

# Retention and Classification Report

**Agency:** Wasatch Peak Academy (Utah) (3480)

414 North Cutler Drive  
North Salt Lake, UT 84054  
801-936-3066

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

27705	Accounts payable
28457	Personnel records
29200	Personnel records
28614	Purchasing records

**AGENCY:** Wasatch Peak Academy (Utah)

**SERIES:** 27705

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 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:** Wasatch Peak Academy (Utah)

**SERIES:** 27705

**TITLE:** Accounts payable

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Wasatch Peak Academy (Utah)

**SERIES:** 28457

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:** Wasatch Peak Academy (Utah)

**SERIES:** 28457

**TITLE:** Personnel records

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** Wasatch Peak Academy (Utah)

**SERIES:** 29200

3

**TITLE:** Personnel records

**DATES:** 2005-

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

These are the personnel files for all school employees. They are used to document employment, continuing education, and career development. The files include the employment applications, authorization 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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 65 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These records contain the complete work history of an individual while employed (excluding medical/psychological information) and have legal value as they verify employment and/or eligibility for benefits for the employee or for any heirs as a result of such employment.

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(g)(2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2017.

**AGENCY:** Wasatch Peak Academy (Utah)

**SERIES:** 28614

3

**TITLE:** Purchasing records

**DATES:** 2010-

**ARRANGEMENT:** Numerical by purchase order number

**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 authorize the purchase of supplies or equipment. Information includes the name of requester, name of vendor, item, date ordered, delivery date, purchase order number, account charged, authorizing signature and other 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 4 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2019.