

## 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/Terms/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. Meeting 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. [REFERENCE FILES](#)**

**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