

## 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