

Retention and Classification Report

Agency: Maria Montessori Academy (Utah) (3553)

PO Box 66
2464 Jefferson Ave.
Huntsville, UT 84317
801-745-9582

Records Officer: Emily Bejarano

27711 Accounts payable
28612 Purchasing records

AGENCY: Maria Montessori Academy (Utah)

SERIES: 27711

3

TITLE: Accounts payable

DATES: 2010-

ARRANGEMENT:

ANNUAL ACCUMULATION: 1.00 cubic foot.

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.

AGENCY: Maria Montessori Academy (Utah)

SERIES: 27711

TITLE: Accounts payable

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Maria Montessori Academy (Utah)

SERIES: 28612

3

TITLE: Purchasing records

DATES: 2010-

ARRANGEMENT: Numerical by purchase order number

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's administrative function to audit the use of all public funds (Utah Code 51-2a-201 (2014)). These records authorize the purchase of supplies or equipment. Information includes the name of requester, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature and related records.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1996.

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 4 years and then destroy.

APPRAISAL:

Fiscal This disposition is based on Utah School Districts General Retention Schedule, Schedule 7, Item 7.

AGENCY: Maria Montessori Academy (Utah)

SERIES: 28612

TITLE: Purchasing records

(continued)

PRIMARY CLASSIFICATION:

Public