

Retention and Classification Report

Agency: Cache County (Utah). Providence School District (3009)
91 East Center
Providence, UT 84332
43-752-6010

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.

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.

APPRAISAL:

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

AGENCY: Cache County (Utah). Providence School District

SERIES: 22870

TITLE: Board of Trustee minutes

(continued)

PRIMARY CLASSIFICATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2001.

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 CLASSIFICATION:

Public