

Retention and Classification Report

Agency: Iron County (Utah). Enoch School District (3099)
2077 West Royal Hunte Drive
Cedar City, UT 84720
(435)586-2804

Records Officer: Leslie Bishop

23651 *Trustee minutes and accounting book

AGENCY: Iron County (Utah). Enoch School District

SERIES: 23651

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TITLE: Trustee minutes and accounting book

DATES: 1874-1912.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These are minutes of regular and special meetings of the Board of Trustees. They are used to document the actions and decisions of the Board. School board minutes record the adoption of annual budgets; the approval of expenditures; discussions of district policies. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board. This book also includes an accounting record of all expenditures of the district. The district was initially called Johnson Springs but the name was changed to Enoch in the 1880s.

RETENTION:

Retain permanently.

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 Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

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(continued)

APPRAISAL:

Historical This disposition is based on Utah School Districts General Retention Schedule, Schedule 15, Item 2.

This disposition is based solely on the record's secondary research value. This book appears to be the oldest school administrative record in Iron County. It is the only record for the Enoch School District prior to the consolidation of the school districts in 1915.

PRIMARY CLASSIFICATION:

Public