

Retention and Classification Report

Agency: Cache County (Utah). Stephenson School District (3013)

, UT

Records Officer:

22879 *Board of Trustees minutes and expenditure book
22880 *Trustee account book

AGENCY: Cache County (Utah). Stephenson School District

SERIES: 22879

3

TITLE: Board of Trustees minutes and expenditure book

DATES: 1896-1906.

ARRANGEMENT: Chronological

DESCRIPTION:

This book contains minutes of regular meetings of the Board of Trustees and district's expenditures. They are used to document the actions and decisions of the Board. While the cover indicates District 14 (Benson), all entries concern the Stephenson District. The minutes are from scattered years between 1896 and 1906. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board. The bulk of the book contains disbursement of state and county apportionments from 1896-1900. It also includes annual statistical sheets, teacher reports, a teaching contract, certificates of election for school trustees, annual financial reports, and miscellaneous receipts.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

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.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Cache County (Utah). Stephenson School District

SERIES: 22880

3

TITLE: Trustee account book

DATES: 1901-ca. 1908.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This account book documents the district's receipts and disbursements. Only the 1901-1903 accounts are dated. The book includes district fund, warrant number, amount for each warrant, totals, name of person receiving payment, and payment's purpose. The book also includes a population census report.

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 Agency Record Center permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

These records have historical value(s).

This disposition is based solely on the record's secondary research value. This book remains the sole financial record for the Stephenson School District and recognizes that a school district was once located in the settlement of Stephenson.

AGENCY: Cache County (Utah). Stephenson School District

SERIES: 22880

TITLE: Trustee account book

(continued)

PRIMARY DESIGNATION:

Public