

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:

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:

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 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.

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

SERIES: 22853

TITLE: Board of Trustees minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

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:

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). Hyde Park School District

SERIES: 22854

TITLE: Trustee account book

(continued)

APPRAISAL:

Historical

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.

PRIMARY CLASSIFICATION:

Public