

<p style="text-align: center;">OGDEN-WEBER TECHNICAL COLLEGE</p>	<p style="text-align: center;">Number 520.57</p>	<p style="text-align: center;">Effective Date 12/17/98 Revised 8/1/01 7/15/23</p>	<p style="text-align: center;">Page 1 of 2</p>
<p style="text-align: center;">POLICY</p>	<p style="text-align: center;">Approval</p>		
<p>Title</p> <p style="text-align: center;">RECORDS RETENTION</p>			

1. PURPOSE AND SCOPE

The purpose of the policy is to provide guidelines for retaining and properly disposing of college records.

2. POLICY

It is the policy of the College to manage records and create retention schedules which are in accordance with the Utah State Archives.

3. DEFINITIONS

3.1 GRAMA: Government Records Access and Management Act.

4. REFERENCES

- Utah Division of Archives and Records Services Retention Schedule, latest revision date 1997
- Ogden-Weber Technical College Personnel Records and Privacy policy

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PROCEDURE	Approval		
Title RECORDS RETENTION			

General Guidelines

Designated College employees shall have the responsibility of maintaining and properly disposing of College records. These College employees shall use the Utah Division of Archives and Records Service Retention Schedules to determine which records may be disposed of.

When retention requirements have been met, the College shall dispose of obsolete records by properly destroying them. Records may be burned or shredded.