

Retention and Classification Report

Agency: Nebo School District (Utah). Department of Personnel (1533)

350 South Main
Spanish Fork, UT 84660
801-354-7414

Records Officer: _____

83968 Career ladder project files

AGENCY: Nebo School District (Utah). Department of Personnel

SERIES: 83968

3

TITLE: Career ladder project files

DATES: 1985-

ARRANGEMENT: Alphabetical by name of teacher

ANNUAL ACCUMULATION: 1.20 cubic feet.

DESCRIPTION:

These files document the promotion process under the career ladder program. Teachers submit two copies of an application for promotion to the personnel office. A committee reviews the applications and determines whether a promotion is warranted. Each file contains: an administrator's and a principal's report, a report on student achievement, a student's survey, and parent's survey.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after promotion is granted or denied and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based on the administrative needs expressed by the department.