

Retention and Classification Report

Agency: Cache County (Utah). Coveville School District (3018)

, UT

Records Officer:

22883 *Trustee's account book

AGENCY: Cache County (Utah). Coveville School District

SERIES: 22883

3

TITLE: Trustee's account book

DATES: 1901-1908.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This book documents the receipts and disbursements made for school operations in Coveville School District. It is a standard account book used for school financial record keeping in Utah schools. The book includes disbursement number, date, amount and to whom issued, teacher salaries (divided by male and female), building and sites, furnishings, library books, free text books, repairs and improvements, current expenses, compensation of trustees, janitor's salaries, payment of matured bonds, bond interest, other disbursements, and remarks (usually the reason for payment).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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 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.

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(continued)

APPRAISAL:

Historical

This disposition is based solely on the record's secondary research value. This book is the sole record documenting the existence of a school district in the settlement of Coveville.

PRIMARY DESIGNATION:

Public