

Retention and Classification Report

Agency: Utah Military Academy (Utah) (4083)

5120 South 1050 West
Riverdale, UT 84405
801-689-3013

Records Officer: _____

30659	Camp Williams special education student records
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AGENCY: Utah Military Academy (Utah)

SERIES: 30659

3

TITLE: Camp Williams special education student records

DATES: 2016-

ARRANGEMENT: Chronological by school year, then alphabetical by surname

DESCRIPTION:

These records document the progress and participation of students or clients enrolled in special education programs. A student with a disability under the age of 22 who has not graduated from high school with a regular diploma may participate in a public school program or extracurricular activity (Utah Code 53G-6-709). Information includes individualized education program records (IEPs), evaluations, parental information and correspondence, assessments and related records.

RETENTION:

Retain for 5 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Special education student records, GRS-1476.

AUTHORIZED: 05-22-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after separation 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).

AGENCY: Utah Military Academy (Utah)

SERIES: 30659

TITLE: Camp Williams special education student records

(continued)

PRIMARY DESIGNATION:

Private

Utah Code 63G-2-302(2)(d) (2023)

AGENCY: Utah Military Academy (Utah)

SERIES: 30654

3

TITLE: Camp Williams student files

DATES: 2018-

ARRANGEMENT: Chronological by year, thereunder alphabetical by surname

DESCRIPTION:

These records include 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 for 40 year(s) after separation

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 for 2 years after separation and then transfer to State Records Center. Retain in State Records Center for 38 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private 63G-2-302(2)(d)(2023)

AGENCY: Utah Military Academy (Utah)

SERIES: 30648

3

TITLE: Employee files

DATES: 2014-

ARRANGEMENT: Chronological by year, then alphabetical by surname

DESCRIPTION:

Employment records document the application, hiring, cumulative salary, and employment with a governmental entity of all personnel, including all records necessary to calculate benefits. Information may include employee details, department and position information, earnings, deductions, and other records. Final actions taken as a result of disciplinary action are included in this schedule.

RETENTION:

Retain for 65 year(s) after date of hire

DISPOSITION:

Destroy.

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 for 6 weeks 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: Utah Military Academy (Utah)

SERIES: 30648

TITLE: Employee files

(continued)

PRIMARY DESIGNATION:

Private 63G-2-302(1)(g) (2023)

SECONDARY DESIGNATION(S):

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

AGENCY: Utah Military Academy (Utah)

SERIES: 30650

3

TITLE: Financial records

DATES: 2014-

ARRANGEMENT: Alphabetical by type, then chronological by date

DESCRIPTION:

These are records related to monies collected or paid in the conduct of business. Information may include bank records, invoices, revenue, expenses, and related accounting records.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 weeks and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

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

AGENCY: Utah Military Academy (Utah)

SERIES: 30649

3

TITLE: Payroll records

DATES: 2018-

ARRANGEMENT: Chronological by date

DESCRIPTION:

These records verify compensation data for each employee, including salary, hourly rate and type of pay. Deductions are confirmed in processing payroll before employees are paid.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

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

AGENCY: Utah Military Academy (Utah)

SERIES: 30658

3

TITLE: Special education student records

DATES: 2016-

ARRANGEMENT: Chronological by school year, then alphabetical by surname

DESCRIPTION:

These records document the progress and participation of students or clients enrolled in special education programs. A student with a disability under the age of 22 who has not graduated from high school with a regular diploma may participate in a public school program or extracurricular activity (Utah Code 53G-6-709). Information includes individualized education program records (IEPs), evaluations, parental information and correspondence, assessments and related records.

RETENTION:

Retain for 5 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Special education student records, GRS-1476.

AUTHORIZED: 05-22-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after separation 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).

AGENCY: Utah Military Academy (Utah)

SERIES: 30658

TITLE: Special education student records

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(d) (2023)

AGENCY: Utah Military Academy (Utah)

SERIES: 30652

3

TITLE: Student files

DATES: 2014-

ARRANGEMENT: Chronologically by year, thereunder by alphabetically by surname

DESCRIPTION:

These records 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 for 40 year(s) after separation

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 for 6 weeks 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 administrative value(s).

PRIMARY DESIGNATION:

Private 63G-2-302(2)(d)(2023)

AGENCY: Utah Military Academy (Utah)

SERIES: 30651

3

TITLE: Vendor files

DATES: 2018-

ARRANGEMENT: Chronological by date

DESCRIPTION:

This is a list of vendors providing goods and services to the governmental entity. It includes names of vendors, addresses, phone numbers, and descriptions of goods or services provided.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vendor list, GRS-190.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public 63G-2-301(2)(j)(2020)

AGENCY: Utah Military Academy (Utah)

SERIES: 30653

3

TITLE: Withdrawn student files

DATES: 2015-

ARRANGEMENT: Chronological by year, thereunder alphabetically by surname
DESCRIPTION:

These are student cumulative files for students whose records were not transferred but no longer attend this school. They were used to document the student's attendance. They include test scores, immunization record, eye testing, and all pertinent information on the student. These student files are commonly known as "dead files."

RETENTION:

Retain for 3 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Non-transferred student files, GRS-1497.

AUTHORIZED: 10-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after separation and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private 63G-2-302(2)(d)(2023)