Retention and Classification Report

Agency: Cache County (Utah). Paradise School District (3008)

, UT

Records Officer

22867 *Treasurer's account book
22869 *Trustee's account book

AGENCY: Cache County (Utah). Paradise School District

SERIES: 22867 3
TITLE: Treasurer's account book
DATES: 1890-1908.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This account book documents the district's expenditures. It is maintained by the district's treasurer. The book includes both territorial and county apportionments. Special taxes are treated as separate accounts with certain expenditures deducted from each. The accounts also include payroll payments for teaching and janitorial work as well as current expenses.

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:

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 Records Center permanently.

AGENCY: Cache County (Utah). Paradise School District

SERIES: 22867
TITLE: Treasurer's account book

(continued)

APPRAISAL:

Historical
This disposition is based solely on the record's secondary research value. This book is a critical role in documenting finances in the Paradise School District before consolidation in 1908.

PRIMARY CLASSIFICATION:
Public

AGENCY: Cache County (Utah). Paradise School District

SERIES: 22869 3
TITLE: Trustee's account book
DATES: 1901-1908.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This account book documents the district's receipts and disbursements. While its creator is not clearly identified, it appears to represent the Paradise School District. The book includes date, district fund, warrant number, amount for each warrant, totals, name of person receiving payment, and payment's purpose.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPROVED: 07/2001

FORMAT MANAGEMENT:

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AGENCY: Cache County (Utah). Paradise School District

SERIES: 22869
TITLE: Trustee's account book

(continued)

APPRAISAL:

Historical
This disposition is based solely on the record's secondary research value. This book is an important element in documenting the financial affairs of the Paradise School District. This record assists in providing for the most complete account of any county's schools before consolidation of districts in Utah.

PRIMARY CLASSIFICATION:
Public