

## Retention and Classification Report

**Agency:** Scofield School District (Utah) (3250)

obsolete agency

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

26125    \*Correspondence

**AGENCY:** Scofield School District (Utah)

**SERIES:** 26125

3

**TITLE:** Correspondence

**DATES:** 1908-1910.

**ARRANGEMENT:** Chronologically.

**DESCRIPTION:**

A few pieces of correspondence have survived from the Scofield School District. They include letters of application for a teaching position from John Banks and Clara Anderson and a letter signed by the Scofield School District clerk, J.H. Merryweather.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**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).

These few letters are the only records archives has documenting the Scofield School District.

**PRIMARY DESIGNATION:**

Public