Retention and Classification Report

Agency: North Star Academy (Utah) (3449)

2920 West 14010 South
Bluffdale, UT 84065
801-302-9579

Records Officer: _____

27706	Accounts payable
29189	Bank statements
28460	Personnel Records

AGENCY: North Star Academy (Utah)

SERIES: 27706 3
TITLE: Accounts payable
DATES: 2005-
ARRANGEMENT:
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 until scanned and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

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 Star Academy (Utah)

SERIES: 27706
TITLE: Accounts payable

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: North Star Academy (Utah)

SERIES: 29189 3
TITLE: Bank statements
DATES: 2005-
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 records are monthly financial statements showing the money received into and paid out of 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 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.

Computer data files: Retain in Office for 4 years and then delete.

APPRAISAL:

These records have fiscal value(s).

AGENCY: North Star Academy (Utah)

SERIES: 29189
TITLE: Bank statements

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-301(3)(e)(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: North Star Academy (Utah)

SERIES: 28460 3
TITLE: Personnel Records
DATES: 2005-
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 for 3 years after date of employment or until 3 years after retirement or death 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 Star Academy (Utah)

SERIES: 28460
TITLE: Personnel Records

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public