

Retention and Classification Report

Agency: Emery County School District (Utah) (340)
120 North Main Street
Huntington, UT 84528
435-687-9846

Records Officer: Jared Black

25727 *Account Book
81798 *Castle Dale school board minutes
17707 School Board Minutes

AGENCY: Emery County School District (Utah)

SERIES: 25727

3

TITLE: Account Book

DATES: 1915-1919.

ARRANGEMENT: Alphabetical by school, thereunder by type of expense, thereunder by date

DESCRIPTION:

This account book itemizes school district expenses for several years in the early 20th century. Account items are listed for each school and include such things as male teacher's salaries, female teacher's salaries, janitor's salaries, school supplies, and text books.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Emery County School District (Utah)

SERIES: 25727

TITLE: Account Book

(continued)

APPRAISAL:

Historical

This account books provides information about the expenses of the district and about school employees salaries for 1915-1919.

PRIMARY CLASSIFICATION:

Public

AGENCY: Emery County School District (Utah)

SERIES: 81798

3

TITLE: Castle Dale school board minutes

DATES: 1903-1915.

ARRANGEMENT: Chronological

DESCRIPTION:

These are minutes of regular and special meetings of the Board of Education. 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.

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:

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AGENCY: Emery County School District (Utah)

SERIES: 81798

TITLE: Castle Dale school board minutes

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Emery County School District (Utah)

SERIES: 17707

3

TITLE: School Board Minutes

DATES: 1903-

ARRANGEMENT: Chronological

DESCRIPTION:

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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