The old way:

Extension Records Retention Schedule (RRS) from ND Association of Counties
Changes to Extension RRS: Why

• Bring them under the NDSU Records Retention Series
  – NDSU Extension is a state agency, not a county agency

• Review and update retention periods, disposal, etc
Changes to Extension RRS

• Initial conversations with NDSU Records Management & NDACo late 2015
• Extension workgroup formed late 2015
• RRS Review early 2016 (email, Skype)
  – County records or state records?
  – What data series can be removed from the schedule?
  – What data series need to be added to the series?
  – What changes do we suggest to the length of retention and the method of disposal?
• Suggested edits sent to NDSU June 2016
• Work with ND ITD 2016 & 2017
Extension RRS Group

- Jim Gray (chair)
- Connie Job
- Karla Mattson
- Macine Lukach
- Mike Hanson
- Nancy Smith
- Dean Aakre
- Rick Schmidt
Series Removed from RRS

- Dairy Herd Improvement Association Minutes
- Grasshopper Control Program Records
- Minutes, Association of North Dakota Family, Community, Education
- Weed Control
Commodity Election Records (RRS 200402)

Old
• Soybean Council Records
  – 2 ACFY, then landfill

New
• Commodity Election Records
  – ACM, then Archive
<table>
<thead>
<tr>
<th>Series</th>
<th>Title and Description</th>
<th>Retention</th>
</tr>
</thead>
</table>
| 140105   | 4-H LEADERS’ COUNCIL MINUTES  
This series contains minutes of county council meetings. | 10 years, then Landfill |
| 800302   | 4-H CLUB RECORDS  
This series contains secretary’s minutes, membership cards, enrollment forms, awards programs, activities summary. | 10 years, then Landfill |
| 810101   | COUNTY FAIR FILES  
This series contains letters to judges, schedules, fair booth score card, list of 4-H exhibits, minutes, and brochures. | 10 years, then Landfill |
### 4-Council Records: New RSS

<table>
<thead>
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<th>Retention</th>
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</thead>
</table>
| 220401   | 4-H COUNCIL RECORDS  
This record series contains 4-H meeting minutes and committee records. | 10 years, then Archive |
| 800344   | 4-H AWARDS AND ANNUAL STATISTICS  
This record series contains lists of 4-H award recipients for county-based awards (generally name only but may include biography) and annual 4-H statistics. | 10 years, then Archive |
## 4-H Club Records: New RRS

<table>
<thead>
<tr>
<th>Series</th>
<th>Title and Description</th>
<th>Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>011104</td>
<td><strong>4-H CLUB FINANCIAL RECORDS</strong>&lt;br&gt;This series contains 4-H Club financial records, including employer identification numbers, club bank account information (account numbers with signatories), bank statements, audit reports, treasurer's reports and annual club financial reports.</td>
<td>10 years, then Shredder</td>
</tr>
<tr>
<td>800345</td>
<td><strong>4-H CLUB RECORDS</strong>&lt;br&gt;This record series contains 4-H club award and scholarship applications, permission forms, behavioral expectation forms, liability release and authorization forms, volunteer applications, youth protection forms, accident/incident report forms, and any other miscellaneous records not covered by another record series.</td>
<td>15 years, then Landfill</td>
</tr>
<tr>
<td>800343</td>
<td><strong>4-H CLUB MEMBERSHIP, LEADERSHIP AND AWARD RECORDS</strong>&lt;br&gt;This series contains 4-H club membership lists, club leader lists, club or county award lists and club charter records.</td>
<td>PERM</td>
</tr>
</tbody>
</table>
## Achievement Days: New RRS

<table>
<thead>
<tr>
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</tr>
</thead>
</table>
| 800342   | COUNTY 4-H FAIR/ACHIEVEMENT DAYS, GENERAL  
This series contains letters to judges, schedules, fair booth score cards, brochures, meeting minutes, and all other records from County 4-H Fair/Achievement Days. | 3 years, then Landfill |
| 800337   | COUNTY 4-H FAIR/ACHIEVEMENT DAYS RECORDS, HISTORIC  
This series contains summaries of County 4-H Fair/Achievement Days events, including numbers of exhibits, special awards, recognitions, photos and related records that may have historical significance. | 3 years, then Archive |
Remember Extension Records Covered under the NDUS Schedule

- **Impact Statements**
  - NDUS RRS 900206 (Annual Reports)
  - ACFY+6, then Archive

- **Narrative Reports**
  - NDUS RRS 900207 (Reports/Plans)
  - AFRS+3, then Archive
Remember Extension Records
Covered under the NDUS Schedule

• Travel Records
  – NDUS RRS 850301 (Travel Records)
  – ACFY+3, then Recycle
<table>
<thead>
<tr>
<th>Series</th>
<th>Title and Description</th>
<th>Retention</th>
</tr>
</thead>
</table>
| NDUS 450103 | ADMINISTRATIVE CORRESPONDENCE  
“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.” | ACFY+3, then Landfill/Delete |
| NDUS 450104 | EXECUTIVE CORRESPONDENCE  
“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.” | ACFY+6, then Archives |
| NDUS 450105 | GENERAL CORRESPONDENCE  
“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.” | ACFY+1, then Landfill/Delete |
Some Records are County Records

- County travel forms
- Weed board records
- Fair board/County fair (outside of 4-H)
- County employee performance reviews
- County employee recruitment

The NDSU and NDUS record retention schedules only cover state records. Check with your county auditor about retention and management of county records.