

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:

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.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Cache County (Utah). Stephenson School District

SERIES: 22879

TITLE: Board of Trustees minutes and expenditure 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). 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:

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 Agency Record Center permanently after being microfilmed.

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AGENCY: Cache County (Utah). Stephenson School District

SERIES: 22880

TITLE: Trustee account book

(continued)

APPRAISAL:

Historical

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.

PRIMARY CLASSIFICATION:

Public