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 005 Smyrna School District
 006 Clayton School District
 140 Board Minutes
 141
 142
 200 1921
 210 1966
 210 1921-1930, 1935-1947, 1950-1953, 1961-1963, 1965-1966
 220
 241 4 volumes, 0.22 cubic feet in box
 261 Proceedings of the regular and special meetings of the board.
 27X Minutes show date and place of meeting, members in attendance, business
 conducted, such as hiring of teachers and staff, allowance of bills,
 consideration for construction, renovation or maintenance projects,
 approval of budget and tax rates and granting request for use of the
 school to outside or related organizations.
 29X "Record" on second volume.
 310

 329 WORK STATUS ARCHIVIST:
 ___ needs additional sorting ___ review for identification/
 ___ needs unfolding ___ further determination
 ___ needs foldering/reboxing ___ processing
 X other: Two small spiral ___ determine origin/purpose
 notebooks. ___ other:
 CONDITION:
 ___ totally disorganized FILM:
 ___ order not apparent ___ for security
 ___ origin questionable ___ destroy original
 ___ other: _____ ___ other:

 330 Arranged chronologically by date of meeting.
 331 No index.
 332 Handwritten; other - a file contains some typed copies of minutes.
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 360 Poor; acid damage; storage damage; dirt damage.
 390 None.
 430 Transferred 03/09/1989.
 900 Most of these minutes appear to be rough drafts. There must be a formal
 typed copy somewhere.
 990 07/12/1995
 995 May 3, 1996; March 24, 1997
 999

 bhh