

Retention and Classification Report

Agency: Cache County (Utah). School Superintendent (2999)
2063 North 1200 East
North Logan, UT 84321
435-752-3925

Records Officer

22894 *Account book
22888 *Clerk's fee book and school land receipts
22885 *Expenditure ledgers
22318 *Minutes and report book
22884 *School assessment rolls
22889 *School lands leases
22886 *Superintendent's account book
22892 Trustee account book
22891 *Warrant receipt book
22887 *Warrant register
22890 *Warrant register and school administration records

AGENCY: Cache County (Utah). School Superintendent

SERIES: 22894

3

TITLE: Account book

DATES: 1897-1903.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This account book documents the district's receipts and disbursements. It is not specifically identified, but appears to be either Trenton or Cornish school district. Receipts are noted on the left third of the left page, with the balance of the double page given to itemized disbursement by category. The book includes disbursement number, date, payment to whom issued, teacher salaries (male and female), building sites, furnishings, library books, free textbooks, repairs and improvements, current expenses, compensation of trustees, janitor's salaries, payment of matured bonds, bond interest, other disbursements, and remarks (reason for payment).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2001.

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 Agency Record Center permanently after being microfilmed.

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AGENCY: Cache County (Utah). School Superintendent

SERIES: 22894

TITLE: Account book

(continued)

APPRAISAL:

Historical

This disposition is based solely on the books secondary research value. It represents the only surviving record for either Cornish or Trenton school district. It is an important record in understanding the financial conditions of schools prior to consolidation of school district in Cache County 1908.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). School Superintendent

SERIES: 22888

3

TITLE: Clerk's fee book and school land receipts

DATES: 1896-1899.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This is a record of receipts issued for fees collected by the county clerk. It includes undated receipts, and receipts for university lands (1896-1899), lease payments (1893), payments on the Thatcher Bank account, and checks issued for 1894.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2001.

FORMAT MANAGEMENT:

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AGENCY: Cache County (Utah). School Superintendent

SERIES: 22888

TITLE: Clerk's fee book and school land receipts

(continued)

APPRAISAL:

Historical

This disposition is based solely on the record's secondary research value. It assists in providing a clearer picture of school funding in Cache County prior to the consolidation of school districts in 1908.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). School Superintendent

SERIES: 22885

3

TITLE: Expenditure ledgers

DATES: 1898-1909.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

These two books document expenditure of funds by the county school superintendent. The book includes a listing of accounts payable, distribution of state funds, salary payments , and expenses for the support of the school superintendent.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2001.

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APPRAISAL:

Historical

This disposition is based solely on the record's secondary research value. It is a critical record in documenting the cost of the administration of the county superintendent.

AGENCY: Cache County (Utah). School Superintendent

SERIES: 22885

TITLE: Expenditure ledgers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). School Superintendent

SERIES: 22318

3

TITLE: Minutes and report book

DATES: 1869-1902.

ARRANGEMENT: Chronological.

TOTAL VOLUME:

DESCRIPTION:

This book records the activities of the county superintendent prior to the consolidation of the small school districts into the Cache County School District. It includes annual reports from each school district with county also minutes of the Board of Examiners (1897-1902). The Board is responsible for establishing rules for the examination of teachers for the county. It also includes some accounting and budget records. In 1891, a listing of membership of all county school board and all teachers.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Cache County (Utah). School Superintendent

SERIES: 22318

TITLE: Minutes and report book

(continued)

APPRAISAL:

This disposition is based on Utah School Districts General Retention Schedule, Schedule 15, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). School Superintendent

SERIES: 22884

3

TITLE: School assessment rolls

DATES: 1886-1890.

ARRANGEMENT: Chronological, thereunder alphabetical by town name

TOTAL VOLUME:

DESCRIPTION:

These rolls are a record of annual assessments and the payments of property taxes. "By November 1, the county auditor must deliver the corrected assessment roll to the county treasurer, together with a signed statement" (UCA 59-2-326 (2003)). The rolls include date, location and description of property, total evaluation, assessed valuation, total exemptions, value as corrected, amount due, and amount paid.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1991.

FORMAT MANAGEMENT:

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AGENCY: Cache County (Utah). School Superintendent

SERIES: 22884

TITLE: School assessment rolls

(continued)

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 18, Item 9.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). School Superintendent

SERIES: 22889

3

TITLE: School lands leases

DATES: 1892-1893.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This book documents the leasing of school lands in Cache County. It includes Cache County Court minutes concerning school lands leasing, rules and regulations for leasing of school lands, lease applications, and a listing of applications.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2001.

FORMAT MANAGEMENT:

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APPRAISAL:

Historical

This disposition is based solely on the record's secondary research value. This book is the sole book on leasing school lands in Cache County prior to school district consolidation in

AGENCY: Cache County (Utah). School Superintendent

SERIES: 22889

TITLE: School lands leases

(continued)

1908.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). School Superintendent

SERIES: 22886

3

TITLE: Superintendent's account book

DATES: 1893-1894.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This book documents the accounts of the Cache County Superintendent. It includes a listing of deposits to the Thatcher Brothers Bank and interest payments to school district account; a listing by school district of expenditures; miscellaneous expenditures; Cache County General School Fund; territorial warrants; delinquent and non-collectable taxes for 1894; and double assessment records.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2001.

FORMAT MANAGEMENT:

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AGENCY: Cache County (Utah). School Superintendent

SERIES: 22886

TITLE: Superintendent's account book

(continued)

APPRAISAL:

Historical

This disposition is based solely on the record's secondary research value. This book provides an important view of the financial operations of the Cache County Superintendent prior to the consolidation of school districts in 1908.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). School Superintendent

SERIES: 22892

3

TITLE: Trustee account book

DATES: 1902-1908

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

This book documents the activities of a specific but unidentified school district. It includes a listing of district credit, a listing of school monies, a listing of warrants to districts, a record of disbursements of warrants, reports on districts, teacher evaluations, a listing of teachers in the county, a listing of trustees, and Territorial fund apportionment records.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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AGENCY: Cache County (Utah). School Superintendent

SERIES: 22892

TITLE: Trustee account book

(continued)

APPRAISAL:

Historical

This disposition is based solely on the record's secondary research value. Though its creator has not yet been identified it will assist in providing a clearer picture of the schools in Cache county before consolidation in 1908. Additional research may identify the school district.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). School Superintendent

SERIES: 22891

3

TITLE: Warrant receipt book

DATES: 1898-1909.

ARRANGEMENT: Chronological, thereunder numerical by receipt number

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This book documents warrants issued by the County School Superintendent. The warrants are issued to school districts for the apportionment of state and county funds. The book includes date, warrant number, warrant issued to, amount of warrant, and remarks.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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FORMAT MANAGEMENT:

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AGENCY: Cache County (Utah). School Superintendent

SERIES: 22891

TITLE: Warrant receipt book

(continued)

APPRAISAL:

Historical

This disposition is based solely on the record's secondary research value. This book is important to provide a full financial picture of the administration of the Cache County School Superintendent.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). School Superintendent

SERIES: 22887

3

TITLE: Warrant register

DATES: 1901-1907.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This register records the appropriation of state funds by the county school superintendent for contingent expenses and the superintendent's salary. It includes date, warrant number, account, description of expenditure, and amount.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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APPRAISAL:

Historical

This disposition is based solely on the record's secondary research value. This book assists in providing the most detailed description of the financial operation of the county school

AGENCY: Cache County (Utah). School Superintendent

SERIES: 22887

TITLE: Warrant register

(continued)

superintendent of any county in Utah prior to school consolidation.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). School Superintendent

SERIES: 22890

3

TITLE: Warrant register and school administration records

DATES: 1892-1897.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This book documents the administrative responsibilities of the county school superintendent. The book contains a listing of district credit recorded by the county treasurer, a listing of school monies, a listing of warrants issued to school districts, a record of disbursements of warrants, reports on districts, teacher evaluations, a listing of teachers in the county, a listing of trustees, and Territorial fund apportionment records.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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AGENCY: Cache County (Utah). School Superintendent

SERIES: 22890

TITLE: Warrant register and school administration records

(continued)

APPRAISAL:

Historical

This disposition is based solely on the record's secondary research value. This book is critical in providing a complete and comprehensive view of the operations of a county school superintendent prior to the consolidation of school districts in Cache County in 1908.

PRIMARY CLASSIFICATION:

Public