

Retention and Classification Report

Agency: Gateway Preparatory Academy (Utah) (3431)

201 E. Thoroughbred Way
Enoch, UT 84720
435-867-5558

Records Officer: _____

29566	*Accounts payable, vendor, and procurement records
29569	*Bank, facility and insurance records
29565	*Board governance records
29567	*Human resource and payroll records
29568	*Student records

AGENCY: Gateway Preparatory Academy (Utah)

SERIES: 29566

3

TITLE: Accounts payable, vendor, and procurement records

DATES: 2008-2023.

ARRANGEMENT: Chronological thereunder alphabetical by name.

DESCRIPTION:

These records are used to monitor school purchases and payments. Documents may include invoices, purchase orders, receiving reports, vendor contracts, bids, and related records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Gateway Preparatory Academy (Utah)

SERIES: 29569

3

TITLE: Bank, facility and insurance records

DATES: 2008-2023.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's administrative function to audit the use of all public funds (Utah Code 51-2a-201 (1)(2017)). These are bank records, facility financing and usage, and insurance records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(9)(2017)

SECONDARY DESIGNATION(S):

Public

AGENCY: Gateway Preparatory Academy (Utah)

SERIES: 29565

3

TITLE: Board governance records

DATES: 2008-2023.

ARRANGEMENT: Chronological thereunder alphabetical.

DESCRIPTION:

These are board records used to monitor the financial compliance of the school in relation to the charter, board policy, and state and federal laws (Utah Code 51-2a-201(1)(2017)). Records include board minutes, audited financial statements, tax returns, annual reports, and related records.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
These records are of historical interest as they document the decision and actions of a governing body.

AGENCY: Gateway Preparatory Academy (Utah)

SERIES: 29565

TITLE: Board governance records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Gateway Preparatory Academy (Utah)

SERIES: 29567

3

TITLE: Human resource and payroll records

DATES: 2008-2023.

ARRANGEMENT: Alphabetical, thereunder chronological.

DESCRIPTION:

These are personnel records for all employees. They are used to document employment, wages, benefits, performance and evaluation, and disciplinary actions. Records may include background check, contracts, and related records.

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 for 1 year and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(a)(2017)

AGENCY: Gateway Preparatory Academy (Utah)

SERIES: 29568

3

TITLE: Student records

DATES: 2008-2023.

ARRANGEMENT: Chronological, thereunder alphabetical.

DESCRIPTION:

These records support the agency's administrative function to document student attendance and education. These are student cumulative files for former students whose records were not transferred to another school. Records include test scores, immunization records, EYE testing, and related information.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Student history, GRS-1499.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 17 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These records can be used to determine citizenship per the Dream Act (S. 952, H.R. 1842, S. 1258). They also have long-term historical value documenting student participation in school systems and residency.

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99.30 and 31 (2017); Utah Code 3G-2-201(3)(b)(2017)