Retention and Classification Report

Agency: Maria Montessori Academy (Utah) (3553)

2505 North 200 East
North Ogden, UT 84414
801-827-0150

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.

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:

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: Maria Montessori Academy (Utah)

SERIES: 27711
TITLE: Accounts payable

(continued)

PRIMARY DESIGNATION:
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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 7, Item 7.

AUTHORIZED: 12/12/2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

Fiscal

PRIMARY DESIGNATION:

Public