

Retention and Classification Report

Agency: Cache County (Utah). Smithfield School District (3012)

, UT

Records Officer: _____

22877	*Board of Trustees minute book
22876	*General account book
22878	*Trustee account book

AGENCY: Cache County (Utah). Smithfield School District

SERIES: 22877

3

TITLE: Board of Trustees minute book

DATES: 1891-1908.

ARRANGEMENT: Chronological

TOTAL VOLUME: 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 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). Smithfield School District

SERIES: 22876

3

TITLE: General account book

DATES: 1891-1908.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This account book documents the district's receipts and disbursements. The 1891 account is a running account, while subsequent monies are divided into separate funds. County and state funds paid for teacher salaries, Special School (tax) fund paid expenses for repairs and supplies. The district fund covered most other expenditures including the salary of the janitor. The book includes date, district fund, warrant number, amount for each warrant, totals, name of person receiving payment, and payment's purpose.

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 Agency Record Center 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 the only financial record for the Smithfield School District. It assists in providing the most complete picture of school districts in any county before the consolidation of the district.

AGENCY: Cache County (Utah). Smithfield School District

SERIES: 22876

TITLE: General account book

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Cache County (Utah). Smithfield School District

SERIES: 22878

3

TITLE: Trustee account book

DATES: ca. 1900-1908.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This account book documents the district's receipts and disbursements. Only the 1907-1908 entries are dated. The year's entries area are totaled by fund on separate pages. The last entered page is a statement of financial standing in the district, showing a \$348 debt. The book includes date, district fund, warrant number, amount for each warrant, totals, name of person receiving payment, and payment's purpose.

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 Agency Record Center permanently after being microfilmed.

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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 one of the few remnants of the Smithfield School District before consolidation in 1908.

AGENCY: Cache County (Utah). Smithfield School District

SERIES: 22878

TITLE: Trustee account book

(continued)

PRIMARY DESIGNATION:

Public