

Utah State Archives

AGENCY: Treasurer

SERIES: 28590

TITLE: Charter school financing application

DATES: 2007-

ARRANGEMENT: Chronological by year, thereunder by month.

DESCRIPTION:

These records support the Utah Charter School Finance Authority's function to provide an efficient method of financing charter school facilities (Utah Code 53G-5-602(1) (2019)). These records are submitted by a charter school applying for financing through the agency, which determines if the financing process should be initiated. Records include documentation requisite for a Utah charter school to be able to issue tax-exempt municipal bonds in order to acquire land, school buildings, facilities, and equipment.

RETENTION:

Retain for 2 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 2 years after the bond transcript has been issued or until the application has been denied and then delete.

Paper: Retain in Office for 2 years after the bond transcript has been issued or until the application has been denied and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

RETENTION JUSTIFICATION:

Once bonds pursuant to which the application is submitted are issued, an official bond transcript is compiled by bond counsel and submitted to the agency. The official bond transcript carries a permanent retention, and stands as the official record of those bonds. The Charter School Financing Application is effectively replaced by the transcript, and there is no functional need for the application beyond 2 years.

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(continued)

PRIMARY DESIGNATION:

Public