

Retention and Classification Report

Agency: Ogden Preparatory Academy (Utah) (3452)

1415 Lincoln Ave
Ogden, UT 84404
801-627-2066

Records Officer: _____

| | |
|-------|--------------------------------|
| 27712 | Accounts payable |
| 28635 | Administrative payroll reports |
| 28455 | Personnel Records |
| 28462 | Purchasing Records |

AGENCY: Ogden Preparatory Academy (Utah)

SERIES: 27712

1

TITLE: Accounts payable

DATES: 2012-

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 proposed and has not yet been approved.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden Preparatory Academy (Utah)

SERIES: 28635

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: Ogden Preparatory Academy (Utah)

SERIES: 28455

3

TITLE: Personnel Records

DATES: 2003-

ARRANGEMENT: Alphabetical by 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)

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.

Paper: Retain in Office for 3 years after retirement or death and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Ogden Preparatory Academy (Utah)

SERIES: 28455

TITLE: Personnel Records

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public

AGENCY: Ogden Preparatory Academy (Utah)

SERIES: 28462

1

TITLE: Purchasing Records

DATES: 2010-

ARRANGEMENT: Numeric 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 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