# **Retention and Classification Report**

Agency: Southern Utah University (Utah) (1137)

Southern Utah University 351 West University Blvd. Cedar City, UT 84720 435-586-7645

Records Officer:

07063	Class registration add and drop cards
81548	General catalog
80099	Permanent academic records
02879	Publications

SERIES:7063TITLE:Class registration add and drop cardsDATES:1985-ARRANGEMENT:Alphabetical by nameDESCRIPTION:

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 for 5 year(s)

#### **DISPOSITION:**

Destroy.

#### **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:

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

Microfilm master: Retain in State Records Center for 5 years and then destroy.

Microfilm duplicate: Retain in Office for 5 years and then destroy.

## **APPRAISAL:**

These records have administrative value(s). These records have limited administrative value. 3

# **SERIES:** 7063

TITLE: Class registration add and drop cards

(continued)

## **PRIMARY DESIGNATION:**

Private

SERIES:81548TITLE:General catalogDATES:undatedARRANGEMENT:ChronologicalDESCRIPTION:

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.

Microfilm master: Retain in State Records Center permanently.

## **APPRAISAL:**

These records have 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. 3

SERIES:81548TITLE:General catalog

(continued)

## **PRIMARY DESIGNATION:**

Public

 SERIES:
 80099

 TITLE:
 Permanent academic records

 DATES:
 1960 

 ARRANGEMENT:
 alphabetical by student's name

 DESCRIPTION:
 Image: Construction of the student's name

Official documents and transcripts which lists the courses attempted, grades, credits earned, and status achieved by a student.

## **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

SERIES: 2879 TITLE: Publications DATES: 1940-ARRANGEMENT: Alphanumerical DESCRIPTION:

This series contains publications created by the College.

1972 proposals for new teacher education programs at Southern Utah State College.Industrial Arts for Elementary Teachers.Health education minor.1974 Southern Utah State College Conference brochure.

### **RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

## FORMAT MANAGEMENT:

Paper: Retain in State Records Center until reviewed and then transfer to Southern Utah University.

Microfiche master: For records beginning in 1972 through 1974. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1972 through 1974. Retain in State Archives permanently with authority to weed.

### **APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s). Publications document agency history and functions. They have ongoing research value.

## **PRIMARY DESIGNATION:**

Public

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