

CONSERVATION DISTRICT

Sec. 5.1.A
Example file guide

FNM	0000	FINANCIAL MANAGEMENT
	0010	ASSISTANCE
	0010.1	Federal Assistance
	0010.2	State Assistance
	0010.3	County Assistance
	0020	DISTRICT BUDGET
	0030	ANNUAL FINANCIAL REPORTS
	0040	COST ANALYSIS REPORTS
	0050	VOUCHERS - current year
	0060	INVOICES - current year
	0070	SD SALES TAX
	0080	INSURANCE-GENERAL
	0080.1	Liability/Property/Auto/ Officer & Director
	0080.2	Worker's Compensation
	0080.3	SD Unemployment Insurance
	0080.4	Bond Insurance
	0090	BANK STATEMENTS
	0100	SDACD ENDOWMENT FUNDS
	0110	INVENTORY LISTING - CURRENT
	0120	DISTRICT CREDIT CARDS
	0130	1099 FORMS-CURRENT YEAR
ADM	1000	ADMINISTRATION
	1010	CERTIFICATE OF ORGANIZATION
	1020	MEMORANDUMS OF UNDERSTANDING
	1030	LONG RANGE PROGRAM
	1040	ANNUAL PLAN OF WORK
	1050	ANNUAL ACTIVITIES REPORT
	1060	AGREEMENTS - GENERAL
	1060.1	Cooperative Agreements
	1060.2	Grants
	1070	LEGAL OPINIONS
	1080	FILING DIRECTIVE - CURRENT
OPM	2000	OPERATIONS MANAGEMENT
	2010	SUPERVISORS HANDBOOK
	2020	EMPLOYEE'S HANDBOOK
	2030	DISTRICT SERVICES POLICY STATEMENTS
	2040	DISTRICT MINUTES
	2050	DISTRICT BANQUET
	2060	LOCALLY LED MEETINGS
	2070	DISTRICT EQUIPMENT
	2070.1	Van
	2070.2	Pickup
	2070.3	Tractor
	2070.4	Tree Planter
	2070.5	Fabric Layer
	2070.6	Tiller
	2070.7	Mower
	2070.8	Trailer
	2080	DISTRICT BUILDING
	2090	DISTRICT SIGNS
	2100	PROCUREMENT (SUPPLIES)

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PER 3000 PERSONNEL
 3010 SUPERVISORS & ADVISORS
 3010.1 Oaths of Office - current
 3010.2 Historical Data
 3010.3 Memorial Service Writeups
 3020 SECRETARY JOB DESCRIPTION
 3030 SECRETARY POLICY STATEMENT
 3040 CREW POLICIES/JOB DESCRIPTIONS
 3050 INDIVIDUAL EMPLOYEE FILES
 3050.1 Susan Worth
 3060 PRIOR YEAR W-2 FORMS

AWC 4000 AWARDS & CONTESTS
 4010 AWARDS
 4010.1 SDACD Award Writeups
 4010.2 SDACDE Award Writeups
 4010.3 Special Awards
 4010.4 Past Tree Award Winners
 4020 CONTESTS
 4020.1 Arbor Day Essay Contest
 4020.2 Speech Contest
 4020.3 Other Contests - current year

EDU 5000 EDUCATION & INFORMATION
 5010 CONSERVATION ED PROGRAMS
 5010.1 Arbor Day Materials
 5010.2 Water Program
 5010.3 Compost Program
 5010.4 Soil Program-Apple Demonstration
 5010.5 Resource Materials
 5020 CAMPS
 5020.1 SD Rangeland Days
 5020.2 Youth Range Camp
 5020.3 Wildlife Federation Camp
 5030 LEADERSHIP CONFERENCE
 5040 LEGISLATIVE DINNER MEETING
 5050 SOIL & MOISTURE CLINIC
 5060 SOIL STEWARDSHIP MATERIALS
 5070 TREE INFORMATION
 5070.1 Tree Nurseries
 5070.2 Fabric Companies
 5070.3 Deer / Rabbit Repellants
 5070.4 Miscellaneous Info
 5080 DISTRICT NEWSLETTER

ACD 6000 CONSERVATION DISTRICT ASSOCIATIONS
 6010 NACD - GENERAL
 6020 SDACD - GENERAL
 6020.1 SDACD Board Minutes
 6020.2 SDACD - NMA Minutes
 6020.3 SDACD - NMA FACA Minutes
 6030 SDACDE - GENERAL
 6030.1 SDACDE Minutes

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6030.2 SDACDE - NMA Employee Minutes

SCC 7000 SD CONSERVATION COMMISSION
 7010 GENERAL INFORMATION
 7020 DIVISION OF RC&F
 7030 SUPERVISOR ELECTION MATERIALS
 7040 SEDIMENT & EROSION CONTROL ACT

MISC 8000 MISCELLANEOUS
 8010 AG IN THE CLASSROOM
 8020 NORTH CENTRAL RC&D
 8030 SD NO-TILL ASSN
 8040 KEEP SD GREEN ASSN

FRM 9000 FORMS (Blank)
 9010 SECRETARY APPLICATIONS
 9020 TREE CREW APPLICATIONS
 9030 FABRIC CREW APPLICATIONS
 9040 TILLER/MOWER APPLICATIONS
 9050 W-4 FORMS
 9060 W-2 & W-3 FORMS
 9070 I-9 FORMS (Employment Eligibility Verification)
 9080 W-9 FORMS (Taxpayer ID)
 9090 1099 & 1096 FORMS
 9100 VOUCHERS - GENERAL USE
 9100.1 Vouchers - Supervisor & Advisor
 9100.2 Vouchers - Administrative Secretary
 9100.3 Vouchers - Crew Members

CFS CLOSED FILE SECTION

Time & Expense records, Quarterly Payroll reports, Bank Statements, Minutes, Past Invoices and Vouchers are filed by year in labeled drawers and boxes. The material filed here are those that are to be retained permanently or those that I want easy access to. Some of the permanent files have been transferred to storage boxes in the back room due to conserve file cabinet space.

CFS ANNUAL ACTIVITIES REPORTS Permanent
 CFS ANNUAL FINANCIAL REPORTS Permanent
 CFS LONG RANGE PROGRAM - Past
 CFS ANNUAL WORK PLANS - Past
 CFS W-2 FORMS 10 years
 CFS SD SALES TAX REPORTS 10 years
 CFS HISTORICAL DATA