Retention and Classification Report

Agency: Iron County (Utah). Cedar City School District (3098)

2077 West Royal HUnte Drive
Cedar City, UT 84720
(435)586-2804

Records Officer Leslie Bishop

23652 *Board of Trustee's letterpress book
24067 School register and attendance roll
23644 *Treasurer's account book

AGENCY: Iron County (Utah). Cedar City School District

SERIES: 23652 3
TITLE: Board of Trustee's letterpress book
DATES: 1896-1898.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This book documents the correspondence of the Board of Trustees. It includes copies of letters sent by the Board for various administrative purposes. The letters were sent primarily to various vendors for services or goods ordered for the district and responses to applicants seeking employment.

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:

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.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Iron County (Utah). Cedar City School District

SERIES: 23652
TITLE: Board of Trustee's letterpress book

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APPRAISAL:

Historical
This disposition is based solely on the record's secondary research value. This book appears to be the oldest school correspondence surviving in Iron County and the only surviving letters written before the consolidation of the district in 1915.

PRIMARY CLASSIFICATION:
Public

AGENCY: Iron County (Utah). Cedar City School District

SERIES: 24067 3
TITLE: School register and attendance roll
DATES: 1888-1889
ARRANGEMENT: Chronological by term
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This book documents students attending school in the Cedar City School District. It is divided in two sections the first section provides a daily accounting of school attendance while the second section reports total attendance during term. It includes students' names, ages, total days present, and total days absent. Students no longer attending school in the district are marked as "discontinued."

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: 10/2002

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 until administrative need ends and then transfer to Agency Record Center. 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 with

AGENCY: Iron County (Utah). Cedar City School District

SERIES: 24067
TITLE: School register and attendance roll

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authority to weed.

APPRAISAL:

Historical

This disposition is based solely on the records secondary historical value in documenting students attending school in Cedar City. It remains one of the few surviving records created prior to the consolidation of the school district in 1915. This volume remains the oldest school record in Cedar City.

PRIMARY CLASSIFICATION:
Public

AGENCY: Iron County (Utah). Cedar City School District

SERIES: 23644 3
TITLE: Treasurer's account book
DATES: 1913-1914.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This account book documents the district's expenditures. The book is divided into two sections. The first section includes date, district fund, warrant number, amount for each warrant, totals, name of person receiving payment, and payment's purpose. The second section is an accounting of state and county funds. The state section (left side) includes date, purpose received for (i.e., to state land, rent, interest, and "to state school fund," and amount received). The county section (right side) includes date, name of person paid, amount paid, totals, and any adjustments.

RETENTION:

Retain permanent.

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:

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.

AGENCY: Iron County (Utah). Cedar City School District

SERIES: 23644
TITLE: Treasurer's account book

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Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based solely on the records secondary research value. It remains the only surviving record of the Cedar City school district prior to the consolidation of the Iron County School District in 1915.

PRIMARY CLASSIFICATION:
Public