

## Retention and Classification Report

**Agency:** Voyage Academy Charter School (Utah) (3652)

1891 North 1500 West  
Clinton, UT 84015  
801-776-4900

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

30352	Accounts payable records
30351	Personnel records

**AGENCY:** Voyage Academy Charter School (Utah)

**SERIES:** 30352

3

**TITLE:** Accounts payable records

**DATES:** 2012-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are records related to monies paid in 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 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 administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

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

**AGENCY:** Voyage Academy Charter School (Utah)

**SERIES:** 30352

**TITLE:** Accounts payable records

(continued)

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(3),(6),(9)

**AGENCY:** Voyage Academy Charter School (Utah)

**SERIES:** 30351

3

**TITLE:** Personnel records

**DATES:** 2012-

**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:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**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 10 years and then transfer to State Records Center. Retain in State Records Center for 55 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Voyage Academy Charter School (Utah)

**SERIES:** 30351

**TITLE:** Personnel records

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(a) and (g) (2022)

**SECONDARY DESIGNATION(S):**

Public. Utah Code 63G-2-301(2)(b) (2020)