

Retention and Classification Report

Agency: HighMark Charter School (Utah) (4067)

2467 E. South Weber Drive
South Weber, UT 84405
801-476-4627

Records Officer: _____

29175	Accounts payable
29176	Bank statements
29178	Personnel records

AGENCY: HighMark Charter School (Utah)

SERIES: 29175

3

TITLE: Accounts payable

DATES: 2012-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are records related to monies paid in the conduct of school business. Information may include purchase orders, invoices, receiving reports, correspondence with vendors, 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 until scanned and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: HighMark Charter School (Utah)

SERIES: 29175

TITLE: Accounts payable

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-301(3)(e)(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: HighMark Charter School (Utah)

SERIES: 29176

3

TITLE: Bank statements

DATES: 2012-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's administrative function to audit the use of all public funds (Utah Code 51-2a-201 (1)(2017)). These records are monthly financial statements 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 for 4 years and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

APPRAISAL:

These records have fiscal value(s).

AGENCY: HighMark Charter School (Utah)

SERIES: 29176

TITLE: Bank statements

(continued)

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 07/2017.

AGENCY: HighMark Charter School (Utah)

SERIES: 29178

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 AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 65 years after date of hire 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: HighMark Charter School (Utah)

SERIES: 29178

TITLE: Personnel records

(continued)

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.