

Retention and Classification Report

Agency: Cache County (Utah). Mount Sterling School District (3006)

, UT

Records Officer:

22859 *Trustee account book

AGENCY: Cache County (Utah). Mount Sterling School District

SERIES: 22859

3

TITLE: Trustee account book

DATES: 1902-1908.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These two account books document the district's receipts and disbursements. It is maintained by the district's treasurer. The books include date, district fund, warrant number, amount for each warrant, totals, name of person receiving payment, and payment's purpose. The receipts are only noted at the beginning of each year's disbursements.

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:

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.

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(continued)

APPRAISAL:

Historical

This disposition is based solely on the book's secondary research value. The books are the only records of the Mt. Sterling School District. They record the existence of a school district in the settlement of Mt. Sterling.

PRIMARY CLASSIFICATION:

Public