** Student records

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Snow College (Utah)

**SERIES:** 80620

3

**TITLE:** Subject bibliography of current serial and separation plan

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Indices, lists, catalogs, registers, guides, and other aids necessary for the efficient use of other records.

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

**AUTHORIZED:** 02-19-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office until records to which they pertain are destroyed and then destroy.

Microfilm master: Retain in Archives until records to which they pertain are destroyed and then destroy.

Microfilm duplicate: Retain in Office until records to which they pertain are destroyed and then destroy.

**PRIMARY DESIGNATION:**

Public