

## Retention and Classification Report

**Agency:** Hawthorn Academy (Utah) (3504)

9062 South 2200 West  
West Jordan, UT 84088  
801-282-9066

**Records Officer:** \_\_\_\_\_

27708	Accounts payable
28634	Administrative payroll reports
29158	Bank statements
29159	Personnel records

**AGENCY:** Hawthorn Academy (Utah)

**SERIES:** 27708

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. 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 for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

**AUTHORIZED:** 08-27-2018

**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:**

These records have fiscal value(s).

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

**AGENCY:** Hawthorn Academy (Utah)

**SERIES:** 27708

**TITLE:** Accounts payable

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Hawthorn Academy (Utah)

**SERIES:** 28634

3

**TITLE:** Administrative payroll reports

**DATES:** 2009-

**ARRANGEMENT:** Chronological by date

**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 document agency payroll operations and are used for data entry. Information includes statistics, reports, and data used for workload and personnel management purposes. These records verify compensation data for each employee, including salary, hourly rate and type of pay. Deductions are confirmed in processing payroll before employees are paid.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Private

Utah Code 63G-2-302

**AGENCY:** Hawthorn Academy (Utah)

**SERIES:** 28634

**TITLE:** Administrative payroll reports

(continued)

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** Hawthorn Academy (Utah)

**SERIES:** 29158

3

**TITLE:** Bank statements

**DATES:** 2007-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records support the agency's administrative function to audit the use of all public funds (Utah Code 51-2a-201 (1)(2017)). These records are monthly financial statements showing the money received into and paid out of agency bank accounts. Information includes the bank name, total deposits and withdrawals, credit and cash balances, and related records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

**AUTHORIZED:** 08-27-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-301(3)(e)(2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2017.

**AGENCY:** Hawthorn Academy (Utah)

**SERIES:** 29159

3

**TITLE:** Personnel records

**DATES:** 2007-

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

These are the personnel files for all school employees. They are used to document employment, continuing education, and career development. The files include the employment applications, authorization 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. Employment history documents a person's application, hiring, and employment with a governmental entity, including all records necessary to calculate benefits. Final actions taken as a result of disciplinary action are included in this schedule.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These records contain the complete work history of an individual (excluding medical/psychological information) while employed and have legal value as they verify employment and/or eligibility for benefits for the employee or for any heirs as a result of such employment.

**AGENCY:** Hawthorn Academy (Utah)

**SERIES:** 29159

**TITLE:** Personnel records

(continued)

**PRIMARY DESIGNATION:**

Private                      Utah Code 63G-2-302(1)(g)(2017)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2017.