

Retention and Classification Report

Agency: Cache County (Utah). Millville School District (3005)

67 South Main
Millville, UT 84326

Records Officer:

22858 *Trustee account book

AGENCY: Cache County (Utah). Millville School District

SERIES: 22858

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TITLE: Trustee account book

DATES: 1901-1908.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This account book documents the district's receipts and expenditures. Receipts are only recorded at the beginning of each year's listings. It is maintained for the district's trustees. The book includes date, district fund, warrant number, amount for each warrant, totals, name of person receiving payment, and payment's purpose. Each page is totaled and amount carried forward.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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 Records Center permanently.

APPRAISAL:

Historical

This disposition is based solely on the book's secondary research value. The book remains the only financial record of the Millville School District before consolidation in 1908.

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(continued)

PRIMARY DESIGNATION:

Public