

Retention and Classification Report

Agency: Aristotle Academy (Utah) (3699)

Aristotle Academy
704 South 600 East
American Fork, UT 84003
801-763-7286

Records Officer: _____

29228	*Agency history
29225	*Child Nutrition Program records
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AGENCY: Aristotle Academy (Utah)

SERIES: 29228

3

TITLE: Agency history

DATES: 2012-2017.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document the organization and operation of Aristotle Academy until its closure in 2017. Information includes history, organizational files, and related records.

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 document the creation, operation, and closure of the school.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Aristotle Academy (Utah)

SERIES: 29225

3

TITLE: Child Nutrition Program records

DATES: 2012-2017.

ARRANGEMENT: Chronological.

DESCRIPTION:

Utah's Child Nutrition Programs (CNP) seek to improve the nutritional well-being of all Utah children. The programs are authorized under the National School Lunch Act of 1946, the Child Nutrition Act of 1966, and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. A combination of federal, state, and local funding supports the Child Nutrition Programs. The programs offer a cash reimbursement for eligible meals served to children plus additional financial assistance for meals served free or at a reduced price to eligible children. Records include lunch counts, meal plans, and financial and student information.

RETENTION:

Retain for 3 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Monthly reimbursement claim report, GRS-1418.

AUTHORIZED: 06-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office until school closes and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
The retention is based on the Department of Agriculture requirements in 42 United States Code 1788(4).

AGENCY: Aristotle Academy (Utah)

SERIES: 29225

TITLE: Child Nutrition Program records

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Aristotle Academy (Utah)

SERIES: 29742

3

TITLE: Financial records

DATES: 2012-2017.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's administrative function to audit the use of all public funds (Utah Code 51-2a-201 (2017)). Documents include accounts payable and receivable, and other financial interactions of Aristotle Academy.

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 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

AGENCY: Aristotle Academy (Utah)

SERIES: 29742

TITLE: Financial records

(continued)

SECONDARY DESIGNATION(S):

Public

Public

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2019.

AGENCY: Aristotle Academy (Utah)

SERIES: 29226

3

TITLE: Personnel records

DATES: 2012-2017.

ARRANGEMENT: 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, pay and leave history, work performance, evaluation records, teaching certificates, previous teaching experience, and related correspondence.

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 administrative need ends 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).

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Public
Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Aristotle Academy (Utah)

SERIES: 29230

1

TITLE: School operational records

DATES: 2012-2017.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document the operation of Aristotle Academy, which closed in June, 2017. Records include student attendance, packing lists of food purchases, equipment installations, visitor logs, signed permission forms, and some discipline records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. 34 CFR Part 99.30 and 31 (2015); Utah Code 63G-2-201(3)(b)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Aristotle Academy (Utah)

SERIES: 29227

3

TITLE: Student records

DATES: 2012-2017.

ARRANGEMENT: Chronological.

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. This information includes each student's name, date of birth, parents or guardians; date student entered and exited the school and the number of days in attendance.

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 State Archives permanently with authority to weed.

APPRAISAL:

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

AGENCY: Aristotle Academy (Utah)

SERIES: 29227

TITLE: Student records

(continued)

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.