

Retention and Classification Report

Agency: Salt Lake Community College (Utah) (1252)

4600 South Redwood Road
Salt Lake City, UT 84123
801-957-4041

Records Officer: _____

59897	Accreditation files
17515	Adds and drops files
26731	Audit work papers
59899	College staff evaluations
26744	Complaint investigation records
21219	Drug test (negative results)
21218	Drug test (positive results)
25478	Employee misconduct investigation case files
25979	Employment applications - not hired
30891	Executive Correspondence
59900	Faculty temporary merit evaluation files
59898	Follow-up student surveys
26723	Grade calculation files
26695	Health Center general accounting records
26581	Health Science student files
28570	Health and Wellness Center counseling services case files
28571	Health and Wellness Center massage therapy case files
26694	Health and Wellness Center medical clinic patient files
26730	Internal audit reports
21195	Payroll deduction registers and related records
21193	Payroll registers
22845	Personnel files
21194	Retirement benefit registers
21192	Salaried and hourly personnel time attendance reports
28969	School of Applied Technology graduation and transcript recor
28970	School of Applied Technology student records
17514	Student cards
27056	Student permanent academic records

AGENCY: Salt Lake Community College (Utah)

SERIES: 59897

3

TITLE: Accreditation files

DATES: 1982-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These are files which document the functions and organization of all areas of the college for accreditation purposes by both state and federal agencies. The files contain correspondence, personal evaluations of instructors and programs, resumes, and other documentation.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). Accreditation takes place in ten year cycles; therefore a ten year retention is needed.

AGENCY: Salt Lake Community College (Utah)

SERIES: 59897

TITLE: Accreditation files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Salt Lake Community College (Utah)

SERIES: 17515

3

TITLE: Adds and drops files

DATES: 1983-

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

These files contain information on student enrollment, registration, and participation in college course work.

RETENTION:

Retain for 5 year(s) after separation

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:

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: Salt Lake Community College (Utah)

SERIES: 26731

1

TITLE: Audit work papers

DATES: 1995-

ARRANGEMENT: Chronological by year, thereunder alphabetical by program name

DESCRIPTION:

Series contains records that are of short-term use and are used to create source data for internal audit reports such as preliminary studies, financial and administrative notes, detailed transactions, receipts, disbursements, as well as records or transactions relating to payroll. Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

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:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(15)

AGENCY: Salt Lake Community College (Utah)

SERIES: 59899

3

TITLE: College staff evaluations

DATES: 1982-

ARRANGEMENT: Alphabetical by type/area/name

ANNUAL ACCUMULATION: 15.00 cubic feet.

DESCRIPTION:

These evaluations are divided into four categories: the college as a whole, administrative staff, all faculty (known as Instructor Evaluation Questionnaires or IEO's), and classified staff. The files document goals and accomplishments, evaluative comments from supervisors, colleagues and students, and other job performance documentation.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after evaluations are completed and compiled and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have administrative value(s). While federal guidelines for performance evaluations indicate a three year retention, the Office of Instructional Support will use the information gathered for planning and audit purposes.

AGENCY: Salt Lake Community College (Utah)

SERIES: 59899

TITLE: College staff evaluations

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Salt Lake Community College (Utah)

SERIES: 26744

3

TITLE: Complaint investigation records

DATES: 1995-

ARRANGEMENT: Alphabetical by department, thereunder alphabetical by surname

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain for 11 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

AUTHORIZED: 05-01-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(9)(c), 63G-2-305(10), 63G-2-305(16), 63G-2-305(9)(d)

AGENCY: Salt Lake Community College (Utah)

SERIES: 26744

TITLE: Complaint investigation records

(continued)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f), 63G-2-302(1)(i)

AGENCY: Salt Lake Community College (Utah)

SERIES: 21219

3

TITLE: Drug test (negative results)

DATES: 1990-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

Records of employee drug or alcohol tests, the results of which were found to be negative. Information may include the identity of the person performing the test, and date and location of the test.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Drug test negative results, GRS-1959.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

AGENCY: Salt Lake Community College (Utah)

SERIES: 21218

3

TITLE: Drug test (positive results)

DATES: 1990-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

Records of employee drug or alcohol tests, the results of which were found to be positive, and any records that demonstrate rehabilitation. Information may include the functions performed by each employee who failed the test, the prohibited drugs used, the disposition of the employees (e.g. termination or rehabilitation), person or entity performing the test, and date and location of test.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Drug test positive results, GRS-1958.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

AGENCY: Salt Lake Community College (Utah)

SERIES: 25478

3

TITLE: Employee misconduct investigation case files

DATES: 1949-

ARRANGEMENT: Alphabetical by employee name

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

This series contains information collected by case investigators and used to determine the merit of employee misconduct complaints. Such investigations may be undertaken by various offices at the College, including the Office of Equal Employment Opportunity, the Human Resources Department, and Public Safety. Records in the series include investigators' notes, documents submitted by complainant and respondent, and other documents determined pertinent by investigators. Files also include final recommendations for action by College administrators relative to the case.

RETENTION:

Retain for 7 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

AUTHORIZED: 05-01-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after employment of individual ends and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
This appraisal is based on the potential legal ramifications of investigations documented in these records

AGENCY: Salt Lake Community College (Utah)

SERIES: 25478

TITLE: Employee misconduct investigation case files

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(9)(a)(b)(10)(16)(17) (2008)

SECONDARY DESIGNATION(S):

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Salt Lake Community College (Utah)

SERIES: 25979

3

TITLE: Employment applications - not hired

DATES: 1949-

ARRANGEMENT: Chronological by date, thereunder numeric by requisition number

DESCRIPTION:

This series contains employment applications as they pertain to specific requisitions (registers) for positions posted for recruitment; resumes, transcripts or other supportive data for the selection committee to assess towards qualifying applicants; rating/scoring sheets to assess 1) if an applicant meets minimum qualifications, 2) a second rating to determine interview status, and 3) a final rating of the applicants interviewed; and a worksheet used to determine salary based on posted position range and selected candidate qualifications.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Salt Lake Community College (Utah)

SERIES: 25979

TITLE: Employment applications - not hired

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Salt Lake Community College (Utah)

SERIES: 30891

3

TITLE: Executive Correspondence

DATES: 2013-

ARRANGEMENT: Chronological by date

DESCRIPTION:

This series contains correspondence from Salt Lake Community College's Presidents. May include email correspondence from Deneece Hiftalin.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office until final action and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are historical because they provide evidence of significant policy formulation and business processes of the government and contribute substantially to knowledge and understanding of the people and communities of our state.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301 (3)(h)(2020)

AGENCY: Salt Lake Community College (Utah)

SERIES: 59900

3

TITLE: Faculty temporary merit evaluation files

DATES: 1985-

ARRANGEMENT: Alphabetical by division head name

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

These files indicate goals and accomplishments of faculty members used to document merit increases in salary and bonuses.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This retention reflects audit and administrative needs of the agency.

PRIMARY DESIGNATION:

Private

AGENCY: Salt Lake Community College (Utah)

SERIES: 59898

3

TITLE: Follow-up student surveys

DATES: 1985-

ARRANGEMENT: Alphabetical by type

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are completed and returned surveys which are used by the college to gauge the effectiveness of its programs. Surveys are sent to non-returning students and students who have graduated to evaluate the relevance of the education received and employment opportunities gained. Surveys are also sent to employers to evaluate the quality of training provided. The returned surveys are also used to refer unemployed former students to possible employment opportunities.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). While these records are needed administratively for seven years, their long term value is significant as community perceptions and needs are documented in relation to the college.

AGENCY: Salt Lake Community College (Utah)

SERIES: 59898

TITLE: Follow-up student surveys

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Salt Lake Community College (Utah)

SERIES: 26723

3

TITLE: Grade calculation files

DATES: 1988-

ARRANGEMENT: Chronological by semester, thereunder alphabetical by course name

DESCRIPTION:

This series contains information used by the school faculty to calculate student grades. Files include grading sheets, calculations, and all other records involved in the calculation of student grades.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Education performance and testing, GRS-1503.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Salt Lake Community College (Utah)

SERIES: 26723

TITLE: Grade calculation files

(continued)

PRIMARY DESIGNATION:

Exempt

Family Educational Rights and Privacy Act (FERPA) 34 CFR 99.32(c)

AGENCY: Salt Lake Community College (Utah)

SERIES: 28570

3

TITLE: Health and Wellness Center counseling services case files

DATES: 2003-

ARRANGEMENT: Chronological, thereunder alphabetical

DESCRIPTION:

These records contain individual case files for each student, staff or faculty member who utilizes the counseling services of the agency's Health and Wellness Center. Records may be referenced by attending staff during subsequent visits, to process billing, and by patients who sign a consent form to access their medical history. Files may include patient names, addresses, student number, discussion notes regarding symptoms, possible diagnoses, treatment plans, and medical history.

RETENTION:

Retain for 7 year(s) after separation or until date of birth

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Patient and client case files, GRS-1706.

AUTHORIZED: 01-10-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after date of last visit or eighteenth birthday and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 56.

AGENCY: Salt Lake Community College (Utah)

SERIES: 28570

TITLE: Health and Wellness Center counseling services case files

(continued)

PRIMARY DESIGNATION:

Private

Utah Code 63G-2-302(1)(b) 2014

SECONDARY DESIGNATION(S):

Controlled.

Utah Code 63G-2-304(1) 2008

AGENCY: Salt Lake Community College (Utah)

SERIES: 28571

3

TITLE: Health and Wellness Center massage therapy case files

DATES: 2003-

ARRANGEMENT: Chronological, thereunder alphabetical

DESCRIPTION:

These records contain individual case files for each student, staff or faculty member who utilizes the massage therapy services provided by the agency's Health and Wellness Center. Files may include patient name, address, student number, and clinic notes.

RETENTION:

Retain for 7 year(s) after separation or until date of birth

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Patient and client case files, GRS-1706.

AUTHORIZED: 01-10-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after date of last visit or eighteenth birthday and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(b) 2014

AGENCY: Salt Lake Community College (Utah)

SERIES: 26694

3

TITLE: Health and Wellness Center medical clinic patient files

DATES: 1994-

ARRANGEMENT: Chronological by date thereunder alphabetical by last name

ANNUAL ACCUMULATION: 12.00 cubic feet.

DESCRIPTION:

These records contain individual case files for each student, staff or faculty member who utilizes the services of the agency's Health and Wellness Center medical clinic. Records may be referenced by attending staff during subsequent visits, to arrange for further care, to process billing, and by patients who need evidence of their medical history. Files may include patient name, address, student number, medical complaints/symptoms, diagnosis, treatment plan, medical history, and immunization records.

RETENTION:

Retain for 25 year(s) after date of birth

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Patient and client case files, GRS-1706.

AUTHORIZED: 01-10-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after date of last visit or eighteenth birthday and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Salt Lake Community College (Utah)

SERIES: 26694

TITLE: Health and Wellness Center medical clinic patient files

(continued)

PRIMARY DESIGNATION:

Private

Utah Code 63G-2-302(1)(b) 2014

SECONDARY DESIGNATION(S):

Controlled.

Utah Code 63G-2-304(1) 2008

AGENCY: Salt Lake Community College (Utah)

SERIES: 26695

3

TITLE: Health Center general accounting records

DATES: 1994-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary. These are records related to monies collected or paid in the conduct of business. Information may include bank records, invoices, revenue, expenses, and related accounting records. Trust records are not included.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake Community College (Utah)

SERIES: 26695

TITLE: Health Center general accounting records

(continued)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(b), 63G-2-302(2)(b)

AGENCY: Salt Lake Community College (Utah)

SERIES: 26581

3

TITLE: Health Science student files

DATES: 2002-

ARRANGEMENT: Alphabetical by student surname.

DESCRIPTION:

These files contain documents that accumulate while the student is completing the Health Science program. They may contain a student summary sheet, program completion sheet, immunization records, clinical reference forms, Health Education Systems, Inc. (HESI) test results, drug and criminal background checks, application for admission, and any faculty advising reports. These files do not contain the official student transcript but are used for reference by the faculty.

RETENTION:

Retain for 5 year(s) after separation

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 1 year after student graduates and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

AGENCY: Salt Lake Community College (Utah)

SERIES: 26581

TITLE: Health Science student files

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99.30 and 99.31(a)(7)

SECONDARY DESIGNATION(S):

Public

AGENCY: Salt Lake Community College (Utah)

SERIES: 26730

3

TITLE: Internal audit reports

DATES: 1995-

ARRANGEMENT: Chronological by year, thereunder alphabetical by program title

DESCRIPTION:

Series contains reports that analyze the implementation and operation of programs at the college. The audit findings and recommendations are used to make administrative decisions regarding the future of each program.

RETENTION:

Permanent. Retain for 9 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake Community College (Utah)

SERIES: 21195

3

TITLE: Payroll deduction registers and related records

DATES: 1990-

ARRANGEMENT: Numerical by social security number

DESCRIPTION:

Report used to reference the amount of deductions taken.
Information includes job code, social security number, employee name, amount deducted, and total yearly amount deducted.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Salt Lake Community College (Utah)

SERIES: 21193

3

TITLE: Payroll registers

DATES: 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

Display of earnings, deductions, taxes, net income, and warrant or direct deposit information. These documents are prepared and used for payroll disbursement.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Salt Lake Community College (Utah)

SERIES: 22845

3

TITLE: Personnel files

DATES: 2000-

ARRANGEMENT: Chronological by scan date

ANNUAL ACCUMULATION: 5.00 cubic feet.

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) or until separation

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 1 year and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

AGENCY: Salt Lake Community College (Utah)

SERIES: 22845

TITLE: Personnel files

(continued)

Computer data files: Retain in Office for 65 years after date of employment or until 3 years after death or retirement and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UC 63G-2-302 (1)(e) (2008).

SECONDARY DESIGNATION(S):

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

AGENCY: Salt Lake Community College (Utah)

SERIES: 21194

3

TITLE: Retirement benefit registers

DATES: 1990-

ARRANGEMENT: Numerical by employee identification number

DESCRIPTION:

Report used to reference the amount of retirement deducted and other miscellaneous deductions. Information includes job code, social security number, name, and amounts.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Salt Lake Community College (Utah)

SERIES: 21192

3

TITLE: Salaried and hourly personnel time attendance reports

DATES: 1990-

ARRANGEMENT: Numerical by social security number

DESCRIPTION:

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems. Information includes name, social security number, job position information, salary information, time frame, employee signature, and supervisor signature.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. 63G-2-302(1)(f)

AGENCY: Salt Lake Community College (Utah)

SERIES: 28969

3

TITLE: School of Applied Technology graduation and transcript records

DATES: 1970-

ARRANGEMENT: Chronological, thereunder by student name.

DESCRIPTION:

Salt Lake Community College's School of Applied Technology provides technical education and career training to assist students in getting gainful employment. These records document the courses attended and credits earned. Documents may include competency transcripts, certificates, and course completion records.

RETENTION:

Permanent. Retain for 20 year(s) after separation

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 for 20 years after graduation or withdrawal and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 20 years after graduation or withdrawal and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records provide an understanding of the people and communities within Utah, and provide historical and genealogical research.

AGENCY: Salt Lake Community College (Utah)

SERIES: 28969

TITLE: School of Applied Technology graduation and transcript records

(continued)

PRIMARY DESIGNATION:

Exempt

20 U.S.C. § 1232g; 34 CFR Part 99

AGENCY: Salt Lake Community College (Utah)

SERIES: 28970

3

TITLE: School of Applied Technology student records

DATES: 1970-

ARRANGEMENT: Chronological by school year.

DESCRIPTION:

Salt Lake Community College's School of Applied Technology provides technical education and career training to assist students in obtaining gainful employment. These records document student registration, schedule changes, and related records.

RETENTION:

Retain for 5 year(s) after separation

DISPOSITION:

Destroy.

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 for 1 year after graduation or withdrawal and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Salt Lake Community College (Utah)

SERIES: 28970

TITLE: School of Applied Technology student records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. 20 U.S.C. § 1232g; 34 CFR Part 99

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Salt Lake Community College (Utah)

SERIES: 17514

3

TITLE: Student cards

DATES: 1981-

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.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

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

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

PRIMARY DESIGNATION:

Private

AGENCY: Salt Lake Community College (Utah)

SERIES: 27056

3

TITLE: Student permanent academic records

DATES: 1948-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

This series contains the official transcripts of students attending the college. They are used to track their progress and achievement within the institution. Includes a listing of student's courses, grades, credits earned, and status achieved.

RETENTION:

Permanent. Retain for 65 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

AUTHORIZED: 09-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 55 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Exempt 34 CFR 99