

Retention and Classification Report

Agency: Washington County (Utah). Superintendent of District Schools (3094)

(obsolete agency)
, UT

Records Officer: _____

24582	*County teachers record book
24962	*District 10 labor account book
23783	*First ward school account book
24586	*Hurricane school district board of trustee minutes
18915	*Minutes
23784	*Report and budget record book
24581	*Statistical reports
24585	*Trustees' account book (District 10)

AGENCY: Washington County (Utah). Superintendent of District Schools

SERIES: 24582

3

TITLE: County teachers record book

DATES: 1910-1914.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This book documents county teachers teaching in Washington County. It lists year, teacher's name, district, grades teaching, and kind of certificate. The book also lists 1913 graduates containing name and school.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2003

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 series has permanent historical value as documentation of operation of the school district and of individuals who taught in the district.

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). Superintendent of District Schools

SERIES: 24962

3

TITLE: District 10 labor account book

DATES: 1900-1902.

ARRANGEMENT: Chronological, thereunder alphabetical by company or person's name

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This account book documents the district's receipts and disbursements. The annual receipts are recorded only at the first of each year's entries. Totals are carried over to the next page. The book includes date, district fund, warrant number, amount for each warrant, totals, name of person receiving payment, and payment's purpose. There are also seventy-five receipts for payments made to the district for tuition and equipment.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2003

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

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 is the district's sole surviving record and documents the finances of this district before consolidation.

AGENCY: Washington County (Utah). Superintendent of District Schools

SERIES: 24962

TITLE: District 10 labor account book

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). Superintendent of District Schools

SERIES: 23783

3

TITLE: First ward school account book

DATES: 1863-1875.

ARRANGEMENT: chronological

DESCRIPTION:

This volume records debits and credits on various accounts of the trustees of the 1st ward school (Saint George, 5th Washington County district). Entries include individual's name, description of purchase, and amounts. Rarely meeting minutes are included.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 125 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Few school records from the territorial time period remain. These document the history and functions of the school system.

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). Superintendent of District Schools

SERIES: 24586

3

TITLE: Hurricane school district board of trustee minutes

DATES: 1910-1915.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

These are minutes of regular and special meetings of the Board of Trustees of the Hurricane School District. They are used to document the actions and decisions of the Board. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board. The first volume also includes financial accounts (1908-1915).

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.

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). Superintendent of District Schools

SERIES: 18915

3

TITLE: Minutes

DATES: 1880-1915.

ARRANGEMENT: by district

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.

Holdings include minutes of the Silver Reef district, 1880-1893 (film); and the 10th (St. George) District in Washington County, 1901-1915.

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 after microfilming.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: 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.

AGENCY: Washington County (Utah). Superintendent of District Schools

SERIES: 18915

TITLE: Minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). Superintendent of District Schools

SERIES: 23784

3

TITLE: Report and budget record book

DATES: 1864-1896.

ARRANGEMENT: by category

DESCRIPTION:

This volume includes annual reports to the territorial school superintendent showing the various districts, teachers, enrollment, pay scales, etc.; allocations budgeted to the various districts in the county; and accounts for individual districts.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 105 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Few school records from the territorial time period remain. These document the history and functions of the school system.

AGENCY: Washington County (Utah). Superintendent of District Schools

SERIES: 24581

3

TITLE: Statistical reports

DATES: 1897-1901.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

These large statistical reports document the financial affairs, district activities, and student enrollment within Washington County schools. They include the 1899 and 1900 general reports, 1897, 1900, and 1901 financial reports, and school population reports for 1900 and 1901.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2003

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

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PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). Superintendent of District Schools

SERIES: 24585

3

TITLE: Trustees' account book (District 10)

DATES: 1911-1916.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

This account book documents the tenth school (St. George) district's receipts and disbursements. It is maintained for the district's board of trustees. It is an itemized listing of receipts and disbursements by school year. 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:

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APPROVED: 02/2003

FORMAT MANAGEMENT:

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PRIMARY DESIGNATION:

Public