

Retention and Classification Report

Agency: Bridge Elementary (4452)

4824 Midland Dr
Roy, UT 84067
801-499-5180

Records Officer: _____

30072 Accounts payable and receivable

AGENCY: Bridge Elementary

SERIES: 30072

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TITLE: Accounts payable and receivable

DATES: 2020-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records are the accounts payable and receivable for Bridge Elementary. They may include receipts, invoices, and other 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:

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

Paper: Retain in Office 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 02/2021.