Retention and Classification Report

Agency: Cache County (Utah). Mendon School District (3004)

, UT

Records Officer

22857 *Board of Trustees minutes

AGENCY: Cache County (Utah). Mendon School District

SERIES: 22857 3
TITLE: Board of Trustees minutes
DATES: 1892-1908.
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. Discussions surrounded hiring of teachers and salaries, appropriations for school care and supplies, elections of trustees, and compensation for services. These minute books include the date 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.

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(continued)

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

PRIMARY CLASSIFICATION:
Public