How to maneuver around records – quick and easy

1) Call Rae
2) Identify all the records you use in your organization – make a list
3) Dig around in Utah Archives – Record Management – https://archives.utah.gov/recordsmanagement

and again … call Rae

4) Identified:
    a. Student
    b. Accounting
    c. Bond
    d. Human Resource Records

5) Create Spreadsheet (see attached schedule for SLARTs, work in progress)
6) Schedules useful for us:
    a. School District Schedule – aka SD
    b. State General Schedule – aka SG
7) We used:
    a. SD 17
    b. SD 19
    c. SG 7
    d. SG 10
    e. SG 11

    Print them out… and choose the ones that apply to you.

    If it doesn't quite fit… contact Rae… and work on specific schedule for your organization