

Retention and Classification Report

Agency: Karl G. Maeser Preparatory Academy (Utah) (3437)

531 North State Street
Lindon, UT 84042
801-785-4687

Records Officer: _____

29823	Accounts payable and receivable records
30227	Student cumulative files

AGENCY: Karl G. Maeser Preparatory Academy (Utah)

SERIES: 29823

3

TITLE: Accounts payable and receivable records

DATES: 2007-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's administrative function to audit the use of all public funds (Utah Code 51-2a-201 (2017)). Documents include accounts payable and receivable, and other financial interactions of the Academy.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2019.

AGENCY: Karl G. Maeser Preparatory Academy (Utah)

SERIES: 30227

3

TITLE: Student cumulative files

DATES: 2013-

ARRANGEMENT: Chronological by school year, thereunder alphabetical by surname.

DESCRIPTION:

These case files document nonfatal fire investigations. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake investigation. See also Fatal fire investigation case files.

RETENTION:

Retain for 3 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Education performance and testing, GRS-1503.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office until separation and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 3 years after separation and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Karl G. Maeser Preparatory Academy (Utah)

SERIES: 30227

TITLE: Student cumulative files

(continued)

PRIMARY DESIGNATION:

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on.