

# Retention and Classification Report

**Agency:** Salt Lake Community College (Utah). Office of Instructional Support (1250)

Salt Lake Community College  
P.O. Box 30808 4600 So. Redwood Rd.  
Salt Lake City, UT 84130-0808  
801-967-4198

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

21839 \*Administrative records

**AGENCY:** Salt Lake Community College (Utah). Office of Instructional Support

**SERIES:** 21839

3

**TITLE:** Administrative records

**DATES:** 1977-1988.

**ARRANGEMENT:** None.

**DESCRIPTION:**

1977 planning and research files (correspondence and computer files); 1983-1985 planning and research budget, research, and correspondence files; 1981-1985 planning and research files, misc. committee files; appraisal files for faculty, professional, and classified employees; vocational accreditation manuals 1969-1986; Business Affairs Council 1987-1988; Job Classification and Titles Committee documents and reports.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public