

Retention and Classification Report

Agency: American International School of Utah (Utah) (3670)

4998 South 360 West
Salt Lake City, UT 84123
801-989-7191

Records Officer: _____

29785	*Employee records
29789	*Financial records
29783	*Historical financial records
29784	*School history records
29782	*Student records

AGENCY: American International School of Utah (Utah)

SERIES: 29785

3

TITLE: Employee records

DATES: 2014-2019.

ARRANGEMENT: Chronological, thereunder 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.

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 until final action and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: American International School of Utah (Utah)

SERIES: 29785

TITLE: Employee records

(continued)

PRIMARY DESIGNATION:

Private

Utah Code 63G-2-302(2)(d)(2019)

AGENCY: American International School of Utah (Utah)

SERIES: 29789

3

TITLE: Financial records

DATES: 2014-2019.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's administrative function to document the use of public funds (Utah Code 51-2a-201 (1)(2017)). These are accounts payable and receivable records. Information includes showing the money received into and paid out of agency bank accounts. Information includes the bank name, total deposits and withdrawals, credit and cash balances, and related 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 until school closure and then transfer to State Records Center. Retain in State Records Center 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 06/2019.

AGENCY: American International School of Utah (Utah)

SERIES: 29783

3

TITLE: Historical financial records

DATES: 2014-2019.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document the financial situation that led to the closure of the school. Information includes related financial data and supporting correspondence.

RETENTION:

Permanent. Retain until final action

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 until final action and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records have historical value as they document the closure of the school.

PRIMARY DESIGNATION:

Public

AGENCY: American International School of Utah (Utah)

SERIES: 29784

3

TITLE: School history records

DATES: 2014-2019.

ARRANGEMENT: Chronological, thereunder alphabetical.

DESCRIPTION:

These records document the creation, activities, and events at the school. Information includes history, organizational files, yearbooks, and related records.

RETENTION:

Permanent. Retain until final action

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 until final action and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have historical value documenting the activities of AISU.

PRIMARY DESIGNATION:

Public

AGENCY: American International School of Utah (Utah)

SERIES: 29782

3

TITLE: Student records

DATES: 2015-2019.

ARRANGEMENT: Chronological, thereunder alphabetical.

DESCRIPTION:

These records document student attendance and academic achievement at AISU. Information includes attendance, student achievement, and transfer records.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Student history, GRS-1499.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office until final action and then transfer to State Records Center. Retain in State Records Center for 40 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have long-term historical value documenting student participation in school systems and residency.

PRIMARY DESIGNATION:

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