

## Retention and Classification Report

**Agency:** Ogden-Weber Technical College (Utah) (1931)

200 North Washington Blvd.  
Ogden, UT 84404

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

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**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 30458

3

**TITLE:** Americans with Disabilities Act accommodation records

**DATES:** 2022-

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

Documentation of the need for and rendering of services and accommodations to students with documented disabilities. Records include, but are not limited to, applications for services, disability disclosure forms, release of information forms, documentation of disability, accommodation letters, referral information, medical information and correspondence from health professionals, interview notes, and related correspondence.

**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 Americans with disabilities act (ada) accommodation requests, GRS-1434.

**AUTHORIZED:** 07-06-2018

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office until scanned and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 30458

**TITLE:** Americans with Disabilities Act accommodation records

(continued)

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19669

3

**TITLE:** Apprenticeship scholarship files.

**DATES:** 1990-2022.

**ARRANGEMENT:** Alphabetical by student surname.

**DESCRIPTION:**

These records document scholarships given to students in the 4-year apprenticeship program, which runs on a quarter system. Scholarships are available for the first two years of the program, and 90 percent attendance is required to obtain a journeyman license. Information includes a letter awarding scholarship, acceptance of scholarship (signed by student, acknowledging that student will follow established guidelines), application form, thank you letter, and attendance sheet.

**RETENTION:**

Retain for 2 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after student leaves program and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19669

**TITLE:** Apprenticeship scholarship files.

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 30457

3

**TITLE:** Compliance Files

**DATES:** 2022-

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

These are student compliance files containing report, investigation, and resolution information involving harassment, assault, pregnancy related matters, or discrimination against a protected class.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Equal employment opportunity (eeo) compliance case files, GRS-153.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302 (p)

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 30457

**TITLE:** Compliance Files

(continued)

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(g)

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19417

3

**TITLE:** Counselor's notes of student educational/occupation plans files

**DATES:** 1997-2022.

**ARRANGEMENT:** Alphabetical by student surname.

**DESCRIPTION:**

These forms document the educational plans of students and the counseling students have received about those plans. This information is required about medical students for their programs to be accredited, but the data is recorded for all students regardless of course of study. The notes are shared with other counselors so they know what counseling information students have already received.

**RETENTION:**

Retain for 5 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after student leaves school and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.



**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19416

3

**TITLE:** Counselor's student files

**DATES:** 1987-2022.

**ARRANGEMENT:** Alphabetical by student surname.

**DESCRIPTION:**

Counselors meet with most students as they enroll to discuss enrollment procedures, school policies, initial testing results, and to refer some to remediation programs. On occasion, counselors gather psychological and medical information on students who have behavioral or other problems, disabilities, or if they are referred to the school from Rehabilitation Services. These records document the counselor's interaction with those who have behavioral or other problems. Information includes personal comments about their interaction with the student.

**RETENTION:**

Retain for 3 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after student leaves school and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19416

**TITLE:** Counselor's student files

(continued)

**PRIMARY DESIGNATION:**

Controlled

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 29662

3

**TITLE:** Course catalogs

**DATES:** 1977-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records are annually published student handbooks containing general policies and procedures applicable to students, as well as program outlines and course descriptions. These are referred to collectively as the catalog.

**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:**

Computer data files: Retain in Office permanently.

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are historical as they document the activities ,  
policies and classes offered at the college.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2018.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19029

3

**TITLE:** Course change request files

**DATES:** 1996-2017.

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

This request form, originating from the Enrollment Office, tracks the courses students add, complete, and drop, and is the venue for making changes to their class schedules. Information includes effective date; student name, social security number, and signature; whether they pay tuition themselves or through a sponsor; course ID number; instructor signature; and days and times of course.

**RETENTION:**

Retain for 6 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19029

**TITLE:** Course change request files

(continued)

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2017.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19031

3

**TITLE:** Custom-fit testing results

**DATES:** 1990-2022.

**ARRANGEMENT:** Alphabetical by customer name, thereunder chronological.

**DESCRIPTION:**

Custom-fit tests are given by the Assessment Office for specific industries and companies, which determine the tests that will be given. The tests are used for pre-employment, promotion, and training development needs assessment. Most of the tests check for skills in math, reading, dexterity, and reasoning ability.

Those who take the tests may or may not be students at the Ogden-Weber Applied Technology Center. Information includes a list of names, social security numbers, and scores (raw percentile and grade equivalent).

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2001

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

The test results remain valid for a length of time determined by the company, which varies, but the school does not need them beyond one year.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19031

**TITLE:** Custom-fit testing results

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19541

3

**TITLE:** Financial aid awards files

**DATES:** 1970-

**ARRANGEMENT:** Chronological, thereunder alphabetical by student name.

**ANNUAL ACCUMULATION:** 8.00 cubic feet.

**DESCRIPTION:**

These records document grants and other financial aid (not loans) received by students to fund their education at the Applied Technology Center. Information includes the award letter, indicating how much was awarded for the year; cost of attendance, which corroborates why the amount granted was given; eligibility statement, including the student's signature; eligibility standards; the federal Institutional Student Aid Record (ISAR) application, documenting how much family contribution is expected before financial aid is granted; proof of taxes and income received; probation letters, if any; and attendance and progress sheets. The latter are used to determine if further financial aid is warranted.

**RETENTION:**

Retain for 5 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after student is no longer enrolled and then destroy.

**APPRAISAL:**

These records have legal value(s).

This disposition is based on 34 CFR 690.100 (1992) which says to retain these records "5 years after the award year in which the recipient ceases enrollment."



**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19541

**TITLE:** Financial aid awards files

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19674

3

**TITLE:** Financial aid student billing records

**DATES:** 1970-2000.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records track money deducted from student financial aid accounts, for payment of tuition and bookstore expenses. Information includes student name, account number, how much was deducted, current balance, social security number, amount awarded that year, number of scheduled classroom hours, hours actually spent in class, how much money is needed to be drawn down from the U.S. Department of Education for reimbursement, and a federal cash transaction report.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2001

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on the general audit requirements of financial records.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19030

3

**TITLE:** Leave of absence files

**DATES:** 1996-2017.

**ARRANGEMENT:** Alphabetical by student surname.

**DESCRIPTION:**

This form, originating from the Enrollment Office, documents when students take a leave of absence from their schooling. Students may take ten days off per year for any reason without withdrawing from school, being charged tuition, or being marked absent. The form is used for up to 5-day blocks at a time. Information includes student name and social security number; leave date and time; return to class date; who tuition is paid by; reason for leave of absence; sponsor comments; and student and sponsor (or counselor) signatures.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2001

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19030

**TITLE:** Leave of absence files

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2017.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19033

3

**TITLE:** Monthly assessment reports

**DATES:** 1992-2000.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This computer-generated report is used by the Assessment Office to document how testing has increased or decreased, which tests were administered most, and the number of tests by sponsors. Includes monthly totals and costs associated with the tests. Data for this report come from the Testing logs, series 19032.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2001

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 30178

3

**TITLE:** Personnel records

**DATES:** 1971-

**ARRANGEMENT:** Chronological by date of separation, thereunder alphabetical by surname.

**DESCRIPTION:**

These records are created by the Ogden Weber Technical College's HR department and document each employee's work and wage history. Information may include personal information, wage information, medical and retirement forms, I-9s, W-4s, and onboarding records.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 01-26-2023

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

Computer data files: Retain in Office for 65 years after date of hire and then delete.

**APPRAISAL:**

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

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 30178

**TITLE:** Personnel records

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(a), 63G-2-302(1)(e), 63G-2-302(2)(a) (2021)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2021.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19673

3

**TITLE:** Progress files

**DATES:** 1970-2022.

**ARRANGEMENT:** Alphabetical by occupation, thereunder by student surname

**DESCRIPTION:**

These records track a student's progress hours, which are essentially grades determined by how many hours it takes the student to complete the course requirements. Information includes the classes the students are taking, total required hours, accumulated total, and monthly total.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned and then destroy.

Optical disks: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. Progress reports are used to determine future financial aid, even after the student withdraws and then later returns from school.



**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19673

**TITLE:** Progress files

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19507

3

**TITLE:** Related job placement files

**DATES:** 1996-2000.

**ARRANGEMENT:** Alphabetical by student surname

**DESCRIPTION:**

These records track student job placements related to their training after attending the Applied Technology Center. The data are sent to the State Office of Education to be placed in a database, in order for statistics to be run. The statistics impact legislative funding. Information includes the job placement employer survey form, completed by the employer, which records the following: employee's name, social security number, education/training program, job title, and salary range; whether full or part-time; company name and contact person; hire date; if employee's training is related to the job and if the training has contributed to greater success on the job; employee's performance to date; benefit information; and comments.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2001

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have legal value(s).

This disposition is based on 34 CFR 668.23 which says that institutions of higher education participating in Title IV, Higher Education Act of 1965 programs must keep (1) the student's admission to and enrollment status at the institution; (2) the program and courses in which the student is enrolled; (3) whether the student is maintaining satisfactory progress in his or her course of study; (4) refunds due or paid the student; (5) job placement if the institution provides a placement service; (6) student's receipt of financial aid; and (7) verification data for 5 years.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19507

**TITLE:** Related job placement files

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19510

3

**TITLE:** Related transfer job placement files

**DATES:** 1996-2000.

**ARRANGEMENT:** Alphabetical by student name

**DESCRIPTION:**

These records track students who have transferred to another school or to the military rather than been placed in a job. This information is gathered and sent to the State Office of Education, to be included in a database for statistical purposes. Information includes a letter from the Applied Technology Center to the school of transfer asking if the student is enrolled, and the school's response in the form of a computer printout of all new students enrolled, which lists the social security number, year, quarter, name, academic year, date, status, major, and total hours of student.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2001

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have legal value(s).

This disposition is based on 34 CFR 668.23 which says that institutions of higher education participating in Title IV, Higher Education Act of 1965 programs must keep (1) the student's admission to and enrollment status at, the institution; (2) the program and courses in which the student is enrolled; (3) whether the student is maintaining satisfactory progress in his or her course of study; (4) refunds due or paid the student; (5) job placement if the institution provides a placement service; (6) student's receipt of financial aid; and (7) verification data for 5 years.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19510

**TITLE:** Related transfer job placement files

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19668

3

**TITLE:** Scholarship files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by student surname.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document students who have received scholarships. Information includes scholarship application, a letter awarding the scholarship, thank you note, and student progress reports. Students must maintain 80 percent attendance and satisfactory progress to continue receiving the scholarship.

**RETENTION:**

Retain for 2 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after student leaves school and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 13116

3

**TITLE:** Student academic records

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by student surname.

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

Files containing official documentation listing student's courses, grades, credits earned, and status achieved (e.g. student training files). Often referred to as a transcript.

**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 permanently and then transfer to State Archives.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

Transcripts have value for genealogy.

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99(2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19019

1

**TITLE:** Student assessment records

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by surname.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These records are created by the Assessment Office to test student knowledge in math, reading, and written language. Individuals would take the specific tests necessary for their field of study prior to enrollment in the school. Not all who take the tests choose to enroll. The test scores are considered valid for at most for 5 years. If enrollment does not occur while scores are considered valid, the tests need to be retaken. Some students may not need to take tests if they have acceptable forms of documentation such as ACT or SAT scores or transcripts that meet admissions standards. Information includes test scores and the demographic information form (also labeled "Admissions Application"). Demographic information includes name, address, social security number, birth date, ethnic background, emergency contact, citizenship status, marital and military status, schooling completed, welfare or disability benefits, employer, and means of financing training at Ogden- Weber Technical College.

**RETENTION:**

Retain for 5 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 copy: Retain in Office for 5 years after scanned and then destroy.

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



**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19019

**TITLE:** Student assessment records

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. The test scores are considered valid for two years.

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 18790

3

**TITLE:** Student files

**DATES:** 1970-2017.

**ARRANGEMENT:** Alphabetical by student surname.

**DESCRIPTION:**

These records document students enrolled in the Ogden-Weber Applied Technology Center. The initial file is created by the registrar, and then is added to by other sections of the school as the students complete their course requirements. Information includes enrollment applications, aptitude test results, occupational training outlines which define student curriculum, class schedules, release/certification forms which provide the student's signature verifying authenticity and permission to release information, student training record (STR), status of course of study (level, hours, completions, and grade), official and unofficial transcripts, and demographic information. Records may also include withdrawal documents, leave of absence, schedule change form, employment placement forms, tuition receipts, sponsor vouchers, medical information, and certificates of program completion.

**RETENTION:**

Retain for 5 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2001

**FORMAT MANAGEMENT:**

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

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 18790

**TITLE:** Student files

(continued)

**APPRAISAL:**

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

This disposition is based on 34 CFR 668.23 which says that institutions of higher education participating in Title IV, Higher Education Act of 1965 programs must keep (1) the student's admission to and enrollment status at, the institution; (2) the program and courses in which the student is enrolled; (3) whether the student is maintaining satisfactory progress in his or her course of study; (4) refunds due or paid the student; (5) job placement if the institution provides a placement service; (6) student's receipt of financial aid; and (7) verification data for 5 years.

Official transcripts warrant a permanent disposition in office due to their historical value to the students and the agency.

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2017.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19672

3

**TITLE:** Student payment cards

**DATES:** 1970-2017.

**ARRANGEMENT:** Alphabetical by student surname.

**DESCRIPTION:**

These cards track how much financial aid has been paid to a student per month. The information is sent to the U. S. Department of Education. At the end of the year, these cards are placed in the student's main financial aid award file (series 19541) and retained for audit purposes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to series 19541.

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on the general audit requirements of financial records.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19032

3

**TITLE:** Testing log

**DATES:** 1992-2022.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This log is used by the Assessment Office to track who has taken tests, which tests were taken, and when. The data are used for statistical information and are summarized to an extent in the Monthly report (series 19033). Not all data are used in the monthly report, however. Information includes name, social security number, gender, sponsor, tests taken, and scores for some of the tests.

**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:** 02/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office until entered in the computer and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative value this information has for statistical purposes.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19032

**TITLE:** Testing log

(continued)

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19508

3

**TITLE:** Unrelated job placement files

**DATES:** 1996-2000.

**ARRANGEMENT:** Alphabetical by student surname

**DESCRIPTION:**

These records track student job placements unrelated to the training they have received at the Applied Technology Center. The data are used by the State Office of Education to generate statistical information used in legislative funding. The information is obtained from Job Service, and includes the person's name, social security number, withdrawal date, placement date, programs enrolled in, and company name and address.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2001

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have legal value(s).

This disposition is based on 34 CFR 668.23 which says that institutions of higher education participating in Title IV, Higher Education Act of 1965 programs must keep (1) the student's admission to and enrollment status at, the institution; (2) the program and courses in which the student is enrolled; (3) whether the student is maintaining satisfactory progress in his or her course of study; (4) refunds due or paid the student; (5) job placement if the institution provides a placement service; (6) student's receipt of financial aid; and (7) verification data for 5 years.

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19508

**TITLE:** Unrelated job placement files

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.



**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19667

3

**TITLE:** Veteran's files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by student surname.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document aid to military veterans, paid by the Veteran's Administration. Information includes enrollment certifications, DD214 form indicating release from the military, student change report which documents how many hours a student is enrolled for, eligibility letter, and an application for benefits. The benefit amount is dependent on the number of hours a student spends in class.

**RETENTION:**

Retain for 5 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after student is no longer enrolled and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Ogden-Weber Technical College (Utah)

**SERIES:** 19667

**TITLE:** Veteran's files

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2018.