Retention and Classification Report

Agency: North Davis Preparatory Academy (Utah) (3448)

1765 West Hill Field Road
Layton, UT 84041
801-547-1809

Records Officer: _____

27700	Accounts payable
28339	Accounts receivable
28323	Admin Asst Office Payroll/Purchasing/School Records
28636	Administrative payroll reports
28615	Bank statements
28144	Employee records
28338	Payroll register
28461	Personnel Records
28463	Purchasing records
27778	Student cumulative files

AGENCY: North Davis Preparatory Academy (Utah)

SERIES: 27700 3
TITLE: Accounts payable
DATES: 2004-
ARRANGEMENT: Numerical by check number
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These records are used to pay school bills. They include copies of checks, invoices, purchase orders, and receiving reports. Correspondence with vendors and computer printouts may also be included.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

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).

This retention is based on (UCA 70A-2-725 (1998)), which specifies a four-year statute of limitations in contracts for sale.

AGENCY: North Davis Preparatory Academy (Utah)

SERIES: 27700
TITLE: Accounts payable

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Preparatory Academy (Utah)

SERIES: 28339 3
TITLE: Accounts receivable
DATES: 2004-
ARRANGEMENT: Chronological
DESCRIPTION:

These are records of payments received by North Davis Preparatory from students and corporate donors. The records are used to document payment of school fees, extracurricular fees, and donations to travel abroad program. The records include total amount paid and name of payee.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

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 4 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Preparatory Academy (Utah)

SERIES: 28323 3
TITLE: Admin Asst Office Payroll/Purchasing/School Records
DATES: 2011-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These are the Elementary Administrative Assistant records. They include office accounting, purchase order records, inventory records, packing slips and payroll records.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Purchase orders and requisition records, GRS-1544.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public 63G-2-301 (2)

AGENCY: North Davis Preparatory Academy (Utah)

SERIES: 28636 3
TITLE: Administrative payroll reports
DATES: 2009-
ARRANGEMENT: Chronological by date
DESCRIPTION:

These records support the agency's administrative function to audit the use of all public funds (Utah Code 51-2a-201 (2014)). These records document agency payroll operations and are used for data entry. Information includes statistics, reports, and data used for workload and personnel management purposes.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302 (2014)

SECONDARY DESIGNATION(S):

Public

AGENCY: North Davis Preparatory Academy (Utah)

SERIES: 28615 1
TITLE: Bank statements
DATES: 2004-
ARRANGEMENT: Chronological by date
DESCRIPTION:

These records support the administrative agency's function to audit the use of all public funds (Utah Code 51-2a-201 (2014)). These records document monthly statements showing the accounts payable and the accounts receivable regarding agency bank accounts. Information includes the bank name, total deposits and withdrawals, credit and cash balances, and related records.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302

AGENCY: North Davis Preparatory Academy (Utah)

SERIES: 28144 3
TITLE: Employee records
DATES: 2005-
ARRANGEMENT: alphabetic
DESCRIPTION:

These are the personnel files for all certified district employees. They are used to document employment. The files include the employment applications, authorizations for hire forms, placement records, employee history card, copies of school transcripts, pay and leave history, work performance, in-service training completion certificates and credits, evaluation records, teaching certificates, previous teaching experience, contracts, lane change requests, and related correspondence. May also include fingerprints and verification of the criminal background check.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Performance plans and evaluations, GRS-1966.

AUTHORIZED: 06-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 62 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: North Davis Preparatory Academy (Utah)

SERIES: 28338 3
TITLE: Payroll register
DATES: 2004-
ARRANGEMENT: Chronological
DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee wage history records, GRS-1905.

AUTHORIZED: 07-01-2015

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, and/or fiscal value(s).

AGENCY: North Davis Preparatory Academy (Utah)

SERIES: 28338
TITLE: Payroll register

(continued)

PRIMARY DESIGNATION:

Private	63G-2-302(1)(f)

AGENCY: North Davis Preparatory Academy (Utah)

SERIES: 28461 3
TITLE: Personnel Records
DATES: 2004-
ARRANGEMENT: Alphabetical by employee's surname
DESCRIPTION:

These are the personnel files for all certified district employees. They are used to document employment. The files include the employment applications, authorizations for hire forms, placement records, employee history card, copies of school transcripts, pay and leave history, work performance, in-service training completion certificates and credits, evaluation records, teaching certificates, previous teaching experience, contracts, lane change requests, and related correspondence. May also include fingerprints and verification of the criminal background check.

RETENTION:

Retain for 65 year(s) or until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Performance plans and evaluations, GRS-1966.

AUTHORIZED: 06-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: North Davis Preparatory Academy (Utah)

SERIES: 28461
TITLE: Personnel Records

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public

AGENCY: North Davis Preparatory Academy (Utah)

SERIES: 28463 1
TITLE: Purchasing records
DATES: 2009-
ARRANGEMENT: Chronological by purchase order number
DESCRIPTION:

These are forms authorizing the order to purchase supplies or equipment by the school district. They contain the name of requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after end of fiscal year and then transfer to State Records Center. Retain in State Records Center for 2 years after end of fiscal year and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Preparatory Academy (Utah)

SERIES: 27778 3
TITLE: Student cumulative files
DATES: 2004-
ARRANGEMENT: chronological, thereunder alphabetical
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

These student files contain information on students attending school in the district. They are used to document student's attendance. They contain the copies of achievement test scores, the official transcript, copies of report cards, health records, and immunization cards. They are also called Student cumulative cards.

RETENTION:

Retain for 15 year(s)

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 for 3 years and then transfer to State Records Center. Retain in State Records Center for 12 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: North Davis Preparatory Academy (Utah)

SERIES: 27778
TITLE: Student cumulative files

(continued)

PRIMARY DESIGNATION:

Private