

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:

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 Archives permanently.

APPRAISAL:

Historical

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 until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 15, Item 2.

AUTHORIZED: 04/27/2000

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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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