

## Retention and Classification Report

**Agency:** College of Southern Utah (1137)

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

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

02880	*Audit reports
07063	Class registration add and drop cards
81548	General catalog
80099	Permanent academic records
02879	Publications
28964	*Yearbooks

**AGENCY:** Southern Utah University (Utah)

**SERIES:** 2880

1

**TITLE:** Audit reports

**DATES:** 1961-1962.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These are copies of the state auditors reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2017.

**AGENCY:** Southern Utah University (Utah)

**SERIES:** 7063

3

**TITLE:** Class registration add and drop cards

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by name

**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 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.

**AGENCY:** Southern Utah University (Utah)

**SERIES:** 7063

**TITLE:** Class registration add and drop cards

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Southern Utah University (Utah)

**SERIES:** 81548

3

**TITLE:** General catalog

**DATES:** undated

**ARRANGEMENT:** Chronological

**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.

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.

**AGENCY:** Southern Utah University (Utah)

**SERIES:** 81548

**TITLE:** General catalog

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Southern Utah University (Utah)

**SERIES:** 80099

3

**TITLE:** Permanent academic records

**DATES:** 1960-

**ARRANGEMENT:** alphabetical by student's name

**DESCRIPTION:**

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

**AGENCY:** Southern Utah University (Utah)

**SERIES:** 2879

3

**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



**AGENCY:** Southern Utah University (Utah)

**SERIES:** 28964

1

**TITLE:** Yearbooks

**DATES:** 1915-1982.

**ARRANGEMENT:** Chronological by publication year.

**DESCRIPTION:**

These are albums containing photographs taken annually of the school's students, teachers, and school activities. They document the school's student body.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of faculty, student body, and activities at the school.

**PRIMARY DESIGNATION:**

Public