

Retention and Classification Report

Agency: Mountain Heights Academy (Utah) (3510)

9067 South 1300 West # 204
West Jordan, UT 84088
801-721-6329

Records Officer: _____

27709	Accounts payable
29185	Bank statements
29186	Personnel records
29604	Special education records
29605	Student records

AGENCY: Mountain Heights Academy (Utah)

SERIES: 27709

3

TITLE: Accounts payable

DATES: 2011-

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 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: Mountain Heights Academy (Utah)

SERIES: 27709

TITLE: Accounts payable

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Mountain Heights Academy (Utah)

SERIES: 29185

3

TITLE: Bank statements

DATES: 2009-

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:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Mountain Heights Academy (Utah)

SERIES: 29186

3

TITLE: Personnel records

DATES: 2009-

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.

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 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 while employed (excluding medical/psychological information) 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.

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Mountain Heights Academy (Utah)

SERIES: 29604

3

TITLE: Special education records

DATES: 2009-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's function to provide an environment where students with disabilities can master essential learning skills, demonstrate civic responsibility, and engage in positive personal development. Records document eligibility of students for special education services, as well as the provision of services to students. Information may include Individual Education Plans (IEPs), testing, and assessment records.

RETENTION:

Retain for 5 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Special education student records, GRS-1476.

AUTHORIZED: 11-05-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until services end and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Mountain Heights Academy (Utah)

SERIES: 29604

TITLE: Special education records

(continued)

PRIMARY DESIGNATION:

Exempt 4 CFR Part 99.30,31 (2017); Utah Code 63G-2-201(3)(b)(2017)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(5)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Mountain Heights Academy (Utah)

SERIES: 29605

3

TITLE: Student records

DATES: 2009-

ARRANGEMENT: Chronological.

DESCRIPTION:

These student records document the classes students attended and the credits they earned. Transcripts document graduation and may include records for students who did not graduate. Transcripts may include class lists, attendance, test scores, and suspensions or expulsions from school. Class rolls may take the place of missing official transcripts. Official transcripts document students' graduation from high school and verify classes attended and credits earned. Transcripts should note suspension and expulsion from school. Transcripts of students who did not graduate are included in this schedule.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

AUTHORIZED: 09-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 39 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and residency per the Dream Act (S. 952, H.R. 1842, S. 1258).

PRIMARY DESIGNATION:

Exempt 4 CFR Part 99.30,31 (2017); Utah Code 63G-2-201(3)(b)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.