

## Retention and Classification Report

**Agency:** Maria Montessori Academy (Utah) (3553)

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

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

27711	Accounts payable
29183	Bank statements
29181	Personnel records
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 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:** Maria Montessori Academy (Utah)

**SERIES:** 27711

**TITLE:** Accounts payable

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Maria Montessori Academy (Utah)

**SERIES:** 29183

3

**TITLE:** Bank statements

**DATES:** 2010-

**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:** Maria Montessori Academy (Utah)

**SERIES:** 29181

3

**TITLE:** Personnel records

**DATES:** 2010-

**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 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 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.

**AGENCY:** Maria Montessori Academy (Utah)

**SERIES:** 29181

**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.

**AGENCY:** Maria Montessori Academy (Utah)

**SERIES:** 28612

3

**TITLE:** Purchasing records

**DATES:** 2010-

**ARRANGEMENT:** Numerical by purchase order number

**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 for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Purchase orders and requisition records, GRS-1544.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2019.