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The File and Find Filing System

Cooperative Extension South Dakota State University

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The File and Find Filing System

The South Dakota Cooperative Extension Service has adopted a method of filing known as the File and Find System. A standard and adaptable filing system makes possible more efficient office management and an increase in the quality and quantity of services rendered to county people by members of the Extension staff. Increased demands on county Extension agents by individuals and groups for technical and current information necessitates that agents have access to current, complete, and well organized files.

It is important that you have an appreciation for and a working knowledge of this system. It is flexible and adaptable, which will make its adoption understandable and effective in South Dakota counties. Study this system before revising your present system. In most counties few changes will be required as it follows, with modifications, the File and Find circular published in 1957.

The numbering system for reference folders used in this system enables specialists to code information sent to county offices. This feature lightens county filing chores and enhances filing accuracy.

A uniform county filing system helps new agents and agents transferring within South Dakota to adapt quickly.

ORGANIZATION AND CHARACTERISTICS

The File and Find filing system was developed by a committee of state and county Extension workers. It embodies ideas and suggestions from many Extension workers outside the committee and is a revision of EMC 448, "File and Find."

Shortcomings found through usage, new programs, and new kinds of technology have dictated a need for some revision. In revising, an attempt was made to simplify, reduce duplications, provide for greater county adaptation, increase flexibility, bring related subject matter together, and provide a place for new agencies, programs, and subject matter.

File and Find contains six main sections:

    I. Correspondence

    II. Administration

    III. Subject Matter Reference

    IV. 4-H and YMW

    V. Publications

    VI. Inactive File

A decimal system is used in coding the File and Find reference material. Folders and/or hanging files need not be completely set up for areas where little information is required or available.

DO'S OF GOOD FILING

1. Assign filing responsibility to one person—normally the secretary.
2. File all material in clearly labeled folders.
3. Place the last material added in the front of the file folder.
4. Designate a tray or drawer on or in each agent's desk for materials to be filed.
5. Keep filing up-to-date. File each day if possible. Develop a system or plan for filing.
6. Adopt a system of recording all material taken from the file for use by persons other than county staff members. Keep the practice of lending files to a minimum.
7. It is better to take an entire folder from a file than to take one item from a folder. Number material in folders in upper right hand corner with the folder number. It makes refiling easier.
8. Be selective in filing. File only usable materials.
9. Place file headings to the left so that the file can be read as a book.
10. Accuracy is the first essential in filing. Speed is secondary.
11. Label file drawers accurately and clearly. Keep a copy of the applicable filing key in the front of each drawer.
12. Locate frequently used files in the upper row of drawers and least used files at the bottom. Locate files closest to persons using them the most. Inactive files should not occupy needed office space.
13. Use an adequate number of folders—do not overload. New, properly labeled folders must be added as need arises.

PLAN FOR FILE DISPOSAL OR RETENTION

Have a plan or schedule for transferring material from active to inactive files when a project or program has been completed. Eliminate records which have no further use.

A good time to clean and up-date files is after completing the annual report.

Clean out the correspondence file each year. Transfer letters containing important current subject matter to appropriate reference files. Dispose of routine correspondence over 12 months old.

Up-date administrative and project files each year according to the new year's programs and activities. Transfer selected records to an inactive file for varying periods. The following guide may be helpful:

County Annual Reports—Indefinitely

Financial Records—Indefinitely

4-H Club Member and Leader Enrollment or Cards—Indefinitely

Home Economics Extension Council and/or Executive Committee Records—5-10 years

4-H Council or Leaders Association Records—Up to 5 years

Agents Quarterly Reports—Minimum of 2 years

Records of Special Activities and Events—2 years

Home Economics Extension Club Enrollment and Council—Indefinitely

SUGGESTIONS FOR REVISING FILES

The first step in revising your files is to carefully study this revised system. Discuss each section with all members of the county staff. Include the secretary in these discussions as she must thoroughly understand revision plans and procedures to be of greatest assistance.

It may be advantageous to eliminate some folder headings and add others to adopt the system to your filing needs. This revised system was "skeletonized" to permit its adaption to all South Dakota counties. Insert any added numbers in the proper place in this handbook. If insufficient space was allotted for the increased numbers of folders, remove the page and retype to keep neat and allow for additions.

Do not, however, change the key numbers of folders or guides as they appear here, as specialists will be coding fact sheets and other information according to this system. Eliminate or add numbers but **do not change numbers.**

It is suggested that guides and folders be prepared in advance using the headings and numbers in the handbook or as may be added or deleted to adapt to the system. As material is removed from old folders, it can be put into the new file. In this way one file drawer at a time may be changed, thus regular office work is not disrupted.

Folders may be added in two ways. First, by expanding the number-decimal system. Second, when frequent changes are likely or more than nine subdivisions are needed after a single file division, organize folders alphabetically.

Different colored paper is used to identify different sections of the filing system. You may wish to use different colored labels to enable you to pick out major subdivisions in the file more easily.

SPECIFIC INSTRUCTIONS FOR AGRICULTURAL AGENTS

To avoid excessive cross-indexing, the following plan is being followed:

1. **File marketing information,** in the appropriate section under the main heading Agricultural Economics.

2. File material on **buildings and equipment** under Agricultural Engineering in the appropriate folders, even though prepared by another department.

3. File aspects of **soil and water** relating to engineering under Agricultural Engineering. This includes irrigation, drainage, flood control, etc.

4. **Diseases of livestock,** including poultry, are grouped under Livestock Diseases at the end of the Livestock Section—not spread throughout the section.

5. **Group diseases of crops** under Crop Diseases at the front of the Crops Section.

6. A separate section for all material relating to **insects, birds, and rodents** has been provided. This includes insect pests of livestock, crops, horticultural crops, etc.

7. A section, **State-wide Services,** is provided at the end of the Current Projects Activities and Events file under II. Administration.

8. Section 10, **Safety,** includes general safety subjects such as farmstead safety, highway safety, chemical safety, rural emergency preparedness (civil defense). Safety aspects relating directly to the home appear under Home Management.

FILING EQUIPMENT

Filing Cabinets. Standard, four-drawer, upright, steel filing cabinets that open and close easily are in most common use. One of the cabinets may have a lock for safe-keeping important materials and records. Consider uniformity in color and size when buying new equipment.

Dividers. Plainly indicate on a card in front the main divisions of your filing system, such as correspondence, administration, reference. If there is more than one main division in a cabinet, indicate the beginning of each with a divider. A center metal tab is suggested.

Conventional Folders. For main subdivisions of your file (as Crops), use a left divider. This may be referred to as a major heading.

Guide Cards. Where there is a need to group a number of folders, use a guide card with a tab (as Cereal Crops) and place ahead of each grouping. These guides may refer to a specific enterprise.

Folders. Where there are a small number of divisions or specific enterprises, folders with a one-third tab to the right may be used.

In case there are many divisions, you may use one-fifth tabs that will go from left to right and repeat until completed.

Hanging Folders. Hanging folders, though more expensive, are easier to set up and more flexible in their use. Tabs can be placed on either side of these—wide or narrow widths. The folder itself can be used as a major heading, specific enterprise or an ordinary subject breakdown folder. The tabs can be easily changed and rearranged at any time. Conventional folders may be placed with the hanging folders to hold subject breakdown material.

Main Divisions of the Filing System

I. CORRESPONDENCE

File alphabetically behind guides A-Z. Normally each letter of the alphabet will have a folder. An exception may be that letters seldom used (X, Y, Z) may be grouped. Use last name of person writing you or person to whom letter is written as key for filing. When correspondence with any one person exceeds 10 letters, make a separate folder labeled with the person's name. Place this folder behind the appropriate letter guide.

Letters containing useful reference material may be filed in subject matter reference or administrative folders. In these cases, it may be desirable to have such letters duplicated so the correspondence file will be complete. File copies of circular or multiple letters written by agents in a folder bearing the agent's name or in a special folder.

II. ADMINISTRATION

The administrative division file is permanent or semi-permanent. Some material will be transferred at the end of each year to the inactive file. This will vary by counties.

A Office Management

A1 Reports

A1.1 Monthly and quarterly reports (separate folder for each agent)
  A1.1-1 Statistical and narrative
  A1.1-2 Daily reports
  A1.1-3 Expense vouchers (state & county)
  A1.1-4 Budget balance
  A1.1-5
  A1.1-6
A1.2 Monthly, quarterly, and miscellaneous forms
  A1.2-1 Statistical forms
    A1.2-1.1 Instructions for preparing reports
  1.2-2 County vouchers
  A1.2-3 Extension claim voucher SDCE 5-42A
  A1.2-4 State claim blanks
  A1.2-5 Daily report forms
  A1.2-6 Annual budget forms
  A1.2-7 Monthly budget balance
  A1.2-8 FES form 157
  A1.2-9
A1.3 Annual report
  A1.3-1 Instructions for writing annual report
  A1.3-2 Narrative and statistical
  A1.3-3 Graphs and maps
A1.4 Other reports

A2 Communications

A2.1 Circular letters prepared (letters can be subdivided by alphabet or subject matter)
A2.2 News stories and columns written
A2.3 Feature stories written
A2.4 Radio and TV scripts
A2.5 Pictures taken
A2.6 Exposed film

A3 Mailing List

A3.1 State Extension personnel—county agents
A3.2 Organizations, agencies, boards
A3.3 Townships or community
A3.4 County or agency
A3.5 Commodity (beef, dairy, swine, etc.)
    (File alphabetically)

A4 Benefits

A4.1 Insurance—accident & health, life
A4.2 Retirement (state, federal)
A4.3 Federal employees compensation

A5 County Extension Board or Tribal Council

A5.1 Memorandum of Understanding
A5.2 Extension Board or Tribal Council minutes
A5.3 Area Extension Board meetings
A5.4 State Extension Advisory Board

A6 Administrative Bulletins

(File alphabetically)
Extension Board Members Handbook
Extension Office Management (Ext. Cir. 609)
Faculty Handbook
File and Find
Franking Privilege
Your Appointment (Ext. Cir. 610)

A7 Miscellaneous Extension Administrative Programs and Policies

(File alphabetically)
Civil Rights Act
Economic Opportunities Act
Policies—State (SDSU, Extension)
Policies—Federal (USDA, Extension)
Work Study Program
Etc.

A8 Organization, Agencies, Institutions, and Committees

(File alphabetically by name of organization. Filing may be simplified by subdividing the folders for the following groups under broad headings as: 1. General, 2. Agriculture. 3. Home Economics: or 1. U. S. Agencies, 2. State Agencies, 3. SDSU, 4. Other.)

Agricultural Stabilization and Conservation Service (ASCS)
Bureau of Indian Affairs
Bureau of Reclamation
Chamber of Commerce
Crop and Livestock Reporting Service
County Agents Association (NACAA)
Department of Agriculture, S.D.
Electric Cooperatives
Experiment Station Reports, SDSU
Farm Bureau (FB)
Farmers Union (FU)
Farm Home Administration (FHA)
Food and Drug Administration
Grange
Home Economics Agents Association (HEAA)
Industrial Development and Expansion Agency (IDEA)
Interagency Council
Internal Revenue Service
Livestock Sanitary Board, S.D.
National Farmers Organization (NFO)

Social Security Administration
Soil Conservation Service (SCS)
South Dakota State University
State Cooperatives Association
State Fair Board, S.D.
Vocational Agriculture (Vo-Ag)
Etc.

A9 Equipment, Supplies
A9.1 Inventory
A9.2 Service contracts
A9.3 Catalogues
A9.4 Surplus property
A9.5 Available publications
A9.6 Available films

A10 Statistics and General Information
A10.1 Census data
A10.2 County facts and history
A10.3 County maps, surveys, charts

A11 County Finances
A11.1 County budget
A11.2 Accounts, statements, etc.
A11.3 Office bills and receipts
A11.4 4-H Club accounts and financial records

A12 Personal Records (Separate folder for each agent)

B Home Economics
B1 County Organizations
B1.1 Executive Board
B1.2 County Council
B1.3 Clubs—separate folder for each club containing enrollment, project leaders, and report cards
B1.4 Forms (could be kept in cupboard to save file space)
B1.5 Events and activities
B1.5-1 County projects
B1.5-2 History, constitutions, and 25-year members
B1.5-3 County Achievement Days
B1.5-4 New club organizations material
B1.6 Handbooks
B1.6-1 Project leaders
B1.6-2 Chairman
B1.7 Planning committees

B2 District Organization
B2.1 District meetings records

B3 State Organization and Events
B3.1 State meeting
B3.2 Project
B3.3 Constitution and history
B3.4

C Program Planning, Studies, Training and Extension Methods
C1 Program Planning
C1.1 Planning committees or groups
C1.2 Background data
C1.3 Program planning guidelines and forms
C1.4 Annual plan of work
C1.5 Long-range program

C2 Extension Studies (surveys, analysis, evaluation, motivation, philosophy, etc.)

C3 Extension Training (Guides, opportunities, study leave, sabbatical leave, scholarships, etc.)

C4 Extension Teaching Methods
C4.1 Group teaching methods
C4.1-1 Demonstrations
C4.1-2 Meetings
C4.1-3 Tours, special events
C4.2 Individual teaching methods
C4.2-1 Farm & home visits
C4.2-2 Office calls, telephone
C4.2-3 Individual letter
C4.3 Mass media
C4.3-1 Circular letters
C4.3-2 News writing
C4.3-3 Public speaking
C4.3-4 Radio, TV
C4.4 Visual aids
C4.4-1 Exhibits, posters
C4.4-2 Photographs, graphics

C5 Job Description, Performance Review

D Current Projects, Activities, and Events
(This file concerns programs, projects, events, and activities that are current. It will vary by county. When a program or activity is completed, transfer the material to the inactive file—most would go under Section VI—or some may go in Section III of the main reference file. Should a county prefer to make the project file a part of the subject matter reference file, place it just ahead of the corresponding coded reference material. Set up the project tabs on white and use colored tabs with reference materials that follow each respective major heading, such as Crops, Livestock.)

D1 Crops
D1.1 Crop Improvement Association
D1.1-1 Officers, directors, and membership
D1.1-2 Minutes
D1.1-3 State Crop Improvement Association
D1.1-4
D1.1-5
D1.2 Crop Improvement Association activities
D1.2-1 Seed certification—growers
D1.2-2 Foundation seed releases
D1.2-3 Crop shows, clinics, tours
D1.2-4 District C.I.A. meetings
D1.2-5
D1.3 Seed testing (see State-wide Services D18)
D1.4 —————————agronomy demonstrations
D1.4-1 Catalogues of demonstrations
D1.4-2 Small grain—varieties and production
D1.4-3
D1.4-4
D1.4-5

D2 Weeds
D2.1 County Weed Board
D2.1-1 Minutes
D2.1-2 Budget
D2.1-3 Weed program
D2.2 State Weed Commission
D2.2-1 Laws and regulations
D2.2-2 State Weed Conference
D2.2-3 District meetings (fall)
D2.2-4 Weed fighters school (spring)

D3 Soil
D3.1 Districts and organizations
D3.1-1 —————————Soil and Water Conservation
District
D3.1-1.1 Organizations, materials, laws
D3.1-1.2 Work plans
D3.1-1.3 Minutes
D3.1-2 —————————Conservancy Sub-district
D3.1-2.1 Laws and regulations
D3.1-2.2 Minutes
D3.1-3 Watershed District
D3.1-3.1 Laws and regulations
D3.1-3.2 Minutes
D3.1-4 —————————Irrigation District
D3.1-4.1 Laws and regulations
(see Ag. Eng.—6.5-1.2)
D3.1-4.2 Minutes
D3.1-5 Fertilizer shortcourse
D3.1-5.1
D3.1-6 Other
D3.1-6.1
D3.2 Commercial fertilizer
D3.2-1 Laws and regulations
D3.3 Soil testing (see State-wide Services D18)
D3.4 Water management (see State-wide Services D18
for irrigation water analysis)
D3.4-1 Flood irrigation
D3.4-2

D4 Livestock Organizations (see State-wide Services D18
for feed analysis)
D4.1 Livestock Improvement Association or Feeders As-
sociation
D4.1-1 Minutes
D4.2 Beef
D4.2-1 Organization—————————
D4.2-2 Brucellosis control program
D4.2-3 Performance testing cooperators
D4.3 Swine
D4.3-1 South Dakota Swine Improvement Association
D4.3-2 Cholera Eradication Program
D4.3-3 Master Pork Producers Program
D4.4 Sheep
D4.4-1 South Dakota Sheep Breeders Association
D4.5 Dairy
D4.5-1 —————————Testing Association
D4.5-2 June Dairy Days
D4.6 Poultry
D4.6-1 Poultry organizations
D4.6-2 Poultry housing
D4.6-3 Egg marketing
D4.6-4 Flock records
D4.7 Horses
D4.7-1

D5 Economics
D5.1 Marketing
D5.1-1
D5.2 Farm management
D5.2-1
D5.3 Agricultural policy and public affairs
D5.3-1 Agricultural Business Day
D5.4 Resources Development
D5.4-1 County RAD or ARA Organizations (promo-
tion, survey, plans, action programs)

D5.4-2 Organization under Economic Opportunity
Act (community organizations needs survey, plans,
action program)
D5.4-3 Water Conservancy subdistrict (county com-
mittee, needs, survey, plans, action program)
D5.5 Public affairs
D5.5-1 Federal farm programs
D5.5-2 School district organization (proposed bound-
aries, curriculums, study data, tax base analyses)

D6 Agricultural Engineering
D6.1 Corn Picking Contest
D6.2

D7 Horticulture
D7.1 Garden Club
D7.2 County landscape workshop and/or project
D7.3 Demonstrations
D7.4 Commercial growers

D8 Forestry
D8.1 South Dakota tree orders
D8.2

D9 Insects and Rodent (rat control, corn rootworm, pocket
gopher, etc.)

D10 Safety

D11 Home Management

D12 Home Furnishings

D13 Clothing and Textiles

D14 Foods and Nutrition

D15 Family Life

D16 Arts

D17 Health & Safety in the Home

D18 State-wide Services
D18.1 Blood analysis—Biochemistry Department, SDSU
D18.2 Crop variety testing—Agronomy Dept., SDSU
D18.3 Dairy products analysis—Dairy Dept., SDSU
D18.4 Feed analysis—Biochemistry Dept., SDSU
D18.5 Insect identification—Entomology Dept., SDSU
D18.6 Livestock and poultry disease diagnosis—Veter-
inary Dept., SDSU
D18.7 Plant disease identification — Plant Pathology
Dept., SDSU
D18.8 Poisons analysis
D18.8-1 Livestock feeds—Biochemistry Dept., SDSU
D18.8-2 Chemical residue—State Chemist, USD, Ver-
million
D18.9 Seed certification—Agronomy Dept., SDSU
D18.10 Seed testing—Agronomy Dept., SDSU
D18.11 Soil testing—Agronomy Dept., SDSU
D18.12 Water analysis
D18.12-1 For home softening—Ag Engineering Water
Quality Lab, SDSU
D18.12-2 Suitability for crop irrigation—Ag Engineer-
ing Water Quality Lab, SDSU
D18.12-3 Suitability for lawn and garden irrigation—
Ag Engineering Water Quality Lab, SDSU
D18.12-4 Suitability for human consumption — State
Dept. of Health, Pierre
D18.12-5 Suitability for Livestock—Ag Engineering
Water Quality Lab, SDSU
D18.13 Weed identification—Agronomy Dept., SDSU

SUBJECT MATTER REFERENCE FILE

1. Crops

2. Weeds

3. Soils

4. Livestock

5. Agricultural Economics

6. Agricultural Engineering

7. Horticulture

8. Forestry

9. Insects, Pests, and Rodents

10. Safety

11. Home Management

12. Home Furnishings

13. Clothing and Textiles

14. Foods and Nutrition

15. Family Life, Home Development, and Human Relations

16. Arts

17. Health and Safety in the Home

III. REFERENCE FILE

1. Crops

1.1 Research Reports

1.2 Crop Diseases
1.2-1 Corn
1.2-2 Small grain
1.2-3 Sorghum
1.2-4 Flax
1.2-5 Forage legumes
1.2-6 Soybeans
1.2-7 Grasses
1.2-8 Sugar beets
1.2-9 Potatoes
1.2-10 Seed treatment
1.2-11 Miscellaneous

1.3 Crop Storage and Care
1.3-1 Storage
1.3-2 Preparation for market

1.4 Crop Production
1.4-1 Corn
1.4-2 Small grain
1.4-3 Sorghum
   1.4-3.1 Grain
   1.4-3.2 Forage
1.4-4 Flax
1.4-5 Legumes
   1.4-5.1 Alfalfa
   1.4-5.2 Clovers
   1.4-5.3 Other legumes
1.4-6 Soybeans
1.4-7 Grasses (for hay)
1.4-8 Sugar beets
1.4-9 Potatoes
1.4-10 Millets
1.4-11 Legume silage crops
1.4-12 Misc. oil crops
1.4-13 Other crops
1.4-14 Seed certification (standards and directory)
1.4-15 Crop desiccation

1.5 Pasture and Range
1.5-1 Grass varieties
   1.5-1.1 Establishment
   1.5-1.2 Management (stocking rates, pasture rotation, grazing rotation, etc.)
   1.5-1.3 Improvement (deferment, renovation, reseeding, fertilization, mechanical practices, weed control, etc.)
1.5-2 Emergency and supplemental pastures

2. Weeds

2.1 North Central Weed Control Conference Report

2.2 Perennial Weeds—general
2.2-1

2.3 Annual Weeds—general
2.3-1

2.4 Weed Control in Crops—General
2.4-1 Small grain
2.4-2 Row crops
2.4-3 Forage crops
2.4-4 Pastures and rangeland
2.4-5 Horticulture crops—gardens, lawns, orchards
2.4-6 Shelterbelts
2.4-7 Noncropped areas (buildings, rights of way, roadsides, etc.)

2.5 Woody Plant Control

2.6 Aquatic Weed Control (farm ponds, sloughs, etc.)

2.7 Weed Control Equipment (see Ag. Eng.)

2.8 Herbicides—General
2.8-1 Companies and labels
2.8-2 Herbicide summary

2.9 Weed Identification

2.10 Visual Aids in Weed Control

3. Soils

3.1 Soil Conservation
3.1-1 Soil conservation needs (also check Soil & Water Conservation Districts)

3.2 Cropping and Tillage Systems
3.2-1 Crop rotation
3.2-2 Plowing
3.2-3 Other (strip cropping, etc.)

3.3 Fallow
3.3-1 Subsoiling
3.3-2 Stubble mulch on subsurface tillage
3.3-3 Minimum tillage
3.3-4 Chemical fallow

3.4 Soil Erosion
3.4-1 Wind erosion
3.4-2 Water erosion

3.5 Irrigation (see Ag. Eng.)

3.6 Drainage (see Ag. Eng.)
3.6-1 Grassed waterways (for construction & maintenance, see Ag. Eng.)

3.7 Soil Fertility, Fertilizers, and Soil Amendments
3.7-1 Plant requirements and deficiency symptoms
3.7-2 Fertility trial results
3.7-3 Fertilizers
3.7-4 Minor elements
3.7-5 Soil conditioners
3.7-6 Green manure
3.7-7 Barnyard manure
3.7-8 Fertilizer application equipment (see Ag. Eng.)

3.8 Soil Surveys
3.8-1 ——————————County Soil Survey Reports
3.8-2 State-wide soil survey information

4. Livestock

4.1 Beef
4.1-1 Research reports
4.1-2 Feeds and feeding
   4.1-2.1 Concentrates
   4.1-2.2 Protein supplements
   4.1-2.3 Additives and growth stimulants
   4.1-2.4 Silage
   4.1-2.5 Hay
   4.1-2.6 Pastures (as it relates to beef feeding)
   4.1-2.7 Minerals
   4.1-2.8
4.1-3 Beef management
   4.1-3.1 Calves
   4.1-3.2 Cow herd
   4.1-3.3 Sire
   4.1-3.4 Stocker and feeder
   4.1-3.5 Registered herd
   4.1-3.6 Artificial insemination
4.1-4 Production testing

5.1-2 Livestock marketing
  5.1-2.1 Beef
    5.1-2.1-1 Grading and standardization
  5.1-2.2 Swine
    5.1-2.2-1 Grading and standardization
  5.1-2.3 Sheep
    5.1-2.3-1 Grading and standardization
5.1-3 Dairy marketing
5.1-4 Poultry marketing
  5.1-4.1 Grading and standardization
5.1-5 Dressed meats
  5.1-5.1 Grading and standardization
5.1-6 Grain marketing
5.1-7 Marketing of horticulture crops
5.1-8 Marketing of specialty or other crops
5.1-9 Cooperative marketing and purchasing
  5.1-9.1 Organization of cooperatives
  5.1-9.2 Operation of cooperatives

5.2 Farm Management
5.2-1 Farm budgets
5.2-2 Production economics
  5.2-2.1 Costs of production—crops
  5.2-2.2 Costs of production—livestock
  5.2-2.3 Farm land pricing and prices
5.2-3 Farm leases and rental arrangements
  5.2-3.1 Farm lease blanks
  5.2-3.2 Farm rental arrangements
  5.2-3.3 Determining equitable leases
  5.2-3.4 Father-son plans
5.2-4 Farm accounts
  5.2-4.1 Farm record books
5.2-5 Agricultural credit
5.2-6 Farm labor
5.2-7 Farm business considerations
  5.2-7.1 Farm taxes
  5.2-7.2 Gas tax refunds
  5.2-7.3 Crop insurance
  5.2-7.4 Custom rates for field operations
  5.2-7.5 Wills, contract and transfer arrangements
  5.2-7.6 Farm law
  5.2-7.7 Insurance (health, life, liability)

5.3 Resource Development
5.3-1 Human resources (population, statistics, unemployment, under-employment, ethnic groups, etc.)
5.3-2 Physical resources
  5.3-2.1 Land and classification of
  5.3-2.2 Water and state water laws
  5.3-2.3 Minerals
5.3-3 Institutional resources (schools, churches, welfare, highway matters)
5.3-4 Recreational resources (parks, campsites & grounds, historical sites, fishing, boating, hunting, vacation farms)
5.3-5 Industrial resources (manufacturing, processing, wholesale, retail, services, utilities)
5.3-6 Agricultural resources (agri. statistics, irrigation potential, agri. technology)

5.4 Public Affairs
5.4-1 Income and price policies
  5.4-1.1 Price support
  5.4-1.2 Parity formulation
5.4-2 Production and marketing adjustments (supply and demand relationships, control programs, storage programs and crop insurance)
5.4-3 Rural zoning (zoning laws, ordinances, etc.)
5.4-4 Taxes and tax policies
  5.4-4.1 Economic tax base (population, income, etc.)
  5.4-4.2 Tax systems (types of taxes)
  5.4-4.3 Tax supported services.
5.4-5 Foreign trade (import-export policies, products promotion abroad)

6. Agricultural Engineering

6.1 Electricity and Water Systems
6.1-1 Farm electric equipment, general
6.1-2 Generators, emergency
6.1-3 Heat, electric
6.1-4 Lighting
6.1-5 Motors
6.1-6 Refrigeration & air conditioning
6.1-7 Ventilation
6.1-8 Wiring
6.1-9 Water systems and water treatment
6.1-10 Sewage disposal

6.2 Buildings
6.2-1 Materials
6.2-2 Farmstead planning
6.2-3 Dwellings & equipment
6.2-4 Beef housing & equipment
6.2-5 Dairy housing & equipment
6.2-6 Swine housing & equipment
6.2-7 Poultry housing & equipment
6.2-8 Sheep housing & equipment
6.2-9 Machinery housing & shops
6.2-10 Grain storage & equipment
6.2-11 Corn storage & equipment
6.2-12 Silage storage & equipment
6.2-13 Hay storage
6.2-14 Garden buildings
6.2-15 Paints & preservatives
6.2-16 Other buildings

6.3 Farm Power and Machinery
6.3-1 Costs (see Farm Management)
6.3-2 Fuels and lubricants
6.3-3 Tractors & engines
6.3-4 Land preparation & tillage machinery
6.3-5 Seeding machinery
6.3-6 Harvesting machinery
6.3-7 Sprayers & dusters
6.3-8 Fertilizer equipment
6.3-9 Special vehicles
6.3-10 Miner farm tools & equipment
6.3-11 Construction machinery
6.3-12 Homemade & special equipment

6.4 Processing and handling
6.4-1 Feed grinding, mixing, blending
6.4-2 Feed handling (grain, hay, silage)
6.4-3 Crop drying
  6.4-3.1 Hay drying
  6.4-3.2 Grain & shelled corn drying
  6.4-3.3 Ear corn drying
6.4-4 Dairy processing equipment
6.4-5 Poultry processing equipment

10. Safety

10.1 Farmstead Safety (machinery, electric, fire, home)

10.2 Safety Events

10.3 Highway Safety

10.4 Chemical Safety (food and drug laws, etc.)

10.5 Rural Emergency Preparedness
10.5-1 Natural disasters
10.5-2 Nuclear fallout protection
10.5-2.1 Humans
10.5-2.2 Livestock
10.5-2.3 Crops and soils

10.6 Health and Safety Laws and Regulations (state and federal)

11. Home Management

11.1 Management Overview
11.1-1 Philosophy
11.1-2 Values, goals
11.1-3 Decision making process
11.1-4 Life cycle

11.2 Management of Specific Resources
11.2-1 Time management
11.2-2 Energy management
11.2-3 Work simplification
11.2-4 Financial management

11.3 Family Economics
11.3-1 Principles of financial management
11.3-1.1 Decision making
11.3-2 Home Business
11.3-2.1 Organizing business papers
11.3-2.2 Savings
11.3-2.3 Legal aspects
11.3-2.4 Insurance
11.3-2.5 Credit
11.3-2.6 Taxes
11.3-2.7 Wills and estate planning
11.3-2.8 Investments

11.4 Consumer Economic
11.4-1 Consumer buying
11.4-2 Buying habits
11.4-3 Consumer protection
11.4-3.1 Agencies
11.4-3.2 Laws
11.4-4 Consumer responsibilities

11.5 Research and Studies
11.5-1 State
11.5-1.1 Food marketing activity
11.5-1.2 Benchmark study
11.5-2 Federal
11.5-3 Regional
11.5-4 Bibliographies

11.6 Outlook
11.6-1 National
11.6-2 State
11.6-3 Outlook Letter

11.7 Resource Information
11.7-1 Newsletters
11.7-2 Magazines
11.7-3 Bulletins
11.7-4 Other publications

12. Home Furnishings

12.1 Furniture
12.1-1 Selection
12.1-2 Care
12.1-3 Refinishing
12.1-4 Reupholstering
12.1-5 Slip covering

12.2 Fabrics

12.3 Needlework

12.4 Table Appointments

12.5 Bedding

12.6 Window Treatments

12.7 Floor Coverings
12.7-1 Hard surface floors
12.7-2 Carpets and rugs

12.8 Wall Treatments

12.9 Design (Interior Home Furnishings)
12.9-1 Design
12.9-2 Color
12.9-3 Accessories

12.10 Housing
12.10-1 Care, cleaning
12.10-2 Planning, remodeling
12.10-2.1 Floor plans
12.10-2.2 Storage
12.10-2.3 Kitchens
12.10-2.4 Utility rooms
12.10-2.5 Bathroom
12.10-3 Equipment
12.10-3.1 Electrical appliances
12.10-3.1-1 Large
12.10-3.1-2 Small
12.10-3.2 Nonelectrical appliances
12.10 3.3 Care, repair, cleaning
12.10-3.4 Shopping
12.10-3.5 Labels, warranties
12.10-3.6 Lighting
12.10-3.6-1 Lighting standards
12.10-3.6-2 Structural lighting
12.10-3.6-3 Decorating with light
12.10-3.7 Electricity
12.10-3.7-1 Wiring
12.10-3.7-2 Codes, standards

12.11 Research and Studies
12.11-1 State
12.11-2 Regional
12.11-3 National

13. Clothing and Textiles

13.1 Buymanship

13.2 Budgeting

13.3 Care

13.4 Construction

13.5 Costumes Selection

13.6 Fabrics

13.7 Fibers
13.7-1 Natural
13.7-2 Man-made

IV. 4-H AND YOUNG MEN AND WOMEN

H1 Administration

H1.1 Correspondence

H1.1-1 State 4-H and YMW leader

H1.1-2 State 4-H Club agents

H1.1-3 Individual folders for each club
(Include club enrollment, program of work, monthly meeting reports and personal correspondence from and to leaders and members)

H1.1-4 Local 4-H cooperators

H1.1-5 State cooperators
(Private support for 4-H Club work)

H1.1-6 National 4-H Foundation

H1.1-7 National 4-H Service Committee

H1.1-8 Federal Extension Office (4-H)

H1.1-9 South Dakota 4-H Foundation

H1.1-10 Guidelines (current)

H1.1-11 4-H Club Doings mailing list

H1.1-12 Others

H1.2 Organization

H1.2-1 County 4-H Leaders Association

H1.2-2 County 4-H Members Association/Junior Leader or/4-H County Council

H1.2-3 State 4-H Leaders Association

H1.2-4 County YMW or Young Adult Organization

H1.2-5 Broader Horizons for Senior Programs

H1.2-6 4-H Leaders Guide

H1.2-7 Leader training
  H1.2-7.1 Shortcourses
  H1.2-7.2 New and experienced leader training

H1.2-8 Parents' part in 4-H work

H1.2-9 4-H Promotional material

H1.2-10 4-H program planning material

H1.2-11 Club program, work blanks

H1.2-12 Enrollment blanks or key sort blanks

H1.2-13 Secretary book

H1.2-14 Local leaders' annual report form

H1.2-15 Scholarship Application Blanks

H1.2-16 Camp Miniwanca Application Blanks

H1.2-17 IFYE application forms, literature, host family blanks, etc.

H1.2-18 International Projects and Activities
  The 4-H Idea Around the World
  Looking to New Horizons
  Peace Corps and 4-H Peace Corps
  People to People, Care, etc.

H1.2-19 Supplies
  Literature request and order forms
  National Service Committee supply catalogues
  Other catalogues

H1.3 Contests and Awards

H1.3-1 National Awards Handbook

H1.3-2 South Dakota Handy Reference Guide for 4-H Contests

H1.3-3 Special Club report forms (state level)

H1.3-4 Alumni report form

H1.3-5 State sponsored contests and awards

H1.3-6 County sponsored contests and awards

H1.3-7 County report forms for county awards

H1.3-8 Individual report blanks

H1.3-9 Standard report blanks

H2 4-H Events

H2.1 Achievement Day

H2.2 Club Camp

H2.3 Help Days

H2.4 Judging Schools

H2.5 Leaders Camp (adult)

H2.6 Livestock Conservation Day

H2.7 National Club Conference (Washington D.C.)

H2.8 National Club Congress

H2.9 National Club Week

H2.10 Rally and Picnic Events

H2.11 Recognition Event

H2.12 Rural Life Sunday

H2.13 Share the Fun

H2.14 State Club Week (See H6 for details of contests)

H2.15 State Fair (See H6 for details of contests

H2.16 Tours

H2.17 Western Junior Livestock and Home Economics Show

H2.18 Others

H3 YMW or Young Adults Program

H3.1 R.Y.U.S.A.

H3.2 Spring Meeting

H3.3 Western Regional

H3.4 Y.M.W. Camp

H4 4-H Project Reference

(Include specific 4-H material—leaders and members guide, record insert, demonstration and judging ideas. Place other reference material in regular Extension file and cross reference.)
  4-H record book covers
  4-H record book for ———
  Junior leadership insert

H4.1 Automotive

H4.2 Beef

H4.3 Beginner's project

H4.4 Clothing

H4.5 Crops

H4.6 Dairy

H4.7 Electric

H4.8 Entomology

H4.9 Foods and Nutrition

H4.10 Forestry

H4.11 Handicraft

H4.12 Home Life

H4.13 Horticulture
  H4.13-1 Home beautification
  H4.13-2 Indoor gardening
  H4.13-3 Small fruit gardening
  H4.13-4 Vegetable gardening

H4.14 Light Horse

H4.15 Poultry

H4.16 Range Management

H4.17 Sheep

H4.18 Swine

H4.19 Tractor

H4.20 Other (Dog, Photography, Rocks & Minerals etc.)

H5 4-H Activity Reference

(Include specific 4-H material—leaders and members guide, record insert, demonstration and judging ideas. Place other reference material in regular Extension file and cross reference.)

H5.1 Citizenship

H5.2 Community Service

H5.3 Conservation

H5.4 Courtesy and Grooming

H5.5 Food Activities
H5.5-1 Food preservation—canning and freezing
H5.5-2 Dairy foods
H5.5-3 Bread baking

H5.6 Health

H5.7 Music

H5.8 Recreation

H5.9 Safety

H5.10 Others

H6 Other Contests, Activities

H6.1 Dairy Production Contest

H6.2 Demonstration and illustrated talks

H6.3 Dress Revue

H6.4 Food and Nutrition Contest

H6.5 Judging (file alphabetically)
Clothing
Crops
Dairy
Foods and nutrition
Home life
Livestock
Meat identification and home economics
Poultry

H6.6 Public Speaking

H6.7 Tractor Contest

H6.8 Exhibits (Float and Booth Ideas)

H6.9 County Career Exploration

H6.10 County Money Management

H7 Permanent File

H7.1 Records
H7.1-1 County winners
H7.1-2 State winners
H7.1-3 National winners
H7.1-4 Graduates
H7.1-5 Leader recognition
H7.1-6 Club enrollment by years
H7.1-7 Leaders annual reports by years
H7.1-8 Permanent card file on members and leaders

H8 Periodicals

H8.1 County 4-H Newsletters

H8.2 4-H Club Doings

H8.3 National 4-H News

H8.4 Guidelines

H9 4-H Literature Supply File

Project guides, etc., printed expressly for distribution to 4-H club members and leaders. May be a separate file or cupboard. A suggested file may be leaders guide, members guide, record book insert, tag board and labels.

V. PUBLICATIONS

(Retain only key magazines—file alphabetically by publication name)
Agriculture Situation
Agricultural Research
County Agent and Vocational Agriculture
Extension Journal
Extension Messenger
Extension Service Review
Farm and Ranch Outlook
Etc.

VI. INACTIVE FILE

(This file is for folders which you may need for future reference or which may possess historical significance. File alphabetically or in the order of Sections I and II. Refer to "Plan for File Disposal or Retention" in the introductory section of this handbook for suggestions on period records may be kept.
Correspondence
Administration
Annual reports
Expense voucher
Completed programs
Etc.

COOPERATIVE EXTENSION SERVICE, SOUTH DAKOTA STATE UNIVERSITY