

## 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

3

**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.