

## Retention and Classification Report

**Agency:** Salt Lake Arts Academy (Utah) (3462)

844 South 200 East  
Salt Lake City, UT 84111  
801-531-1173

**Records Officer:** \_\_\_\_\_

30367	Accounts payable and receivable records
29142	Audit reports
29143	Board meeting minutes
29144	School histories
29141	Student history records

**AGENCY:** Salt Lake Arts Academy (Utah)

**SERIES:** 30367

3

**TITLE:** Accounts payable and receivable records

**DATES:** 2003-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are records related to monies paid and the conduct of the business. Information may include purchase orders, invoices, receiving reports, correspondence with vendors, bank statements, and related accounting records.

**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.

Computer data files: Retain in Office for 7 years and then delete.

**APPRAISAL:**

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

**AGENCY:** Salt Lake Arts Academy (Utah)  
**SERIES:** 30367  
**TITLE:** Accounts payable and receivable records

(continued)

**PRIMARY DESIGNATION:**

Public                      Utah Code 63G-2-301(3)(e) (2020)

**SECONDARY DESIGNATION(S):**

Protected.                      Utah Code 63G-2-305(3) and (9) (2022)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2022.

**AGENCY:** Salt Lake Arts Academy (Utah)

**SERIES:** 29142

3

**TITLE:** Audit reports

**DATES:** 2003-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records support the agency's fiscal function to perform audits to verify financial activities. Records document the auditor's findings, written opinions, and recommendations for improvement. Information includes related financial data and supporting correspondence.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

**AUTHORIZED:** 10-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s). Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**AGENCY:** Salt Lake Arts Academy (Utah)

**SERIES:** 29142

**TITLE:** Audit reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake Arts Academy (Utah)

**SERIES:** 29143

3

**TITLE:** Board meeting minutes

**DATES:** 2003-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records support the Governing Board's function to establish policy, approve board members, and to execute all other assigned responsibilities in an open and efficient manner (Utah Code 52-4-201(2011)). Records document all matters proposed, discussed, and votes taken (Utah Code 52-4-203 (2014)). Information includes parties present, agendas, notices, and any public materials distributed at the meeting.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

These records have historical value as they document the discussion and decisions of the governing body.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake Arts Academy (Utah)

**SERIES:** 29144

3

**TITLE:** School histories

**DATES:** 2003-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The Academy prepares students to become confident and creative through the arts and academics. These records document and preserve the academy's activities, programs, facilities and staff over the years.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records document the functions and activities of the Academy over time.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2022.

**AGENCY:** Salt Lake Arts Academy (Utah)

**SERIES:** 29141

3

**TITLE:** Student history records

**DATES:** 2003-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by student.

**DESCRIPTION:**

These records support the agency's administrative function to document student attendance. Records include each student's name, date of birth, parents or guardians, date that student entered and exited the school, and the number of days in attendance.

**RETENTION:**

Permanent. Retain for 40 year(s) after graduation or for 58 year(s) after date of birth

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08-01-2013

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after graduation or separation and then transfer to State Records Center. Retain in State Records Center for 39 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 40 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

These records have long-term historical value documenting student participation in school systems and residency. They also can be used to determine citizenship per the Dream Act (S. 952, H.R. 1842, S. 1258).



**AGENCY:** Salt Lake Arts Academy (Utah)

**SERIES:** 29141

**TITLE:** Student history records

(continued)

**PRIMARY DESIGNATION:**

Exempt 34 CFR Part 99.30, 31 (2015); Utah Code 63G-2-201(3)(b)(2013)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2022.