

Retention and Classification Report

Agency: Leadership Learning Academy (Utah) (4123)

100 West 2675 North
Layton, UT 84041
801-593-9552

Records Officer: _____

29166	Accounts payable
29164	Bank statements
29165	Personnel records

AGENCY: Leadership Learning Academy (Utah)

SERIES: 29166

3

TITLE: Accounts payable

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, 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 administrative need ends and then transfer to State Records Center. Retain in State Records Center 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: Leadership Learning Academy (Utah)

SERIES: 29166

TITLE: Accounts payable

(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: Leadership Learning Academy (Utah)

SERIES: 29164

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 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

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

APPRAISAL:

These records have fiscal value(s).

AGENCY: Leadership Learning Academy (Utah)

SERIES: 29164

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: Leadership Learning Academy (Utah)

SERIES: 29165

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: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

Computer data files: Retain in Office for 65 years and then delete.

APPRAISAL:

These records have administrative value(s).

These records contain the complete work history of an individual (excluding medical/psychological information) while employed and have legal value as they verify employment and/or eligibility for

AGENCY: Leadership Learning Academy (Utah)

SERIES: 29165

TITLE: Personnel records

(continued)

benefits for the employee or for any heirs as a result of such employment.

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.