

# Retention and Classification Report

**Agency:** Cache County (Utah). Greenville School District (3000)

2450 North 400 East  
Logan, UT 84323  
435-750-7888

## **Records Officer**

22852 \*Board of Trustees minutes  
22850 \*Treasurer's book  
22851 \*Trustee account book

**AGENCY:** Cache County (Utah). Greenville School District

**SERIES:** 22852

3

**TITLE:** Board of Trustees minutes

**DATES:** 1890-1908.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are minutes of regular and special meetings of the Board of Trustees. They are used to document the actions and decisions of the Board. The minutes concern appropriations for school maintenance, trustee compensation, school tax levies, etc. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board. It includes a copy of the "Notice of Consolidation County School Districts" in 1908.

**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 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). Greenville School District

**SERIES:** 22850

3

**TITLE:** Treasurer's book

**DATES:** 1891-1905.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This account book documents the district's receipts and expenditures. The entries are recorded by the district's clerk. The book includes date, district fund, warrant number, amount for each warrant, totals, name of person receiving payment, and payment's purpose.

**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 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.

**APPRAISAL:**

These records have historical value(s).

This disposition is based solely on the book's secondary historical value. This book documents the financial activities of schools in Greenville (North Logan) School District. This record assists in providing the most complete documentation of any county in the State of Utah prior to the consolidation of the school district in 1908.

**AGENCY:** Cache County (Utah). Greenville School District

**SERIES:** 22850

**TITLE:** Treasurer's book

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). Greenville School District

**SERIES:** 22851

3

**TITLE:** Trustee account book

**DATES:** 1900-1908.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This account book documents the district's receipts and disbursements. It is maintained for the district's board of trustees. It is an itemized listing of receipts and disbursements by school year. The book includes date, district fund, warrant number, amount for each warrant, totals, name of person receiving payment, and payment's purpose.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**APPROVED:** 07/2001

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**AGENCY:** Cache County (Utah). Greenville School District

**SERIES:** 22851

**TITLE:** Trustee account book

(continued)

**PRIMARY DESIGNATION:**

Public