

**Supplemental Information on NDSU Extension
Records Retention Schedule
October 22, 2018**

Extension Records incorporated into NDSU Specific Records Retention Schedule

Note: Please read the description of each series to understand what records are included in each.

- 1. Crop Improvement Association Records (NDSU Series 140103):** 10 years, then Archives
- 2. Commodity Election Records (NDSU Series 220402):** ACM (After Conditions Met), then Archives
- 3. Plant/Soil Science Testing (NDSU Series 800307):** 2 years, then Landfill/Delete
- 4. Extension Plan of Work Forms (NDSU Series 800338):** ACFY + 3, then Landfill/Delete
- 5. Pesticide Certification Records (NDSU Series 800340):** AE + 1, then Landfill/Delete
- 6. Expense Reports, County Agent (NDSU Series 900209):** ACFY + 3, then Shredder
- 7. Reports, Soil Testing (NDSU Series 900210):** 1 year, then Landfill/Delete
- 8. Statistics, County Crop and Livestock (NDSU Series 900401):** 25 years, then Landfill/Delete
- 9. 4-H Club Records**
 - A. 4-H Club Records (NDSU Series 800345):** 15 years, then Landfill/Delete
 - B. 4-H Club Financial Records (NDSU Series 011011):** 10 years, then Shredder
 - C. 4-H Club Membership, Leadership, and Award Records (NDSU Series 800343):** PERM
- 10. 4-H Council Records**
 - A. 4-H Council Records (NDSU Series 220401):** 10 years, then Archives
 - B. 4-H Awards and Annual Statistics (NDSU Series 800344):** 10 years, then Archives
- 11. 4-H Achievement Days Records**
 - A. County 4-H Fair/Achievement Days, General (NDSU Series 800342):** 3 years, then Landfill/Delete
 - B. County 4-H Fair/Achievement Days Records, Historic (NDSU Series 800337):** 3 years, then Archives

Extension Records found in NDUS General Records Retention Schedule

Impact Statements: ACFY (After Current Fiscal Year) + 6, then Archives

- Covered under NDUS RSS 900206 (Annual Reports)

Narrative Reports: AFRS (After Final Report Submitted) +3, then Archives

- Covered under NDUS RSS 900207 (Reports/Plans)

Travel Records: ACFY+3, then Recycle

- Covered under NDUS RSS 850301 (Travel Records)

Budgets: ACFY+6, then Landfill/Delete

- County budget information would be covered under NDUS RSS 010406 ("Proposed Budget and Working Papers"). This would cover information exchanged between counties and Extension district directors relating to developing and finalizing county budgets.

General Correspondence:

A. Administrative Correspondence: ACFY+3, then Landfill/Delete

- Covered under NDUS RSS 450103
- *"This record series contains documents sent or received intra-office, intra-campus, or with external organizations or individuals that contain significant information. The information may be used for fiscal or administrative purposes."*

B. Executive Correspondence: ACFY+6, then Archives

- Covered under NDUS RSS 450104
- *"This record series contains information sent or received intra-office, intra-campus, or with external organizations or individuals that documents significant events and the development of administrative structure for the college/university. It may also include the historical development of an office/department. This type of correspondence may include, but is not limited to, letters; memoranda; or acknowledgements sent or received."*

C. General Correspondence: ACFY+1, then Landfill/Delete

- Covered under NDUS 450105
- *"This record series contains documents sent or received intra-office, intra-campus, or with external organizations or individuals that pertain to any communications that does not contain any significant information. The correspondence is general in routing or nature."*