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.

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.

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

AGENCY: Cache County (Utah). Newton School District

SERIES: 22861
TITLE: Account books

(continued)

in understanding the operation of the Newton School District.

PRIMARY CLASSIFICATION:
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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 with authority to weed.

AGENCY: Cache County (Utah). Newton School District

SERIES: 22860
TITLE: Board of Trustees minutes

(continued)

APPRAISAL:
This disposition is based on Utah School Districts General Retention Schedule, Schedule 15, Item 2.

PRIMARY CLASSIFICATION:
Public