

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:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

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.

APPRAISAL:

AGENCY: Cache County (Utah). Greenville School District

SERIES: 22852

TITLE: Board of Trustees minutes

(continued)

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:

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

APPROVED: 07/2001

FORMAT MANAGEMENT:

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AGENCY: Cache County (Utah). Greenville School District

SERIES: 22851

TITLE: Trustee account book

(continued)

PRIMARY DESIGNATION:

Public