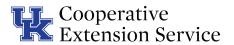


County Office Filing Index

I. ADMINISTRATIVE AFFAIRS

- A. Extension Council
 - 1. County
 - a) Agendas
 - b) Budget Recommendations
 - c) Constitution
 - d) Membership / Roles
 - e) Minutes
 - f) Projects
 - 2. Program Councils
 - a) Agriculture Development Councils
 - b) Commodity Committees
 - c) 4-H Council
 - d) Extension Homemaker Council
 - e) Family and Consumer Sciences Council
 - f) Teen Council
- B. District Boards
 - 1. Agendas
 - 2. Audits
 - 3. Bank Statements
 - a) Reconciliations / QBO (including receipts)
 - 4. Budget File
 - a) MOA/SOD/Program Support Budgets/Ten-Year Plans
 - b) Offset Vouchers
 - 5. District Board Correspondence
 - 6. Insurance
 - 7. Legal Notices
 - 8. Meeting Notifications
 - 9. Members
 - a) Signed Oath of Office
 - b) SPGE: Officers/Terma/Rotation of Years
 - 10. Minutes
 - 11. Sales Tax: Department of Revenue (DOR)
 - a) Registration Information
 - b) Payments Filed
 - 12. Special District Reporting Form
 - 13. Tax Exemption Certificates
 - 14. Tax Rates (and supporting worksheets)
 - 15. *Your Duty Under the Law* signed forms



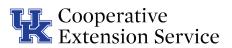
- C. Buildings and Offices
 - 1. Contracts
 - 2. Inventory
 - a) State
 - b) County
 - 3. Maintenance
 - 4. Metting Room Policy
 - a) Room Rental Contracts (attach copy of deposit receipt once returned)

D. Equipment

- 1. Contracts / Maintenance Agreements / Warranties
- 2. Equipment Disposal Record
- 3. Software
- 4. Use Manuals
- 5. County Vehicle Logs
- E. Operations and Management
 - 1. Correspondence
 - 2. Marketing Supplies
 - 3. Minutes of County Staff Meetings
 - 4. Program Receipts (to Clientele and logs)
 - 5. Vendors
- F. Program Planning and Evaluation
 - 1. County Data
 - 2. Evaluation Methods
 - 3. Instructions of Plan of Work
 - 4. Planning Groups

II. AFFIRMATIVE ACTION PLAN

- A. ADA
- B. All Reasonable Efforts
- C. Attendance Rosters
- D. Complaint Procedures
- E. Compliance Statements
- F. Correspondence
- G. County Affirmative Action Plan
- H. County Data
- I. County Plan of Work
- J. County Program Review
- K. ES-237
- L. Expansion and Review Committee
- M. 4-H Online



- N. Mailing List
- O. Membership List
- P. Sample News Article, Newsletter and Photos

III. CORRESPONDENCE

- A. Agriculture and Natural Resources
- B. 4-H Youth Development
- C. Family and Consumer Sciences
- D. Mass Mailings
- E. Rural and Economic Development
- F. Horticulture
- G. Community Arts

IV. REPORTS AND PERSONNEL

- A. Daily Office Logs
- B. Report to the People

V. SOIL TEST RESULTS (INDIVIDUAL)

VI. <u>REFERENCE FILES</u>

VII. PUBLICATIONS & MEDIA

- A. News Articles & Newsletters
- B. Media Names and Addresses
- C. Photo Release Forms
- D. Publication Orders

VIII. OUTSIDE ORGANIZATIONS

IX. MISCELLANEOUS

- A. Employee Recruitment
- B. Student Recruitment
- C. Special Programs