

Retention and Classification Report

Agency: Jefferson Academy (Utah) (3506)

Jefferson Academy
1425 S. Angel St.
Kaysville, UT 84037
801-593-8200

Records Officer: Emily Bejarano

27710 Accounts payable
28456 Personnel Records

AGENCY: Jefferson Academy (Utah)

SERIES: 27710

3

TITLE: Accounts payable

DATES: 2009-

ARRANGEMENT:

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records are used to pay school district bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

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.

AGENCY: Jefferson Academy (Utah)

SERIES: 27710

TITLE: Accounts payable

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Jefferson Academy (Utah)

SERIES: 28456

3

TITLE: Personnel Records

DATES: 2009-

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2004.

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: Jefferson Academy (Utah)

SERIES: 28456

TITLE: Personnel Records

(continued)

APPRAISAL:

Administrative This disposition is based on, Schedule 94, Item 1.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public