

Retention and Classification Report

Agency: Cache County (Utah). Smithfield School District (3012)

, UT

Records Officer

22877 *Board of Trustees minute book
22876 *General account book
22878 *Trustee account book

AGENCY: Cache County (Utah). Smithfield School District

SERIES: 22877

3

TITLE: Board of Trustees minute book

DATES: 1891-1908.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These are minutes of regular and special meetings of the Board of Education. They are used to document the actions and decisions of the Board. School board minutes record the adoption of annual budgets; the approval of expenditures; discussions of district policies. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

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.

AGENCY: Cache County (Utah). Smithfield School District

SERIES: 22877

TITLE: Board of Trustees minute book

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). Smithfield School District

SERIES: 22876

3

TITLE: General account book

DATES: 1891-1908.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This account book documents the district's receipts and disbursements. The 1891 account is a running account, while subsequent monies are divided into separate funds. County and state funds paid for teacher salaries, Special School (tax) fund paid expenses for repairs and supplies. The district fund covered most other expenditures including the salary of the janitor. 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.

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). Smithfield School District

SERIES: 22876

TITLE: General account book

(continued)

APPRAISAL:

Historical

This disposition is based solely on the record's secondary research value. This book is the only financial record for the Smithfield School District. It assists in providing the most complete picture of school districts in any county before the consolidation of the district.

PRIMARY CLASSIFICATION:

Public

AGENCY: Cache County (Utah). Smithfield School District

SERIES: 22878

3

TITLE: Trustee account book

DATES: ca. 1900-1908.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This account book documents the district's receipts and disbursements. Only the 1907-1908 entries are dated. The year's entries area are totaled by fund on separate pages. The last entered page is a statement of financial standing in the district, showing a \$348 debt. 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.

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.

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Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Cache County (Utah). Smithfield School District

SERIES: 22878

TITLE: Trustee account book

(continued)

APPRAISAL:

Historical

This disposition is based solely on the record's secondary research value. This book is one of the few remnants of the Smithfield School District before consolidation in 1908.

PRIMARY CLASSIFICATION:

Public