

Retention and Classification Report

Agency: Cache County (Utah). Providence School District (3009)

91 East Center
Providence, UT 84332
435-752-6010

Records Officer

22870 *Board of Trustee minutes
22871 *Trustee account book

AGENCY: Cache County (Utah). Providence School District

SERIES: 22870

3

TITLE: Board of Trustee minutes

DATES: 1902-1908.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These are minutes of regular and public meetings of the Board of Trustees. They are used to document the actions and decisions of the Board. These school board minutes record teacher hirings and salaries, the expenditures for supplies and support, and school construction. These minute books include the date and place of meeting, board members absent and present, summary of proceedings and decisions made by the board.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 04/19/2000

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Cache County (Utah). Providence School District

SERIES: 22871

3

TITLE: Trustee account book

DATES: 1900-1908.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This book documents the receipts and disbursements made for school operations in the Providence School District. It is a standard account book used for school financial record keeping in Utah schools. The book includes disbursement number, date, amount and to whom issued, teacher salaries (divided by male and female), building and sites, furnishings, library books, free text books, repairs and improvements, current expenses, compensation of trustees, janitor's salaries, payment of matured bonds, bond interest, other disbursements, and remarks (usually the reason for payment).

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:

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AGENCY: Cache County (Utah). Providence School District

SERIES: 22871

TITLE: Trustee 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 Providence School District.

PRIMARY DESIGNATION:

Public