

Retention and Classification Report

Agency: Self-Help Cooperative Board (2925)

, UT

Records Officer: _____

22021	*Applications and agreements
22024	*Correspondence
22022	*Ledgers
01182	*Minutes
22023	*Publications
22025	*Reports

AGENCY: Self-Help Cooperative Board

SERIES: 22021

3

TITLE: Applications and agreements

DATES: 1935-1939.

ARRANGEMENT: alphabetical by type of document, thereunder alphabetical by cooperative.

DESCRIPTION:

The Utah legislature originally created the board to assist in the Public Welfare program by organizing cooperatives within Utah. They wanted the members of these units to eventually become self-supporting and this diminish relief expenditures. The cooperatives received both federal and state assistance, usually in the form of machinery and equipment. These records are applications; agreements; contracts; articles of incorporation; land leases; and the by-laws of self-help cooperatives in Lindon, Payson, Sanpete, Spring City, and Twin Cities, Utah.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Self-Help Cooperative Board

SERIES: 22024

3

TITLE: Correspondence

DATES: 1935-1941.

ARRANGEMENT: Alphabetical by name of cooperative or board member, thereunder chronological.

DESCRIPTION:

These records are the correspondence of the Self-Help board and cooperatives Utah.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Self-Help Cooperative Board

SERIES: 22022

3

TITLE: Ledgers

DATES: 1935-1940.

ARRANGEMENT: Alphabetical by cooperative or company

DESCRIPTION:

The Utah legislature originally created the board to assist in the Public Welfare program by organizing cooperatives within Utah. They wanted the members of these units to eventually become self-supporting and thus diminish relief expenditures. The cooperatives received both federal and state assistance, usually in the form of machinery and equipment. This series includes accounts ledgers for various companies and cooperatives who worked with the cooperative board and also an address book.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Self-Help Cooperative Board

SERIES: 1182

3

TITLE: Minutes

DATES: 1935-1941.

ARRANGEMENT: Alphabetical by meeting, thereunder chronological

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-7.5(2009), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-7 (2009). May include agenda, meeting minutes, transcripts, and other supporting documentation.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY DESIGNATION:

Public

AGENCY: Self-Help Cooperative Board

SERIES: 22023

3

TITLE: Publications

DATES: 1935-1940.

ARRANGEMENT: Alphabetical by name of report

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Self-Help Cooperative Board

SERIES: 22025

3

TITLE: Reports

DATES: 1933-1940.

ARRANGEMENT: Alphabetical by type of report, thereunder chronological
DESCRIPTION:

This series includes the financial statements of the various cooperatives, reports concerning cooperative progress, federal programs, federal programs, proposed budget plans, and photos of various cooperative projects.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public