

# Retention and Classification Report

**Agency:** Cache County (Utah). Newton School District (3007)

, UT

**Records Officer**

22861 \*Account books  
22860 \*Board of Trustees minutes

**AGENCY:** Cache County (Utah). Newton School District

**SERIES:** 22861

3

**TITLE:** Account books

**DATES:** 1892-1908.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This account book documents the Newton School District's accounts. It is a listing of monies received and an itemized list of disbursements. The book includes date, district fund, warrant number, amount for each warrant, totals, name of person receiving payment, and payment's purpose. Annual reports follow each recorded year.

**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 Archives permanently.

**APPRAISAL:**

These records have historical value(s).

This disposition is based solely on the books secondary research value. These books are the most complete financial record for any school district before consolidation in 1908. They are critical in understanding the operation of the Newton School District.

**AGENCY:** Cache County (Utah). Newton School District

**SERIES:** 22861

**TITLE:** Account books

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). Newton School District

**SERIES:** 22860

3

**TITLE:** Board of Trustees minutes

**DATES:** 1875-1908.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.40 cubic feet.

**DESCRIPTION:**

This book documents the minutes of regular and public meetings of the Board of Trustees. They are used to document the actions and decisions of the Board. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board. The book includes a school census dated 1 July 1886, records of receipts and disbursements, yearly financial reports, school election voter's registers, meeting minutes, and accounts of individual indebted to the school.

**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.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

**AGENCY:** Cache County (Utah). Newton School District

**SERIES:** 22860

**TITLE:** Board of Trustees minutes

(continued)

**PRIMARY DESIGNATION:**

Public