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.

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.

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(continued)

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.

PRIMARY CLASSIFICATION:
Public