

Retention and Classification Report

Agency: Alianza Academy (Utah) (3571)

420 E South Temple
#200
Salt Lake City, UT 84111
801-953-1157

Records Officer: _____

29650	Board governance records
29649	Financial records
29648	Human resource and payroll records

AGENCY: Alianza Academy (Utah)

SERIES: 29650

3

TITLE: Board governance records

DATES: 2010-

ARRANGEMENT: Chronological, thereunder alphabetical.

DESCRIPTION:

These are board records used to monitor compliance of the school in relation to the charter, board policy, and state and federal laws (Utah Code 51-2a-201(1)(2017)). Records include board minutes, organizational files, and policies.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
These records are of historical interest as they document the decision and actions of a governing body.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2018.

AGENCY: Alianza Academy (Utah)

SERIES: 29649

3

TITLE: Financial records

DATES: 2010-

ARRANGEMENT: Chronological, thereunder alphabetical.

DESCRIPTION:

These records support the agency's administrative function to track the use of all public funds (Utah Code 51-2a-201(1)(2017)). Included are bond records, and any expenses related to maintenance and facility improvement.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

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 02/2018.

AGENCY: Alianza Academy (Utah)

SERIES: 29648

3

TITLE: Human resource and payroll records

DATES: 2010-

ARRANGEMENT: Alphabetical by name, thereunder chronological.

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 Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 64 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.

AGENCY: Alianza Academy (Utah)

SERIES: 29648

TITLE: Human resource and payroll records

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(g)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2018.