Components of the County Cooperative Extension Service Filing System

The filing system is designed to be simple and easy to use. In order to insure this, the filing system incorporates two basic components, the manual and electronic. The system allows for the same coding and categories for both forms of communication and records. Using the same names and codes for both systems will aid in storing and retrieving documents.

The file categories are for use in the county's main files, which will be universal from county to county. This system does not allow for the filing of subject matter references. The subjects would vary so much from region to region/county to county across the state because of the unique programs in each county and differing background and interests of each agent. Thus, each county's subject matter reference file would vary to a great extent. In most cases, it is desired that the subject matter reference files are kept in the individual agent's office.

In order for consistency from county to county, all offices are using this system. Manual filing is used for hard copies received in the office or for items in which a hard copy is desired. Most permanent and signed legal documents will need to be kept in hard copy form. The manual files may also include hard copy forms such as legal documents, correspondence, policies, records, items of reference, logs and vouchers.

It is suggested that one file drawer be used for each major category heading. Some categories may take more than one drawer in a file cabinet, while others may be combined. For example, Administrative Affairs - two drawers, Affirmative Action - one drawer, and Organizations & Agencies and Alumni Organizations may share a drawer. File dividers may be used for each subheading, i.e.: County Extension Council.

Folders are used for each item listed under the subheading. Label the folders with both the subheading and the file code, i.e.: District Board and board. Not all folders will be used in all counties. For example, if there is not a district board, then that folder will not be needed. Likewise, counties may need to add folders if one folder becomes too large or there is not a folder for a particular county need. Counties may want to color code folder labels under each subheading for ease in retrieval of files, i.e.: red labels for folders under Administrative Affairs, blue for Affirmative Action, green for Reports, etc. Files should fall in line alphabetically behind each subheading.

For ease in retrieval of files, manual indexes may be developed. A card catalogue or rotary filing system may be developed by placing an identical label from each folder onto an index card and list the file drawer and location of the file cabinet on the card. A notebook-type index could also be printed from the electronic file's list. This additional

component could be used to cross-reference items as well. The index or notebook would allow agents, part-time workers, or others to easily find items in the manual file.

For many items, it would be the option of the county whether to file a hard copy of a document. It is recommended to file as much as possible electronically.

Close files annually or periodically as needed using the file disposal guide. This will allow files to be current and will free file cabinet space and hard drive space. Remove outdated documents from filing cabinets and discard. Permanent files may be removed from the file cabinets and stored. Permanent files in electronic format should be transferred to a disk, labeled with dates and subject, and then stored. This should be done on an annual basis at the end of the program year.

Materials which are temporary in nature, such as in-service training announcements and other dated materials, should not be kept in the general office files. They may be kept in an agent's desk or in a temporary file and discarded after the date of the meeting.

Current and reference copies of bulletins and publications can be kept in the subject matter reference files, in a notebook for easy access, or incorporated into other reference files. All current publications will be accessible on-line. Publication files should be kept separate from the rest of the filing system. Offices should limit the number of publications stored in their offices to amount used in one year's time. Any publications which are deleted from the current publication's list should be discarded. A current list of publications can be printed from the Online Publication System. A reference copy which contains pertinent information may be kept in the reference files, according to agent's request.

Most forms are accessed on-line on the UK and College of Agriculture, Food and Environment website. After the forms are completed, then the form may be moved to the appropriate file category, and/or printed and filed as a hard copy.

Index Listings for County Files

1. **Administrative Affairs**

   1. Extension Council
      1. County
         1. Agendas
         2. Budget Recommendations
         3. Constitution
         4. Kentucky Revised Statutes
         5. Kentucky General Assembly
         6. Membership
         7. Minutes
         8. Projects
         9. Roles

2. Program Councils
    1. Agriculture Development Councils
    2. Commodity Committees
    3. 4-H Council
    4. Extension Homemaker Council
    5. Family and Consumer Sciences Council
    6. Teen Council

2. District Boards
    1. Agendas
    2. Audits
    3. Bank Statement
    4. District Board Correspondence
    5. Expenditure Receipts and Records (Supplies and Equipment)
    6. Final Budget and Budget Worksheets
    7. Five- and Ten-Year Plans
    8. Income Receipts and Record-QuickBooks Online Reconciliation
    9. Insurance
    10. Legal Notices
    11. Meeting Notifications
    12. Members
    13. Memorandum of Agreement/Schedule of Disbursement and Instructions
    14. Minutes
    15. Monthly Mileage and Service Log by Employee
    16. Offset Vouchers and Instructions
    17. Program Support Budgets
    18. [Regulations and KRS](#)
    19. Special District Reporting Form
    20. Tax Exemption Certificates for County Extension Organizations
    21. Tax Rates and Worksheets
    22. Uniform Financial Report (UFIR)
    23. Your Duty Under the Law signed forms

3. Buildings and Offices
    1. Contracts
    2. Inventory
    3. Maintenance
    4. Meeting Room Policy

4. Equipment
    1. Contracts
    2. Equipment Disposal Record

3. Maintenance Agreements
4. Software
5. Use Manuals
6. Vendors
7. Warranties

5. Operations and Management
    1. Marketing Supplies
    2. Minutes of County Staff Meetings
    3. Penalty Mail
        1. Receipts
        2. Regulations

    4. Program Receipts to Clientele and Logs

    5. Publication Orders

    6. Supplies
        1. UK Purchase
        2. Vendors

6. Policies and Procedures
    1. Extension Manual
    2. [UK Holidays](#)

2. **Affirmative Action**
    1. ADA
    2. All Reasonable Efforts
    3. Attendance Rosters
    4. Complaint Procedures
    5. Compliance Statements
    6. Correspondence
    7. County Affirmative Action Plan
    8. County Data
    9. County Plan of Work
    10. County Program Review
    11. Employment
    12. ES-237
    13. Expansion and Review Committee
    14. 4-H Online
    15. Mailing List
    16. Membership List
    17. [Reference Documents](#)
    18. Sample News Article
    19. Samples Newsletter

      20. Sample Photos

3. **Program Planning and Evaluation**
   1. County Data
   2. Evaluation Methods
   3. Instructions of Plan of Work
   4. Planning Groups

4. **Public Relations and Media**
   1. News Articles
   2. Media Names and Addresses
   3. Photos
   4. Style Manual Information
   5. Video Library list

5. **Correspondence**
   1. Event or Activity
      1. Agriculture and Natural Resources
      2. 4-H Youth Development
      3. Family and Consumer Sciences
      4. Mass Mailing
      5. Newsletters
      6. Rural and Economic Development
      7. Horticulture
      8. Fine Arts
   2. Incoming
   3. Outgoing

6. **Reports**
   1. Agents Summary of Meetings and Activities
   2. Annual Accomplishments
   3. CEU's
   4. Daily Office Logs
   5. In-Service Training
   6. Impact Statements (bullets) by Agent
   7. Professional Development Report
   8. Report to the People
   9. Specialist Request
   10. Statistical Data

7. **Organizations and Agencies**
   1. Civic Clubs
   2. Fair Board
   3. Family Resource Center
   4. Farm Bureau
   5. Federal Agencies

November 2022