

## **SECTION 4**

### **DISTRICT FILING**

#### **RECORDS RETENTION/DESTRUCTION**

**\*REFER TO SEPARATE RECORDS RETENTION MANUAL PRIOR TO DESTRUCTION OF DOCUMENTS**

#### **FILING DIRECTIVE**

**\*FAMILIARIZE YOURSELF WITH THE FILING SYSTEM CURRENTLY IN PLACE, MOVING FORWARD YOU WILL INEVITABLY MAKE ADJUSTMENTS TO FIT YOUR NEEDS**

#### **ACCOUNTING MANUAL & SUPERVISOR HANDBOOK**

**\*THESE ITEMS SHOULD BE KEPT WITHIN ARMS REACH FOR REFERENCE**

#### **NRCS – ITEMS FOR ANNUAL REVIEW (Dec./Jan.)**

**\*BOARD DIVERSITY – IS YOUR BOARD AN ADEQUATE REPRESENTATION OF THE COUNTY DEMOGRAPHIC**

**\*CIVIL RIGHTS COMPLIANCE**

**1619 COMPLIANCE**

**COUNTY REPORTS**

**REVIEW MEMORANDUM OF UNDERSTANDING**

**REVIEW COOPERATIVE AGREEMENTS**

**OUTREACH (TITLE VI & VII)**

**CIVIL RIGHTS POSTER (LOCATION & CURRENT VERSION)**

**PROPER STEPS TO FILE A COMPLAINT**

**EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

**ACCOMODATIONS STATEMENT (TO BE INCLUDED IN EACH NEWSLETTER, AGENDA, MINUTES (EEO ONLY), FLYERS AND**

**ANY PUBLIC INFORMATION DISTRIBUTED BY THE**

**CONSERVATION DISTRICT)**