

Retention and Classification Report

Agency: Cache County (Utah). Wheeler School District (3014)

, UT

Records Officer:

22882 *Board of Trustees minutes and account book
22881 *Trustee account book

AGENCY: Cache County (Utah). Wheeler School District

SERIES: 22882

3

TITLE: Board of Trustees minutes and account book

DATES: 1893-1907.

ARRANGEMENT: Chronological

DESCRIPTION:

These are minutes of regular meetings of the Board of Trustees and expenditures of the district. They are used to document the actions and decisions of the Board. School board minutes concern school taxes, election of trustees, and enlarging the school. These minute books include the date and place of meeting, board members absent and present, summary of proceedings and decisions made by the board. The book also includes the trustee annual reports from 1893-1897, detailed expenditures from Special Tax funds (current expenses) and state and county funds (teacher's salaries). Pages 45-50 have been removed and appear to have included information.

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 with authority to weed.

AGENCY: Cache County (Utah). Wheeler School District

SERIES: 22882

TITLE: Board of Trustees minutes and account 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). Wheeler School District

SERIES: 22881

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. The book includes date, district fund, warrant number, amount for each warrant, totals, name of person receiving payment, and payment's purpose. The last page includes the receipts for an "odd" account 1905-1906.

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.

Microfilm master: Retain in State Archives permanently.

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Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Cache County (Utah). Wheeler School District

SERIES: 22881

TITLE: Trustee account book

(continued)

APPRAISAL:

Historical

This disposition is based solely on the record's secondary research value. This book remains the sole evidence that a school district existed in the settlement of Wheeler.

PRIMARY CLASSIFICATION:

Public