

# 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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Agency Record Center permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).

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.

**AGENCY:** Cache County (Utah). School Superintendent

**SERIES:** 22894

**TITLE:** Account book

(continued)

**PRIMARY DESIGNATION:**

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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Agency Record Center permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Records Center permanently.

**APPRAISAL:**

These records have historical value(s).

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 DESIGNATION:**

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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Agency Record Center permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).

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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). School Superintendent

**SERIES:** 22318

3

**TITLE:** Minutes and report book

**DATES:** 1869-1902.

**ARRANGEMENT:** Chronological.

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

**AUTHORIZED:** 07-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). School Superintendent

**SERIES:** 22884

3

**TITLE:** School assessment rolls

**DATES:** 1886-1890.

**ARRANGEMENT:** Chronological, thereunder alphabetical by town name

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Assessment roll records, GRS-734.

**AUTHORIZED:** 03-01-2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**PRIMARY DESIGNATION:**

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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2001

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

These records have historical value(s).

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 1908.

**PRIMARY DESIGNATION:**

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 AND DISPOSITION AUTHORIZATION:**

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**APPROVED:** 07/2001

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**APPRAISAL:**

These records have historical value(s).

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.

**AGENCY:** Cache County (Utah). School Superintendent

**SERIES:** 22886

**TITLE:** Superintendent's account book

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). School Superintendent

**SERIES:** 22892

3

**TITLE:** Trustee account book

**DATES:** 1902-1908

**ARRANGEMENT:** Chronological

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2001

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

These records have historical value(s).

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.

**AGENCY:** Cache County (Utah). School Superintendent

**SERIES:** 22892

**TITLE:** Trustee account book

(continued)

**PRIMARY DESIGNATION:**

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 AND DISPOSITION AUTHORIZATION:**

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**APPROVED:** 07/2001

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

These records have historical value(s).

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.

**AGENCY:** Cache County (Utah). School Superintendent

**SERIES:** 22891

**TITLE:** Warrant receipt book

(continued)

**PRIMARY DESIGNATION:**

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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2001

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).

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 superintendent of any county in Utah prior to school consolidation.

**AGENCY:** Cache County (Utah). School Superintendent

**SERIES:** 22887

**TITLE:** Warrant register

(continued)

**PRIMARY DESIGNATION:**

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 AND DISPOSITION AUTHORIZATION:**

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**FORMAT MANAGEMENT:**

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**APPRAISAL:**

These records have historical value(s).

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.

**AGENCY:** Cache County (Utah). School Superintendent

**SERIES:** 22890

**TITLE:** Warrant register and school administration records

(continued)

**PRIMARY DESIGNATION:**

Public