

# 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).