

# Retention and Classification Report

**Agency:** Cache County (Utah). Hyde Park School District (3001)

65 North 200 West  
Hyde Park, UT 84318  
435-563-6229

**Records Officer:** \_\_\_\_\_

22853 \*Board of Trustees minutes  
22854 \*Trustee account book

**AGENCY:** Cache County (Utah). Hyde Park School District

**SERIES:** 22853

3

**TITLE:** Board of Trustees minutes

**DATES:** 1880-1908.

**ARRANGEMENT:** Chronological

**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. They include discussions on pupil tuition, the hiring of teachers, length of school terms, school building costs and preparations. 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 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 Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). Hyde Park School District

**SERIES:** 22854

3

**TITLE:** Trustee account book

**DATES:** 1901-1908.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This book documents the receipts and disbursements made for school operations in the Hyde Park School District. It is a standard account book used for school financial record keeping in Utah schools. The book includes disbursement number, date, amount and to whom issued, teacher salaries (divided by male and female), building and sites, furnishings, library books, free text books, repairs and improvements, current expenses, compensation of trustees, janitor's salaries, payment of matured bonds, bond interest, other disbursements, and remarks (usually the reason for payment). This book also includes a tally of a school election, an annual report of textbooks, minutes of a tax meeting, and school board election certification.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).

This disposition is based solely on the records secondary research value. This book remain as the only record documenting the existence of the Hyde Park School District before the consolidation of districts in Cache County before 1908.

**AGENCY:** Cache County (Utah). Hyde Park School District

**SERIES:** 22854

**TITLE:** Trustee account book

(continued)

**PRIMARY DESIGNATION:**

Public