Retention and Classification Report

Agency: Quest Academy (Utah) (3457)

4862 West 4000 South
Ogden, UT 84401
801-731-9859

Records Officer Emily Bejarano

27704	Accounts payable
28459	Personnel Records

AGENCY: Quest Academy (Utah)

SERIES: 27704 3
TITLE: Accounts payable
DATES: 2007-
ARRANGEMENT: numerical by check number
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These records are used to pay school bills. They include copies of checks, invoices, purchase orders, and receiving reports. Correspondence with vendors and computer printouts may also be included.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 5, Item 1.

AUTHORIZED: 05/11/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Fiscal
This retention is based on (UCA 70A-2-725 (1998)), which specifies a four-year statute of limitations in contracts for sale.

AGENCY: Quest Academy (Utah)

SERIES: 27704
TITLE: Accounts payable

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Quest Academy (Utah)

SERIES: 28459 3
TITLE: Personnel Records
DATES: 2008-
ARRANGEMENT: Alphabetical by employee's surname
ANNUAL ACCUMULATION:
DESCRIPTION:

These are the personnel files for all certified district employees. They are used to document employment. The files include the employment applications, authorizations 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 65 years after date of employment or 3 years after retirement or death

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule 94, Item 1.

AUTHORIZED: 02/05/2014

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after date of employment or until 3 years after retirement or death and then transfer to State Records Center. Retain in State Records Center for 62 years and then destroy.

AGENCY: Quest Academy (Utah)

SERIES: 28459
TITLE: Personnel Records

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:
Private

SECONDARY CLASSIFICATION(S):
Public