

# Retention and Classification Report

**Agency:** Self-Help Cooperative Board (2925)

, UT

**Records Officer**

22021	*Applications and agreements
22024	Correspondence
22022	*Ledgers
01182	*Minutes
22023	Publications
22025	Reports

**AGENCY:** Self-Help Cooperative Board

**SERIES:** 22021

3

**TITLE:** Applications and agreements

**DATES:** 1935-1939.

**ARRANGEMENT:** alphabetical by type of document, thereunder alphabetical by cooperative.

**DESCRIPTION:**

The Utah legislature originally created the board to assist in the Public Welfare program by organizing cooperatives within Utah. They wanted the members of these units to eventually become self-supporting and this diminish relief expenditures. The cooperatives received both federal and state assistance, usually in the form of machinery and equipment. These records are applications; agreements; contracts; articles of incorporation; land leases; and the by-laws of self-help cooperatives in Lindon, Payson, Sanpete, Spring City, and Twin Cities, Utah.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Self-Help Cooperative Board

**SERIES:** 22024

3

**TITLE:** Correspondence

**DATES:** 1935-1941

**ARRANGEMENT:** Alphabetical by name of cooperative or board member, thereunder chronological.

**DESCRIPTION:**

These records are the correspondence of the Self-Help board and cooperatives Utah.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Self-Help Cooperative Board

**SERIES:** 22022

3

**TITLE:** Ledgers

**DATES:** 1935-1940.

**ARRANGEMENT:** Alphabetical by cooperative or company

**DESCRIPTION:**

The Utah legislature originally created the board to assist in the Public Welfare program by organizing cooperatives within Utah. They wanted the members of these units to eventually become self-supporting and thus diminish relief expenditures. The cooperatives received both federal and state assistance, usually in the form of machinery and equipment. This series includes accounts ledgers for various companies and cooperatives who worked with the cooperative board and also an address book.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Self-Help Cooperative Board

**SERIES:** 1182

3

**TITLE:** Minutes

**DATES:** 1935-1941.

**ARRANGEMENT:** Alphabetical by meeting, thereunder chronological

**DESCRIPTION:**

Minutes of open and closed committee and board meetings as required by UCA 52-4-7.5(2009), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-7 (2009). May include agenda, meeting minutes, transcripts, and other supporting documentation.

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/2001.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal  
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 51.

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**AGENCY:** Self-Help Cooperative Board

**SERIES:** 1182

**TITLE:** Minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Self-Help Cooperative Board

**SERIES:** 22023

3

**TITLE:** Publications

**DATES:** 1935-1940

**ARRANGEMENT:** Alphabetical by name of report

**DESCRIPTION:**

The Self-Help Board gathered publications from both federal and state and out-of-state sources. This series includes a co-op operating manual; forms; federal bulletins; informational news bulletins; and out-of-state bulletins from other cooperative organizations.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Self-Help Cooperative Board

**SERIES:** 22025

3

**TITLE:** Reports

**DATES:** 1933-1940

**ARRANGEMENT:** Alphabetical by type of report, thereunder chronological  
**DESCRIPTION:**

This series includes the financial statements of the various cooperatives, reports concerning cooperative progress, federal programs, federal programs, proposed budget plans, and photos of various cooperative projects.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

**PRIMARY CLASSIFICATION:**

Public