

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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

AUTHORIZED: 07-01-2014

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 with authority to weed.

PRIMARY DESIGNATION:

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 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 Office 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 evidence that a school district existed in the settlement of Wheeler.

PRIMARY DESIGNATION:

Public