

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 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.

APPRAISAL:

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PRIMARY DESIGNATION:

Public