

## Retention and Classification Report

**Agency:** Cache County (Utah). Providence School District (3009)

91 East Center  
Providence, UT 84332  
435-752-6010

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

|       |                           |
|-------|---------------------------|
| 30138 | *Administrative ledger    |
| 22870 | *Board of Trustee minutes |
| 22871 | *Trustee account book     |

**AGENCY:** Cache County (Utah). Providence School District

**SERIES:** 30138

1

**TITLE:** Administrative ledger

**DATES:** 1902-1909.

**ARRANGEMENT:** Chronological by school year.

**DESCRIPTION:**

This series contains a ledger documenting the daily routines of the Providence School District as well as student health, graduation, and other administrative business.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

The record in this series are of permanent historical value as representation of the administration of the Providence School District at the beginning of the twentieth century.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). Providence School District

**SERIES:** 22870

3

**TITLE:** Board of Trustee minutes

**DATES:** 1902-1908.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

These are minutes of regular and public meetings of the Board of Trustees. They are used to document the actions and decisions of the Board. These school board minutes record teacher hirings and salaries, the expenditures for supplies and support, and school construction. These minute books include the date 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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Cache County (Utah). Providence School District

**SERIES:** 22871

3

**TITLE:** Trustee account book

**DATES:** 1900-1908.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This book documents the receipts and disbursements made for school operations in the Providence 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).

**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 record's secondary research value. This book is an important element in documenting the financial affairs of the Providence School District.

**AGENCY:** Cache County (Utah). Providence School District

**SERIES:** 22871

**TITLE:** Trustee account book

(continued)

**PRIMARY DESIGNATION:**

Public