# Retention and Classification Report

**Agency:** Early Light Academy at Daybreak (Utah) (3505)

11709 S. Vadania Drive
South Jordan, UT 84095
801-302-5988

**Records Officer** Ann-Marie Beck

27707 Accounts payable

**AGENCY:** Early Light Academy at Daybreak (Utah)

**SERIES:** 27707 3
**TITLE:** Accounts payable
**DATES:** 2009-
**ARRANGEMENT:**
**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**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 disposition is based on Utah School Districts General Retention Schedule, Schedule 5, Item 1.

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

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(continued)

**PRIMARY CLASSIFICATION:**
Public