

Retention and Classification Report

Agency: Uintah Basin Technical College (Utah) (2626)

1100 East Lagoon St.
PO Box 124-5
Roosevelt, UT 84066
435 722-4523

Records Officer: _____

17517 Student files

AGENCY: Uintah Basin Technical College (Utah)

SERIES: 17517

3

TITLE: Student files

DATES: 1968-

ARRANGEMENT: Alphabetical by student name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document students' academic activities while at the Applied Technology Center. Information includes transcripts, high school equivalency (GED) test results, and registration information.

RETENTION:

Permanent. Retain for 5 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: 01/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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