

Record Disposal Guide for County Extension Office Files

Items to be Filed		Length of Time to Keep
I	Administrative Affairs	
A.	Budget worksheets	5 years
B.	Contracts	As long as valid
C.	Equipment manuals & warranties	As long as equipment is owned
D.	Expense Travel Vouchers	5 years, or until audit
E.	Financial records for District Board and/or Extension Council	5 years, or until audit
F.	Memorandums of Agreement	Permanent
G.	Minutes of meetings	Permanent
H.	Office Equipment Inventory	Update annually
I.	Schedule of Disbursement	Permanent

II	Affirmative Action Plan	Current year or until replaced
A.	Annual & 4-Year Plan of Work	Current + 4 previous years
B.	Attendance Rosters	Permanent
C.	Compliance Statements	Current year, or until replaced
D.	Correspondence related to Affirmative Action	2 years, then in permanent file
E.	County Affirmative Action Plan	Current + 1 year
F.	Documentation of All Reasonable Efforts	Current + 1 year
G.	Employment Documentation	Permanent
H.	4-H Access	Permanent
I.	Mailing Lists (gender and race)	Update every 95 days
J.	Membership Lists (gender and race)	Permanent
K.	News Articles	Current + 1 year
L.	Newsletters, circular letters	Current + 1 year

M.	Civil Rights Reference documents and legislation	Permanent, or until replaced
III	Correspondence	
A.	Policy Statements	Permanent, or until replaced
B.	General correspondence	1 year
IV	Reports and Personnel	
A.	Annual Accomplishments	Permanent
B.	Daily office records	Current year or until relevant reports are made
C.	Electronic Bi-Pay Record	Permanent
D.	Leave report	Current + 1 year
E.	Impact Statements (bullets)	2 years
F.	Monthly Expense and Service Log	Current + 1 year, then in permanent file
G.	Monthly Statistical Report	Current + 1 year
H.	Monthly Summary of Meetings & Activities	Current + 1 year

I.	Special Reports	As long as needed
J.	Travel and Leave Authorization	Current year
VI	Soil Test Results (individual)	5 years or until retested
VII	Reference files	Until obsolete
VIII	Publications	Until revised or discontinued
IX	Organizations	
A.	4-H record, members	Permanent
B.	Minutes of meetings	Permanent
C.	By-laws of organizations	Permanent
X	Miscellaneous	
A.	Visual Aids sources, catalogs	Current copy
B.	Census data and county statistical information	Until updated