

Example of District Filing System

<u>Subject</u>	<u>File Name</u>	<u>Disposition</u>
Administration	General	1 year
	Organizational	Permanent
	- Certificate	
	- General	
	- Minutes	
	MOU/MOA Agreements	As long as <i>pertinent</i>
	Annual Reports	Permanent
	Elections	
	General Correspondence	1 year
	Completed election forms	Most recent <i>election</i>
	- Nominating petitions	
	- Notice of elections	
	- Tally sheets	
	- Certificate of elections	
	- Oath of office	
Equipment	- Agreements	As long as in effect
	- Service contracts	As long as in effect
	- Operations brochures	As long as current
Insurance	Master policies held in trust by Soil Conservation Commission – Boise office	
	- Commercial Liability	Current fact sheet
	- Commercial Automobile	Current fact sheet
	- Non-Profit Directors & Liability	Current fact sheet
	- Employment Practices	Current fact sheet
	- Bond Insurance	Current fact sheet
	Conservation District Liability	
	- Policy for District owned buildings or equipment	Current policy

District Filing System continued

<u>Subject</u>	<u>File Name</u>	<u>Disposition</u>
Budget & Finance	General	5 years
	Accounts	
	- Billing	
	- Receipts	
	Bank Statements	5 - 7 years (determine with District accountant)
	General Funding	5 years
	- County	
	- State	
	- Other	
Cartography	General	As long as <i>useful</i>
	- District Maps - Project Maps	
Information	General	1 year
	Awards	Current year
	Contests	Current year
	Newsletters	Permanent
	Soil Stewardship	Current year
	Photos	Permanent
	(name & year)	
	<i>Workshops</i>	
Interagency	General Correspondence	As long as <i>pertinent</i>
	Cooperators	
	- Correspondence between federal officials & districts, legislators	As long as <i>pertinent</i>
	- Idaho Association of Soil Conservation Districts	As long as <i>pertinent</i>
	- IASCD Conference	As long as <i>pertinent</i>
	- IASCD Division Meetings	As long as <i>pertinent</i>
	- State Soil Conservation Commission	As long as <i>pertinent</i>
	- General correspondence	
	- Program Updates	As long as <i>pertinent</i>
	- National Association of	

- Conservation Districts (NACD) As long as *pertinent*
- General correspondence As long as *pertinent*
- Catalogs As long as *pertinent*
- Newsletters As long as *pertinent*

District Filing System continued

<u>Subject</u>	<u>File Name</u>	<u>Disposition</u>	
<i>Interagency</i>	- Correspondence between state officials & districts, including legislators	As long as <i>pertinent</i>	
	Other District Information	As long as <i>pertinent</i>	
	- Information		
	- Correspondence		
	- Newsletters		
	- Other		
	<i>Legislation</i>	General – affecting District Operations	Keep current
		Federal	
		- Proposed	
		- Adopted	
- Legislators Addresses		Keep current	
State		Keep current	
- Proposed			
- Adopted			
- Legislators Addresses			
District Law		Keep current	
General Material	Keep current		
<i>Personnel</i>	Five-Year Resource Conservation		
	Business Plan	Keep current	
	Meeting minutes	Permanent	
	- Current		
	- Past Years	(move to inactive files)	
	Personnel records	As long a <i>pertinent</i>	
	Benefits records	5 years	

Watershed

Social Security
Workman's Compensation
Personnel policies

Keep current
Keep current
Keep current

General Information

Current

- BAG
- WAG
- Correspondence
- 303(d) list

Determined by SCD

- TMDL Information

Current

RECORD KEEPING

Employee records should be kept for a minimum of two years. The records do not have to be kept in any particular form and time clocks need not be used. These records should include:

1. personal information, including employee's name, home address, occupation, sex, and birth date (if under 19 years of age);
2. hour and day when workweek begins;
3. total hours worked each workday and each workweek;
4. total daily or weekly straight time earnings;
5. regular hourly pay rate;
6. total overtime pay for each workweek;
7. deductions from wages;
8. total wages paid each pay period;
9. date of payment of wages and pay period covered.

Hours worked: Covered employees must be paid for all hours worked in a workweek. In general, "hours worked" includes all time an employee must be on duty, or on the employer's premises, or at any other prescribed place of work. Also included is any additional time that an employee is suffered or permitted to work.