Retention and Classification Report

Agency: Piute County School District (Utah) (783)

500 North Main Street
Junction, UT 84740
435-577-2912

Records Officer

23937 School board minutes
23938 * School building files

AGENCY: Piute County School District (Utah)

SERIES: 23937 3
TITLE: School board minutes
DATES: 1923-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
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 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 Archives permanently.

Microfilm duplicate: Retain in Office permanently after being microfilmed.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Piute County School District (Utah)

SERIES: 23937
TITLE: School board minutes

(continued)

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

PRIMARY CLASSIFICATION:
Public

AGENCY: Piute County School District (Utah)

SERIES: 23938 3
TITLE: School building files
DATES: 1957-1974.
ARRANGEMENT: Alphabetical by subject
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

These are reference files on school buildings in the Piute School District. They are used to reference information on individual schools and other school property. They include newspaper clippings on the Centerville elementary school fire, photographs of the construction of the new Centerville elementary school, dedication programs, three reports on district buildings, and a fire marshal's report.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

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.

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AGENCY: Piute County School District (Utah)

SERIES: 23938
TITLE: School building files

(continued)

APPRAISAL:
This disposition is based on Utah School Districts General Retention Schedule, Schedule 12, Item 8.

PRIMARY CLASSIFICATION:
Public