

Retention and Classification Report

Agency: Cache County (Utah). Hyde Park School District (3001)

65 North 200 West
Hyde Park, UT 84318
435-563-6229

Records Officer

22853 *Board of Trustees minutes
22854 *Trustee account book

AGENCY: Cache County (Utah). Hyde Park School District

SERIES: 22853

3

TITLE: Board of Trustees minutes

DATES: 1880-1908.

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. They include discussions on pupil tuition, the hiring of teachers, length of school terms, school building costs and preparations. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1997

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:

PRIMARY DESIGNATION:

Public

AGENCY: Cache County (Utah). Hyde Park School District

SERIES: 22854

3

TITLE: Trustee account book

DATES: 1901-1908.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This book documents the receipts and disbursements made for school operations in the Hyde Park School District. It is a standard account book used for school financial record keeping in Utah schools. The book includes disbursement number, date, amount and to whom issued, teacher salaries (divided by male and female), building and sites, furnishings, library books, free text books, repairs and improvements, current expenses, compensation of trustees, janitor's salaries, payment of matured bonds, bond interest, other disbursements, and remarks (usually the reason for payment). This book also includes a tally of a school election, an annual report of textbooks, minutes of a tax meeting, and school board election certification.

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 records secondary research value. This book remain as the only record documenting the existence of the Hyde Park School District before the consolidation of districts in Cache County before 1908.

AGENCY: Cache County (Utah). Hyde Park School District

SERIES: 22854

TITLE: Trustee account book

(continued)

PRIMARY DESIGNATION:

Public