

Retention and Classification Report

Agency: Cache County (Utah). Richmond School District (3010)

, UT

Records Officer:

22872 *Trustee account book

AGENCY: Cache County (Utah). Richmond School District

SERIES: 22872

3

TITLE: Trustee account book

DATES: 1902-1908.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This account book documents the district's receipts and disbursements. While the book's creator is not clearly identified, it appears to be for the Richmond School District. The book includes date, district fund, warrant number, amount for each warrant, totals, name of person receiving payment, and payment's purpose. It also includes a school trustees annual financial report.

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.

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APPRAISAL:

Historical

This disposition is based solely on the record's secondary research value. It represents the only record of the Richmond School District providing an important view of schools before district consolidation in 1908.

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(continued)

PRIMARY DESIGNATION:

Public