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### South Dakota Cooperative Extension File and Find Filing System

Cooperative Extension Services  
*South Dakota State University*

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# South Dakota Cooperative Extension File and Find Filing System

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# The File and Find Filing System

A standard and adaptable filing system makes possible more efficient office management. It increases 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. Study this updated 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 1971.

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.

## Organization and Characteristics

In revising the File and Find an attempt was made to reduce duplications, bring related subject matter together, cross reference materials, and provide a place for new agencies, programs, and subject matter.

A decimal system is used in coding File and Find reference material. Note in Section II on Administration a letter prefix was used for the various divisions. The letter prefixes were not used in the Reference area (Section III) so the same numbers could be used again and in section IV 4-H and Youth where all divisions are prefixed with an H. Folders and/or hanging files need not be complete for areas where little information is required or available.

## Do's of Good Filing

1. Discuss the filing system and how filing responsibilities will be divided among all office personnel.
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 and stay with it.
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. Code material in folders in upper right hand corner with the folder code number. It makes refiling easier.
8. Be selective in filing. File only usable materials.
9. Place file headings from left to right 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 an updated copy of File and Find handy for quick reference.
12. All six sections of the system need not be in the same location. 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 files. 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.

An ideal time to clean and up-date files is after completing the annual report.

Clean out the correspondence file annually. 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. Section VI is a suggested inactive file outline categorized according to periods of time such files might be retained.

## Suggestions for Revising Files

The first step in revising your files is to carefully study this system. Discuss each section with all members of the county staff. Include the office administrative assistant and/or secretary in these discussions as that person 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 adapt the system to your filing needs. This system was intentionally revised to permit its adaptation to all South Dakota counties. If expansion of a given reference subject is desired, code in the addition(s) below the appropriate heading. Be sure to use the same coding system. If there is insufficient space below or to the right of the subject to be expanded, it may be desirable to retype the sheet with the needed expansion.

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. 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 may be changed at a time, thus regular office work is not disrupted too greatly.

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, it may be well to arrange folders alphabetically.



You may wish to use different colored labels to enable you to pick out major subdivisions in the file more easily. Green background labels for the primary tab on the left and light blue background labels for the secondary tab, white for the third level tab, orange for the fourth level tab and yellow for the fifth level tab on the extreme right. Use a red tab on any folder for minutes and select a seventh color for any other special designation.

#### Specific Instructions for County Extension 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 soil and water reference material 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. Diseases of crops are located at the front of the Crops Section.
6. Note that State-wide and Federal Organizations are listed under A-11 but State-wide Services is under D-11.
7. Section III-10, safety, includes general safety subjects such as farmstead safety, highway safety, chemical safety, and rural emergency preparedness (civil defense).
8. Civil Rights--complete filing system in Sect. II A10.
9. Environment--included with Natural Resources under the reference file in Sect. III, 9.
10. Energy--included under various categories under Reference Sect. III 6, Ag Engineering.

#### 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 of 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 cabi-

net, indicate the beginning of each with a divider.

Conventional Folders. For sub-divisions of each section, use a left divider (ex. Sect. III 1. Crops, 2. Weeds, etc.). This may be referred to as a major heading.

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

In case there are many divisions, you may use one-fifth cut 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 within 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 person's name. Place this folder behind the appropriate letter guide.

Letters containing useful reference material may be filed in the subject matter reference section. 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 the section on documentation in Civil Rights A 10.6-1.

### II. ADMINISTRATION

#### A. OFFICE MANAGEMENT -- FILE & FIND GUIDEBOOK

##### Al Reports (completed)

##### Al.1 SEMIS (State Extension Management and Information System)

##### Al.1-1 Plan of Work

##### Al.1-2 Specialists Requests for Assistance

##### Al.1-3 Calendar of Events

##### Al.1-4 Semis Guidelines, coding lists and key result guidelines

##### Al.1-5 Weekly Activity Report--for each agent and program aide (EFNEP refer to B4.4)

##### Al.1-6 Statistical activity report and key result print-outs

##### Al.1-7 Instructions--Narrative and Progress reports

##### Al.1-8 Annual Narrative reports



- Al.1-9 Daily office calls record sheets
- Al.1-10 Monthly Budget Balance Reports
- Al.1-11 Penalty Mail reports
- Al.2 Forms--supply
  - Al.2-1 Activity SEMIS reports
  - Al.2-2 County vouchers (SDCE 5-42-A)
  - Al.2-3 State Travel Voucher (7585-000-004)
  - Al.2-4 Daily office call forms
  - Al.2-5 Annual county budget forms (SDCE 50-2)
  - Al.2-6 Monthly budget balance forms (SDCE 49-3)
  - Al.2-7 Penalty mail forms
  - Al.2-8 Out of State Travel Request forms
  - Al.2-9 Payroll forms
- Al.3 Other Report forms
- A2 Communications (locally prepared and reference material)
  - 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 Group teaching methods
  - A2.7 Individual teaching methods
  - A2.8 Select-A-Fact information
  - A2.9 Communications Handbook (AACCE)
  - A2.10 Clip Art
- A3 Mailing Lists
  - A3.1 Extension Personnel
  - 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 and Other Information  
See South Dakota Extension Service Administrative Handbook Volume 2 for the following:
  - 1) Civil Service Retirement System
  - 2) South Dakota Board of Regents Retirement Plan
  - 3) Federal Employees Life Insurance
  - 4) South Dakota Regents Group Benefit Plan
  - 5) Faculty Handbook
  - 6) Induction Training guide
  - 7) Workmens Compensation
  - 8) Performance Review
  - 9) Focus II
  - 10) Communications Methods
  - 11) The Cooperative Extension Service
- A5 County Extension Board or representative group from Indian Reservations
  - A5.1 Memorandum of Agreement
  - A5.2 Minutes of County Extension Board or Reservation Extension Program Advisory Board
  - A5.3 Area Extension Board meetings and minutes
  - A5.4 State Extension Advisory Board--Program and minutes
- A6 County Finances
  - A6.1 County budget
  - A6.2 Accounts, Statements, etc.
  - A6.3 Bills and receipts
- A7 Equipment and supplies
  - A7.1 Inventory
  - A7.2 Service contracts
  - A7.3 Catalogues
  - A7.4 Surplus property
  - A7.5 Available publications (South Dakota and USDA)
  - A7.6 Equipment warranties, operation manuals, etc.
- A8 Extension Administration Program and Policies  
See South Dakota Extension Service Administrative Handbook Volume 1 for the following:
  - I Introduction, Legislation and History
  - II Extension Administration
  - III Extension Office Management
  - IV Handbook for County Extension Board Members
  - V Staff Benefits
  - VI Program Development
  - VII Methods and Resources
  - VIII Agencies and Organizations
  - IX Penalty Mail
  - X Civil Rights--Also see II A10.
  - A8.1 Office Staff Conferences and minutes
  - A8.2 Secretarial Staff
    - A8.2-1 Employment procedure guide
    - A8.2-2 Application forms
    - A8.2-3 Employment records and evaluation
  - A8.3 Work Study
    - A8.3-1 Work Study Applications
    - A8.3-2 Payroll forms
    - A8.3-3 Performance Evaluations
    - A8.3-4 Work Study records
  - A8.4 Program Assistants (other than EFNEP)
    - A8.4-1 Program Assistant Applications
    - A8.4-2 Payroll forms
    - A8.4-3 Performance Evaluations
    - A8.4-4 Work Study Records
  - A8.5 Continuing Adult Education (General Extension)
- A9 Personal Records (optional)
  - A9.1 Performance Review
  - A9.2 State Retirement
  - A9.3 Federal Civil Service Retirement
  - A9.4 Health and Life Insurance forms
  - A9.5 Annual and Sick Leave records
  - A9.6 Recognition and Awards
- A10 Civil Rights and Equal Employment Opportunity
  - A10.1 Affirmative Action Plans
    - State (see Administrative Handbook Chapter X)
  - A10.2 Equal Employment Opportunity Plan
  - A10.3 Civil Rights Training
  - A10.4 Civil Rights On-Site Review
  - A10.5 Major Program Planning Committees including 4-H Expansion and Review Committee
    - (Showing membership composition - notification - invitations - meeting minutes or reports)

- A10.6 Documentation
  - A10.6-1 Public Notification
  - A10.6-2 Integration of Clubs (Home-maker & 4-H) (Showing all "reasonable effort")
  - A10.6-3 Leadership Development (Showing efforts to recruit and train minority group members)
  - A10.6-4 Special Events (Showing equal opportunity for all to participate)
  - A10.6-5 Non-assistance to Organizations or Groups That Discriminate (Records showing notification to such groups)

All State and Federal Organizations, Agencies, Institutions, and Committees (For county organizations see II D and Sect. IV H2) Set up only those you have use for. File alphabetically by name of organization. This list may not be complete.

- Agricultural Stabilization and Conservation Service (ASCS)
- American Agricultural Movement
- Association of Farm and Rural Appraisers, S.D.
- Bee Keepers Association, S.D.
- Bureau of Indian Affairs
- Bureau of Reclamation
- Chamber of Commerce
- Commerce and Consumer Affairs, S.D. Dept. of
- Conservation Commission, S.D.
- Consumer Product Safety Commission
- Cooperative Extension Association, S.D.
- County Agents Association, S.D.
- County Agricultural Agents, National Association (NACAA)
- Crop Improvement Association, S.D.
- Crop and Livestock Reporting Service
- Dairy Herd Improvement Association (DHI), S.D.
- Department of Agriculture, S.D.
- Department of Environmental Protection, S.D.
- Electric Cooperatives
- Eminent Farmer and Homemaker
- Environmental Protection Agency (Fed.)
- Extension Home Economists, National Association of
- Extension Home Economists, S.D. Area
- Extension Specialists Association, S.D.
- Farm Bureau
- Farmers Union (FU)
- Farm Home Administration (FmHA)
- Federal Food and Drug Administration
- Federal Trade Commission
- Fertilizer Dealers Association, S.D.
- Garden Clubs, S.D. Association of Grange
- Housing Development Association, S.D.
- Housing and Urban Development (HUD)
- Industrial Development and Expansion Agency (IDEA)
- Interagency Council
- Internal Revenue Service
- Keep South Dakota Green Association
- Livestock Sanitary Board, S.D.
- National Farmers Organization (NFO)
- National Sheep Industrial Development Committee

- Pork Council, S.D.
- Poultry Improvement Association, S.D.
- Purebred Swine Committee, S.D.
- Range Management Society
- Sheep Growers Association, S.D.
- Social Security Administration
- Soil Conservation Service (SCS)
- Soil Conservation Society
- South Dakota Horticulture Society
- State Cooperatives Association
- State Fair Board, S.D.
- State Pollution Committee
- State University, S.D.
- Stock Growers Association, S.D.
- Swine Health Committee, S.D.
- U.S. Postal Service
- USDA-CRD Committee, S.D.
- Vocational Agriculture (Vo-Ag)
- Water Resources Commission, S.D.
- Weed Committee, S.D.
- Wheat Commission, S.D.
- Wool Growers Association, S.D.

A12 Other County Wide Organizations

- A12.1 County Fair Board
  - A12.1-1 Fair Board Minutes
- A12.2 Board of County Commissioners
  - A12.2-1 County and Courthouse Policies
- A12.3 Chambers of Commerces
- A12.4 Service Clubs

B. EXTENSION HOMEMAKERS ORGANIZATION AND EXPANDED FOODS AND NUTRITION PROGRAM

B1 County Extension Homemakers

- 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)
  - B1.4-1 Literature Request Blanks
- B1.5 Events and Activities
  - B1.5-1 County projects (separate folder for each project such as citizenship, cultural arts etc.)
  - B1.5-2 History
  - B1.5-3 25-year members
  - B1.5-4 30-year members
  - B1.5-5 40-year members
  - B1.5-6 50-year members
  - B1.5-7 County Achievement Days
  - B1.5-8 New club organizations material
- B1.6 Handbooks
  - B1.6-1 Constitution
  - B1.6-2 Guidelines
  - B1.6-3 Plan of Work
- B1.7 Planning committees

B2 District Extension Homemakers

- B2.1 District meetings records

B3 State and National Homemakers Council and Events

- B3.1 State Meeting
- B3.2 State Project (separate folder for each project)
- B3.3 Constitution and history
- B3.4 Rays of Sunshine
- B3.5 National Extension Homemakers Council (separate folder for each project)



**B4 Expanded Foods and Nutrition (for counties participating in EFNEP)**

**B4.1 Instructions and Tools for EFNEP Reports**

- B4.1-1 Instructions for Family Records  
Aides List of Families and Aides List of Youth HE-51
- B4.1-2 Instructions for Unit Report and Sample Unit Report HE-52
- B4.1-3 Program Supervisor Instruction for Progression Materials
- B4.1-4 Program Aide Instructions for Progression Materials
- B4.1-5 Scoring Table for Food Behavior Check List
- B4.1-6 Scoring Table for 24 Hour Recall

**B4.2 Report Forms**

- B4.2-1 Family Record
- B4.2-2 Aides List of Families
- B4.2-3 Aides List of Youth
- B4.2-4 Food Behavior Check List
- B4.2-5 Progression Record
- B4.2-6 Unit Report
- B4.2-7 Sample Unit Report

**B4.3 Instructions for Vouchers**

- B4.3-1 Extension Direct Vouchers
- B4.3-2 Travel Vouchers

**B4.4 Instructions for SEMIS**

- B4.4-1 SEMIS Code List
- B4.4-2 Completed weekly activity report

**B4.5 Instructions for Payroll**

- B4.5-1 Payroll vouchers

**B4.6 Instructions for Program Assistant's Evaluation**

**B4.7 Instruction for Family Logs**

- B4.7-1 Logs

**B4.8 Guidelines for selection of Program Assistants**

**B4.9 Application forms for Program Assistants**

**B4.10 Expanded Foods and Nutrition Communications**

- B4.10-1 Circular letters prepared for Program Families
- B4.10-2 News stories and articles written about the Program
- B4.10-3 Radio and TV Scripts
- B4.10-4 Pictures taken

**B4.11 Mailing List**

- B4.11-1 Program Homemakers
- B4.11-2 Youth in Expanded Foods and Nutrition Program
- B4.11-3 Other co-operating agencies

**B4.12 Benefits**

- B4.12-1 Insurance
- B4.12-2 Workman's Compensation
- B4.12-3 Retirement

**B4.13 Program Homemaker Advisory Group**

**B4.14 Administrative Bulletins**

- B4.14-1 Training Home Economics Program Assistants to Work with Low Income Families

- B4.14-2 Extension Home Economists Notebook on South Dakota Program

**B4.15 Organization, Agencies, Institutions, and Committees, file alphabetically by name of organizations**

- examples: Bureau of Indian Affairs
- Chamber of Commerce
- City Social Service Committee
- Food and Drug Administration
- USDA Food Program

**B4.16 Equipment, Supplies**

- B4.16-1 Inventory of Expanded Foods and Nutrition Equipment
- B4.16-2 Catalogues
- B4.16-3 Available Publications for EFN Program
- B4.16-4 Available Films for EFN Program

**B4.17 Correspondence**

- B4.17-1 State Home Economics Leaders
- B4.17-2 State Program Leaders
- B4.17-3 State Extension Foods Specialist
- B4.17-4 State Extension Specialists in supporting subject matter
- B4.17-5 State 4-H Department
- B4.17-6 Co-operating agencies
- B4.17-7 Other

**B4.18 EFNEP Reference File\***

- B4.18-1 Journal of Nutrition Education
- B4.18-2 Home Economics Magazines
- B4.18-3 Extension Service Review
- B4.18-4 Extension News Packets
- B4.18-5 Ad Libs
- B4.18-6 Package Programs Available
- B4.18-7 Lesson Plans for Youth Program
- B4.18-8 Lesson Plans for Camping Program
- B4.18-9 Lesson Plans for Adults

**B4.19 Program Assistants' List of Families**

- Files number from 1-100--Program Assistant No. 1, etc., etc.

\*Agents in Expanded Foods and Nutrition counties may identify needed subject matter in the regular subject matter reference file by writing in a "2" (low income) after the appropriate code. Example: 14.1(2) Food Preparation; 14.1-2(2) Baked Products.



C. PROGRAM PLANNING, STUDIES, TRAINING AND EXTENSION METHODS

C1 Program Development

- C1.1 Planning Committees or groups
- C1.2 Census and county background information
- C1.3 Program Planning guidelines and forms
- C1.4 Vital statistics

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

C3 Professional Improvement

- C3.1 Graduate program information
- C3.2 Scholarships
- C3.3 Annual Conference

D. COUNTY AGRICULTURAL ASSOCIATIONS, ORGANIZATIONS, AND SERVICES RELATED TO EXTENSION WORK

This file should be readily accessible to agents and the office administrative assistant. It must be kept current. (For state-wide organizations see also Sect. II All and IV H2).

D1 Crops

- D1.1 Crop Improvement Association
  - D1.1-1 Officers, directors, and membership
  - D1.1-2 Minutes
  - D1.1-3
- D1.2 Crop Improvement Association Activities
  - D1.2-1 Seed certification
    - D1.2-1.1 Growers
    - D1.2-1.2 Standards and Directory (see D11 State Wide Services)
  - D1.2-2 Foundation seed releases
  - D1.2-3 Crop shows, clinics, tours
  - D1.2-4 District C.I.A. meetings
  - D1.2-5 Small Grain Demonstrations, Variety and Production
  - D1.2-6 Pasture Demonstrations
  - D1.2-7 TVA Demonstrations
  - D1.2-8 Fertilizer Demonstrations
  - D1.2-9 Conservation Demonstrations
  - D1.2-10 Crop Shortcourses and Clinics
    - D1.2-10.1
    - D1.2-10.2
  - D1.2-11 Soil Shortcourses and Clinics
    - D1.2-11.1
    - D1.2-11.2

D2 Weeds

- D2.1 County Weed Board
  - D2.1-1 Officers and representatives
  - D2.1-2 Minutes
  - D2.1-3 County Weed Budget
  - D2.1-4 County Weed program
  - D2.1-5
- D2.2 Weed Activities
  - D2.2-1 Weed News Letter
  - D2.2-2 Agri-Chemical Clinic (winter)

D3 Soils, Water and Natural Resources Districts

- D3.1 Districts and Organizations
  - D3.1-1 Soil and Water Conservation District
    - D3.1-1.1 Minutes
    - D3.1-1.2 Work Plans
    - D3.1-1.3 Organization, materials, laws

D3.1-2 Conservancy Sub-District

- D3.1-2.1 Minutes
- D3.1-2.2 Laws and regulations

D3.1-3 Watershed

- District
- D3.1-3.1 Minutes
- D3.1-3.2 Laws and Regulations

D3.1-4 Irrigation

- District
- D3.1-4.1 Minutes
- D3.1-4.2 Laws and Regulations

D3.1-5 Resource Conservation and Development District (RC&D)

- D3.1-5.1 Minutes
- D3.1-5.2 Project Proposals
- D3.1-5.3 Laws and Regulations

D4 Livestock Organizations

D4.1 County Livestock Improvement Association or County Feeders Association

- D4.1-1 Officers, Directors, and members
- D4.1-2 Minutes
- D4.1-3

D4.2 Beef

- D4.2-1 Brucellosis Control Program
- D4.2-2 Performance testing cooperators
- D4.2-3

D4.3 Swine

- D4.3-1 Master Pork Producers Program
- D4.3-2 County Pork Council
- D4.3-3 Purebred Swine Breeders

D4.4 Sheep

- D4.4-1 Master Lamb Producers Program

D4.5 Dairy

- D4.5-1 County Herd Improvement Association
  - D4.5-1.1 Officers, Directors, Members
  - D4.5-1.2
- D4.5-2 June Dairy Days

D5 Economics

D5.1 County Agricultural Stabilization and Conservation Association (ASCS)

- D5.1-1 Conservation Base, set aside acres, etc.

D5.2 Community Resource Development

- D5.2-1 Community Resource Development Committee
  - D5.2-1.1 Officers and members
  - D5.2-1.2 Minutes
  - D5.2-1.3 Plans and Programs
- D5.2-2 Community Action Agency (CAP)
  - D5.2-2.1
- D5.2-3 Multi-County Planning District
  - D5.2-3.1
- D5.2-4 Special Purpose Districts (Community water and sewer districts, etc.)
  - D5.2-4.1

D6 Agriculture Engineering

D6.1

D7 Horticulture

- D7.1 Horticultural clubs (garden)



- D8 Forestry
  - D8.1 South Dakota Tree Orders
- D9 Wildlife
  - D9.1 County Sportsman's Associations (host, etc.)
- D10 Safety--Farm and Rural
  - D10.1 County USDA Defense Board
- D11 State-wide Services--Information and Regulations
  - D11.1 Blood Analysis--Biochemistry Section, Animal Science Bldg., SDSU
  - D11.2 Crop variety testing--Plant Science Department, SDSU
  - D11.3 Dairy products analysis--Dairy Bacteriology Department, SDSU
  - D11.4 Feed analysis--Biochemistry Section, Animal Science Bldg., SDSU
  - D11.5 Insect identification--Entomology Department, SDSU
  - D11.6 Livestock and poultry disease diagnosis--Veterinary Diagnostic Laboratory, SDSU
  - D11.7 Plant disease identification--Plant Science Department, SDSU
  - D11.8 Poisons analysis
    - D11.8-1 Livestock feeds--Biochemistry Section, Animal Science Bldg., SDSU
    - D11.8-2 Chemical residue--State Chemist, USD, Vermillion
  - D11.9 Seed certification--Plant Science Department, SDSU
  - D11.10 Seed testing--Plant Science Department, SDSU
  - D11.11 Soil testing--Plant Science Department, SDSU
  - D11.12 Water analysis
    - D11.12-1 For home softening--Ag Engineering Water Quality Lab, SDSU
    - D11.12-2 Suitability for crop irrigation--Ag Engineering Water Quality Lab, SDSU
    - D11.12-3 Suitability for lawn and garden irrigation--Ag Engineering Water Quality Lab, SDSU
    - D11.12-4 Suitability for human consumption--State Department of Health, Pierre
    - D11.12-5 Suitability for Livestock--Ag Engineering Water Quality Lab, SDSU
  - D11.13 Weed identification--Plant Science Department, SDSU

### III. REFERENCE FILE

You may wish to cross-reference in this Reference File Section the textbooks and handbooks in your library that refer to current subject matter (i.e. Beef Cattle Handbook, Crops Handbook, State Weed Manual and Disaster Handbook).

### 1. CROPS

- 1.1 Research Reports
  - 1.1-1 Central Crops Research Farm
  - 1.1-2 James Valley Research and Extension Center
  - 1.1-3 Northeast Research Farm

- 1.1-4 Pasture Research Center
- 1.1-5 Plant Science Farm - SDSU
- 1.1-6 Southeast Research Farm (Experiment Farm)
- 1.1-7 Soil and Water Research Farm (Madison)
- 1.1-8 West River Research and Extension Center

### 1.2 Crop Diseases

- 1.2-1 Corn
- 1.2-2 Small Grain
- 1.2-3 Sorghum
- 1.2-4 Flax
- 1.2-5 Legumes-Forage
- 1.2-6 Soybeans
- 1.2-7 Grasses (Tame and Native)
- 1.2-8 Sunflowers
- 1.2-9 Potatoes
- 1.2-10 Seed Treatment
- 1.2-11 Miscellaneous Crops
- 1.2-12 Lawn and Turf (see 7.5)
- 1.2-13 Flower and Garden (see 7.1-4 and 7.7-7)
- 1.2-14 Shelter Belts (see 8.5)
- 1.2-15 Ornamentals (see 7.6-4)
- 1.2-16 Fruit Trees (see 7.3-3)

### 1.3 Crop Storage and Care (see Ag Engineering sect. 6.2 and 6.5)

- 1.3-1 Silage making (all crops)
- 1.3-2 Storage (see Ag Eng. 6.3-6.5)
- 1.3-3 Feeding (see sub-division 4, individual livestock classes)

### 1.4 Crop Production

- 1.4-1 Corn
  - 1.4-1.1 Field corn (commercial literature, corn performance trials)
  - 1.4-1.2 Sweet corn and popcorn
  - 1.4-1.3 Plant population, row spacing
  - 1.4-1.4 Soft, frozen, drought corn
- 1.4-2 Small Grain
  - 1.4-2.1 Small grain and flax performance trials
  - 1.4-2.2 Barley
  - 1.4-2.3 Oats
  - 1.4-2.4 Wheat
    - 1.4-2.4-1 Hard red spring
    - 1.4-2.4-2 Winter
    - 1.4-2.4-3 Durum
    - 1.4-2.4-4 Emmer (speltz)
  - 1.4-2.5 Rye
  - 1.4-2.6 Triticale
  - 1.4-2.7 Small grain for forage
  - 1.4-2.8 Drought, hail, frost, etc.
  - 1.4-2.9 Variety descriptions
- 1.4-3 Sorghum
  - 1.4-3.1 Performance trials
  - 1.4-3.2 Forage (include sudan)
- 1.4-4 Flax
  - 1.4-4.1 Variety descriptions
  - 1.4-4.2 Performance trials (see small grain and flax)
- 1.4-5 Legumes
  - 1.4-5.1 Alfalfa and other legume performance trials
  - 1.4-5.2 Forage
  - 1.4-5.3 Seed production



- 1.4-5.4 Legume variety descriptions
  - 1.4-5.5 Drought, hail, frost damage, etc.
  - 1.4-6 Soybeans
    - 1.4-6.1 Soybean performance trials
    - 1.4-6.2 Variety descriptions
    - 1.4-6.3 Drought, hail, frost damage, etc.
  - 1.4-7 Grasses
    - 1.4-7.1 Tame grasses
    - 1.4-7.2 Native grasses
    - 1.4-7.3 Grass variety descriptions
    - 1.4-7.4 Hay
  - 1.4-8 Pasture and Range Management and Improvement
    - 1.4-8.1 Management (stocking rates pasture rotation, grazing rotation, etc.)
    - 1.4-8.2 Improvement (deferment, renovation, reseeding, fertilization, mechanical practices, weed control, etc.)
    - 1.4-8.3 Emergency and supplemental pastures
    - 1.4-8.4 Pasture for rent
  - 1.4-9 Sunflowers
  - 1.4-10 Potatoes
  - 1.4-11 Millets
  - 1.4-12 Miscellaneous oil crops (crambe, mustard, safflower, etc.)
  - 1.4-13 Other crops (sugar beets, buckwheat, edible beans, etc.)
  - 1.4-14 Crop desiccation
  - 1.4-15 Emergency crops
  - 1.4-16 Visual aids for crop production and pasture management
  - 1.4-17 Computerized Programs
2. PEST CONTROL - WEEDS-INSECTS
- 2.1 Weed Newsletters
    - 2.1-1 Weed Fighter
    - 2.1-2 Weed Wilter
    - 2.1-3 Weedy Notes
    - 2.1-4 North Central Weed Reports
  - 2.2 Perennial Weeds-general
    - 2.2-1 (file alphabetically by name if separate files are desired)
  - 2.3 Annual Weeds-general
    - 2.3-1 (file alphabetically by name if separate files are desired)
  - 2.4 Weed Control in Crops
    - 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
    - 2.4-6 Lawns
    - 2.4-7 Shelterbelts
    - 2.4-8 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 Engineering 6.3-4.5)
  - 2.8 Herbicides
    - 2.8-1 Companies and labels
    - 2.8-2 Herbicide Summary Handbook (may be kept in Weed Control Handbook)
    - 2.8-3 Herbicide Registration Summary (may be kept in Weed Control Handbook)
    - 2.8-4 Herbicide specifications for letting bids
  - 2.9 Weed Identification
    - 2.9-1 Remote Sensing (use of)
    - 2.9-2 S.D. Weed Manual
  - 2.10 Visual Aids in Weed Control
  - 2.11 Insect Control
    - 2.11-1 Biological
    - 2.11-2 Chemical - insecticides
    - 2.11-3 South Dakota Insecticide Recommendations
    - 2.11-4 Newsletters
  - 2.12 Insects (Individual Crop)
    - 2.12-1 Corn
    - 2.12-2 Small grain
    - 2.12-3 Sorghum
    - 2.12-4 Flax
    - 2.12-5 Legumes and Forage
    - 2.12-6 Soybeans
    - 2.12-7 Pastures and Hayland
    - 2.12-8 Sunflowers
    - 2.12-9 Stored grain
    - 2.12-10 Horticulture (Garden Crops) (see also 7.10)
    - 2.12-11 Horticulture (Fruits and Trees) (see also 7.10)
    - 2.12-12 Household
    - 2.12-13 Lawns (see 7.5-2)
    - 2.12-14 General fly and mosquito
  - 2.13 External Parasites (Ectoparasites)
    - 2.13-1 Human
    - 2.13-2 Cattle (including grub control)
    - 2.13-3 Cats, Dogs (pets)
    - 2.13-4 Horses
    - 2.13-5 Poultry
    - 2.13-6 Sheep
    - 2.13-7 Swine
    - 2.13-8 Other
  - 2.14 Beekeeping
  - 2.15 Integrated Pest Management
  - 2.16 Visual Aids - Pesticide Certification (Optional) Leave material in accordian folder or place in file.
 

Commercial Applicators - Certification	
A	Agricultural Animal Pest Control Examination
B	Agricultural Plant Pest Control Examination - Herbicides
C	Agricultural Plant Pest Control Examination - Insecticides
D	Aquatic Pest Control Examination
E	Demonstration Pest Control Examination



- F General Examination (Also Used for Dealer Exam)
- G Industrial, Institutional, Structural and Health Related Pest Control Examination
- H Ornamental and Turf Pest Control Examination
- IJ Public Health Pest Control
- K Regulatory Pest Control Examination
- L Right-of-Way Pest Control Examination
- M Rodent, Predator and Bird Pest Control Examination
- N Seed Treatment Examination
- O Woody Plant Pest Control Examination (Forest)
- PQ Pesticide Applicator License Application Scoresheets
- R Summation of South Dakota Pesticide Laws and Regulations
- S Pesticide Handbook
- T Miscellaneous - Letters
- UV Miscellaneous - Fact Sheets
- W Miscellaneous - Other Materials
- XYZ Private Applicators - Certification
  - A (Blue) Private Applicator Affirmation Form
  - B (Yellow) PA-2 Forms
  - C (White) Programmed Instruction Book (Yellow)
  - D (Orange) Open Book Test for Home Study
  - E (Green) Apply Pesticides Correctly - Core Manual Miscellaneous

### 3. SOILS

#### 3.1 Soil Conservation

- 3.1-1 Soil conservation needs
- 3.1-2 Conservation practices (strip crop, contour, terraces, grassed waterways, etc.)

#### 3.2 Cropping and Tillage Systems

- 3.2-1 Crop rotation
- 3.2-2 Minimum tillage
- 3.2-3 Subsoiling
- 3.2-4 Stubble mulch or subsurface tillage
- 3.2-5 Chemical fallow
- 3.2-6 Conservation tillage

#### 3.3 Soil Fertility, Fertilizers and Soil Amendments

- 3.3-1 Plant requirements and deficiency symptoms
- 3.3-2 Fertility trial results
- 3.3-3 Fertilizers and minor elements (area)
- 3.3-4 Soil test reports
- 3.3-5 Soil conditioners
- 3.3-6 Manure (green and barnyard) and crop residue
- 3.3-7 Fertilizer laws and regulations
- 3.3-8 Fertilizer application equipment (see Ag Engineering)

#### 3.4 Soil Erosion

- 3.4-1 Wind erosion
- 3.4-2 Water erosion

#### 3.5 Irrigation (see Ag Engineering 6.6-1)

#### 3.6 Drainage (see Ag Engineering 6.6-2)

#### 3.7 Soil Surveys

- 3.7-1 \_\_\_\_\_ County Soil Survey Reports
- 3.7-2 Soil survey information
- 3.7-3 Remote Sensing (use of)

#### 3.8 Visual Aids for Soils, Soil Fertility and Conservation

#### 3.9 Remote Sensing (Other uses such as drought, insect damage, etc.)

### 4. LIVESTOCK

#### 4.1 Beef

- 4.1-1 Research reports (Beef Field Day and Cow Calf Field Day)
- 4.1-2 Feeds and Feeding
  - 4.1-2.1 Concentrates
  - 4.1-2.2 Protein supplement
  - 4.1-2.3 Additives, growth stimulants, minerals, vitamins, etc.
  - 4.1-2.4 Silage and haylage
  - 4.1-2.5 Hay and harvested crop residues
  - 4.1-2.6 Pastures (as it relates to beef feeding)
  - 4.1-2.7 Computerized Programs - (Feed Mix AgNet)
- 4.1-3 Beef Management
  - 4.1-3.1 Calves
  - 4.1-3.2 Cow herd and sire selection
  - 4.1-3.3 Stocker and feeder
  - 4.1-3.4 Registered herd (breed registration certification, etc.)
  - 4.1-3.5 Artificial insemination, estrous synchronization
  - 4.1-3.6 Cross breeding
  - 4.1-3.7 Dwarfism
  - 4.1-3.8 Branding and other identification methods
  - 4.1-3.9 Embryo Transfer
  - 4.1-3.10 Diseases (see 4.14-1)
  - 4.1-3.11 Marketing (see 5.1-2)
- 4.1-4 Production testing
  - 4.1-4.1 South Dakota Livestock Production Records (for carcass evaluation see Econ. 5.1-5.5)
  - 4.1-4.2 Bull testing
  - 4.1-4.3 Carcass evaluation
- 4.1-5 Beef Housing (see 6.2)
- 4.1-6 Computerized Programs

#### 4.2 Swine

- 4.2-1 Swine Research Reports (Swine Day)
- 4.2-2 Feeds and Feeding
  - 4.2-2.1 Concentrates
  - 4.2-2.2 Protein supplements
  - 4.2-2.3 Crops, pasture and roughages (list in alphabetical order)
  - 4.2-2.4 Minerals, vitamins, antibiotics, additives



- 4.2-2.5 Water
  - 4.2-2.6 Feed Handling and Systems
    - 4.2-2.6-1 Grinding vs. Pelleting
  - 4.2-3 Swine Management
    - 4.2-3.1 Farrowing through weaning
      - 4.2-3.1-1 Spring vs. Fall Farrowing
      - 4.2-3.1-2 Tail biting and Docking
    - 4.2-3.2 Feeder pigs
    - 4.2-3.3 Production herd and sire
    - 4.2-3.4 Registered herd (breed certification, registration, etc.)
    - 4.2-3.5 SPF hogs
    - 4.2-3.6 Castration
    - 4.2-3.7 Sanitation
    - 4.2-3.8 Marketing (see 5.1-2.2)
    - 4.2-3.9 Branding and Other Identification Methods
  - 4.2-4 Herd Improvement - Breeding and Selection Programs
    - 4.2-4.1 South Dakota Swine Evaluation Station
    - 4.2-4.2 Crossbreeding and Hybrid Hogs
    - 4.2-4.3 Sire Selection
    - 4.2-4.4 Sow Selection
  - 4.2-5 Swine Housings (see 6.2-6, also 6.8 for waste management)
  - 4.2-6 Equipment (see also 6.2-6)
  - 4.2-7 Diseases (see 4.14-3)
  - 4.2-8 Judging and Shows
  - 4.2-9 Computerized Programs
- 4.3 Sheep
- 4.3-1 Sheep research reports
  - 4.3-2 Feeds and Feeding
    - 4.3-2.1 Concentrates
    - 4.3-2.2 Protein supplements
    - 4.3-2.3 Silage and haylage
    - 4.3-2.4 Hay
    - 4.3-2.5 Pasture and Range (grazing)
    - 4.3-2.6 Minerals, vitamins, additives
  - 4.3-3 Sheep management
    - 4.3-3.1 Ewe flock and sire
    - 4.3-3.2 Lambs
    - 4.3-3.3 Feeder and fattening lambs
    - 4.3-3.4 Wool
    - 4.3-3.5 Registered flock
    - 4.3-3.6 Disease (see 4.14-2)
    - 4.3-3.7 Marketing (see 5.1-2.3)
  - 4.3-4 Flock improvement and production testing (replacement, crossbreeding, ewe selection, ram selection, etc.)
    - 4.3-4.1 South Dakota Sheep Production Testing Association
  - 4.3-5 Sheep Housing (see 6.2-8)
  - 4.3-6 Judging and Shows
  - 4.3-7 Computerized Programs
- 4.6 Dairy
- 4.6-1 Dairy research reports (update)
  - 4.6-2 Feeds and feeding
    - 4.6-2.1 Concentrates
    - 4.6-2.2 Protein, energy
    - 4.6-2.3 Minerals, vitamins, additives
  - 4.6-2.4 Silage and haylage
  - 4.6-2.5 Hay
  - 4.6-2.6 Pasture
  - 4.6-3 Dairy Herd Improvement (DHI) (see All)
  - 4.6-4 Management
    - 4.6-4.1 Calf raising
    - 4.6-4.2 Dry cows
    - 4.6-4.3 Replacement heifers
    - 4.6-4.4 Dairy cattle health (refer to livestock diseases 4.14-1)
    - 4.6-4.5 Dairy marketing (see 5.1-3)
  - 4.6-5 Sire and cow selection (genetics - USDA sire summaries)
  - 4.6-6 Dairy breed program
  - 4.6-7 Milking equipment sanitation and quality (see also Ag Engineering 6.2-5)
  - 4.6-8 Milk processing plants (refer to Dairy Marketing 5.1-3)
  - 4.6-9 South Dakota minimum standards for manufacturing milk
  - 4.6-10 Mastitis
  - 4.6-11 Reproduction
    - 4.6-11.1 Artificial insemination and estrous synchronization
    - 4.6-11.2 Reproductive management, calving intervals, routine herd health, records
  - 4.6-12 Housing (see 6.2-5)
  - 4.6-13 Computerized Programs
- 4.7 Horses
- 4.7-1 Breeds and breeding
  - 4.7-2 Feeds and feeding
  - 4.7-3 Management
- 4.8 Poultry
- 4.8-1 Research reports and flock records (Poultry Field Day)
  - 4.8-2 Breeding
  - 4.8-3 Feeding
  - 4.8-4 Management
    - 4.8-4.1 Diseases (see 4.14-4)
  - 4.8-5 Marketing (see Economics 5.1-4)
  - 4.8-6 Housing (see 6.2-7)
  - 4.8-7 General information
    - 4.8-7.1 Integration, financing
    - 4.8-7.2 Newsletters
  - 4.8-8 Computerized Programs
- 4.9 Other Poultry (ducks, geese, guineas, turkeys, pheasants, etc.)
- 4.10 Small Animals
- 4.10-1 Rabbits (see 4-H sec. H7.48)
  - 4.10-2 Dogs (see 4-H sec. H7.32)
  - 4.10-3 Other (mink, chincilla, etc.)
- 4.14 Livestock Diseases and External Parasites
- 4.14-1 Beef and Dairy Cattle Diseases
    - 4.14-1.1 Respiratory Diseases--IBR (Infectious Bovine Rhinotracheitis), BVD (Bovine Virus Diarrhea--Mucosal Disease), PI<sub>3</sub> (Parainfluenza 3)--Shipping Fever, Pneumonia,



- Calf Diphtheria (Necrotic Laryngitis).
- 4.14-1.2 Reproductive Diseases-- Leptospirosis, Vibriosis, Abortion, Infertility, Brucellosis.
- 4.14-1.3 Toxicity or Poisoning-- Ergot Poisoning, Fescue Poisoning, Selenium Toxicity, Hydrocyanic Poisoning, Lead Poisoning, Poisonous Plants, Sweet Clover Poisoning, Nitrate Poisoning.
- 4.14-1.4 Metabolic Diseases-- Ketosis (Acetonemia), Grass Tetany, Milk Fever, Urinary Calculi.
- 4.14-1.5 Digestive Tract Diseases-- Calf Scours, Bloat, Founder, Engorgement, Rumenitis, Liver Abscesses, Johne's Disease (Paratuberculosis), Coccidiosis, Internal Parasites.
- 4.14-1.6 Bacterial or Viral Infections-- Anaplasmosis, Tuberculosis, Anthrax, Mastitis, Pink Eye, Black Leg--Malignant edema, Tetanus, Lumpy Jaw, Encephalitis, Listeriosis, Rabies, Navel Ill, Salmonellosis, Foot Rot.
- 4.14-1.7 External Parasites or Skin Conditions-- Photosensitization, Ringworm, Lice, Mange.
- 4.14-1.8 Nutritional--Rickets
- 4.14-1.9
- 4.14-2 Sheep Diseases
  - 4.14-2.1 Respiratory Diseases-- Pneumonia, lung worms
  - 4.14-2.2 Reproductive Diseases-- Reproductive problems, Abortion, Vibriosis, Pregnancy Disease, Ram epididymitis, Mastitis.
  - 4.14-2.3 Toxicity or Poisoning
  - 4.14-2.4 Metabolic Diseases-- Pregnancy Disease
  - 4.14-2.5 Digestive Tract Diseases --Enterotoxemia (over eating), Internal parasites, Salmonellosis.
  - 4.14-2.6 Bacterial or Viral Infections--Scrapie, Stiff Lamb Disease (Polyarthritis), Foot rot, Listeriosis, Blue tongue, Sore mouth (contagious ecthyma)
  - 4.14-2.7 External Parasites or Skin Conditions--Scabies, External parasites.
  - 4.14-2.8 Nutritional--Urinary Calculi, White Muscle Disease
  - 4.14-2.9
- 4.14-3 Swine Diseases
  - 4.14-3.1 Respiratory Disease-- Atrophic Rhinitis, Influenza, Virus Pig Pneumonia (SPF Pigs), Tuberculosis, Bullnose
  - 4.14-3.2 Reproductive Diseases-- Brucellosis, Leptospirosis, Mastitis-Metritis-Agalactia (MMA), Reproductive Diseases, SMEDI
  - 4.14-3.3 Toxicity or Poisoning-- Gut Edema (Enterotoxemia), Salt Poisoning (Sodium Ion Toxicity), Arsenic Poisoning, Mold
  - 4.14-3.4 Metabolic Diseases
  - 4.14-3.5 Digestive Tract Diseases --Stomach Ulcers, Scours, Salmonellosis, TGE, Bloody Dysentery, Internal Parasites, Prolapse Rectum, Trichinosis, Necro
  - 4.14-3.6 Bacterial or Viral Infections--Erysipelas, PPLO (Mycoplasma), Lock Jaw (tetanus), Jowl Abscesses, Hog Cholera, Arthritis, Tuberculosis, Anthrax, Aujeszky's Disease (Pseudorabies), Vesicular Exanthema
  - 4.14-3.7 External Parasites or Skin Conditions--Greasy Pig Disease, Parakeratosis, Mange, Lice, Pig Pox
  - 4.14-3.8 Nutritional--Baby Pig Anemia, Bleeding Pig Disease, V + K, Baby Pig Disease
  - 4.14-3.9 Miscellaneous--Porcine Stress Syndrome (PSS), Molds, Thumps, Spraddle-leg
- 4.14-4 Poultry Diseases
  - 4.14-4.1 Respiratory Diseases-- Laryngotracheitis, Bronchitis, Coryza, Sinusitis, Chronic Respiratory Disease (CRD).
  - 4.14-4.2 Reproductive Diseases
  - 4.14-4.3 Toxicity or Poisoning
  - 4.14-4.4 Metabolic Diseases
  - 4.14-4.5 Digestive Tract Disease-- Internal parasites, Coccidiosis
  - 4.14-4.6 Bacterial or Viral Infections--Fowl cholera, Salmonellosis, Pullorum, Typhoid, Bluecomb, Tuberculosis, Leukosis complex, Marek's Disease, Fowl Pox, Newcastle Disease, Mycotic Diseases (Molds).
  - 4.14-4.7 External Parasites or Skin Conditions--External parasites.
  - 4.14-4.8 Nutritional
  - 4.14-4.9 Miscellaneous--Hemorrhagic Syndrome



- 4.14-5 Horse Disease
  - 4.14-5.1 Respiratory Diseases--  
Equine Influenza
  - 4.14-5.2 Reproductive Diseases
  - 4.14-5.3 Toxicity or Poisoning
  - 4.14-5.4 Metabolic Diseases
  - 4.14-5.5 Digestive Tract Diseases  
--Internal Parasites,  
Bots Blood worms  
(Strongyles), Colic.
  - 4.14-5.6 Bacterial or Viral Infec-  
tions--Equine Encepha-  
litis, Lock Jaw (Tetanus)
  - 4.14-5.7 External Parasites or  
Skin Conditions--External  
Diseases
  - 4.14-5.8 Nutritional
  - 4.14-5.9 Miscellaneous--Founder  
(Laminitis), Lameness

## 5. ECONOMICS

### 5.1 Marketing and Utilization

- 5.1-1 General marketing information
  - 5.1-1.1 Market news reports, price  
outlook, seasonal price  
patterns
  - 5.1-1.2 Commodity futures markets
  - 5.1-1.3 Markets (auction and central  
public markets)
  - 5.1-1.4 Assembly, transportation,  
shrinkage
  - 5.1-1.5 Advertising and promotion
  - 5.1-1.6 Marketing margins and costs
  - 5.1-1.7 Outlook (general - see also  
specific commodity)
  - 5.1-1.8 Regulations (general)
- 5.1-2 Livestock marketing
  - 5.1-2.1 Beef cattle
    - 5.1-2.1-1 Feeder cattle
    - 5.1-2.1-2 Slaughter cattle
  - 5.1-2.2 Swine
    - 5.1-2.2-1 Feeder pigs,  
marketing and  
grades
    - 5.1-2.2-2 Market hogs,  
marketing and  
grades
  - 5.1-2.3 Sheep
    - 5.1-2.3-1 Sheep and lambs,  
marketing and  
grades
    - 5.1-2.3-2 Wool, marketing  
and grades
  - 5.1-2.4 Livestock outlook (except  
dairy and poultry)
    - 5.1-2.4-1 General
    - 5.1-2.4-2 Cattle
    - 5.1-2.4-3 Hogs
    - 5.1-2.4-4 Sheep
- 5.1-3 Dairy marketing
  - 5.1-3.1 Milk prices outlook and  
support programs
  - 5.1-3.2 Market orders
  - 5.1-3.3 Transportation and proces-  
sing
  - 5.1-3.4 Marketing margins
- 5.1-4 Poultry and Egg marketing
  - 5.1-4.1 Eggs
  - 5.1-4.2 Chickens, turkeys, other  
poultry
  - 5.1-4.3 Prices, outlook

- 5.1-4.4 Transportation and proces-  
sing
- 5.1-5 Dressed Meats marketing
  - 5.1-5.1 Grades and meat inspection
  - 5.1-5.2 Cutability grades, beef,  
sheep, swine
  - 5.1-5.3 Processing and distribution
  - 5.1-5.4 Meat consumption trends, per  
capita
  - 5.1-5.5 Carcass
- 5.1-6 Grain marketing
  - 5.1-6.1 Cash grains (wheat and rye)
  - 5.1-6.2 Feed grains
  - 5.1-6.3 Oil crops (soybeans, flax,  
etc.)
  - 5.1-6.4 Elevators, assembling, and  
transportation
  - 5.1-6.5 Feed and farm supply  
services
  - 5.1-6.6 Grain Futures
  - 5.1-6.7 Outlook
- 5.1-7 Marketing of horticultural and  
specialty crops
- 5.1-8 Cooperative marketing and purchasing
  - 5.1-8.1 Organization of cooperatives
  - 5.1-8.2 Operation of cooperatives
  - 5.1-8.3 Bargaining associations
- 5.1-9 Supply and Market Firms
  - 5.1-9.1 Business Management
  - 5.1-9.2 Financial Management
  - 5.1-9.3 Feasibility
    - 5.1-9.3-1 Production
    - 5.1-9.3-2 Processing
    - 5.1-9.3-3 Marketing

### 5.2 Farm Management

- 5.2-1 Farm and ranch budgets
  - 5.2-1.1 "Ten Steps" Guidebooks and  
Workbooks
  - 5.2-1.2 "Ten Steps" instructions and  
reference materials
  - 5.2-1.3 Cash-flow and financial  
analysis
- 5.2-2 Production economics
  - 5.2-2.1 Costs of production--crops  
(alphabetic by crops)
  - 5.2-2.2 Costs of production--live-  
stock (alphabetic by enter-  
prises)
  - 5.2-2.3 Farm land pricing and prices
- 5.2-3 Farm leases and rental agreements
  - 5.2-3.1 Farm leases and contract
  - 5.2-3.2 Farm rental arrangements,  
determining equitable leases
  - 5.2-3.3 Father-son operating agree-  
ments
  - 5.2-3.4 Farm corporations
- 5.2-4 Farm and ranch accounts
  - 5.2-4.1 Farm record books and  
analyses
  - 5.2-4.2 Computerized record keeping
- 5.2-5 Agricultural credit
  - 5.2-5.1 Short term
  - 5.2-5.2 Intermediate
  - 5.2-5.3 Long term
- 5.2-6 Farm labor
- 5.2-7 Farm business considerations
  - 5.2-7.1 Farm tax regulations
    - 5.2-7.1-1 Federal income  
taxes
    - 5.2-7.1-2 Social Security  
taxes

- 5.2-7.1-3 Real estate and personal property taxes
  - 5.2-7.2 Gas tax refunds
  - 5.2-7.3 Crop insurance
  - 5.2-7.4 Custom rates and machinery costs
  - 5.2-7.5 Farm law (for wills, estate planning insurance, etc. see Home Management 11.2-7 and 11.2-8)
- 5.3 Public Affairs
- 5.3-1 Income and price policies
    - 5.3-1.1 Price support programs
    - 5.3-1.2 Parity formulation
  - 5.3-2 Production and marketing adjustments (supply and demand relationships, control programs, storage programs, land retirement, etc.)
  - 5.3-3 Rural zoning (zoning laws, ordinances, etc.)
  - 5.3-4 Taxes and tax policies
    - 5.3-4.1 Economic tax base (population, income, etc.)
    - 5.3-4.2 Tax systems (types of taxes)
    - 5.3-4.3 Tax supported services
  - 5.3-5 Foreign trade (import-export policies, quotas, product promotion abroad)
  - 5.3-6 Transportation
  - 5.3-7 Crime/Vandalism
  - 5.3-8 Legislation (Constitution Rev., etc.)
- 5.4 Resource Development
- 5.4-1 Human resources (population, statistics, unemployment, under-employment, ethnic groups, etc.)
  - 5.4-2 Careers
  - 5.4-3 Physical resources
    - 5.4-3.1 Land and classification of
    - 5.4-3.2 Water and state water laws
    - 5.4-3.3 Minerals
  - 5.4-4 Institutional resources (schools, churches, welfare, highway matters, Remote Sensing Institute)
  - 5.4-5 Recreational resources (parks, campsites and ground, hunting)(vacation farms also)
    - 5.4-5.1 Tourism
    - 5.4-5.2 Hunting and Fishing Fees
  - 5.4-6 Industrial resources (manufacturing, processing, wholesale, retail, services, utilities)
  - 5.4-7 Agricultural resources (agricultural statistics, agricultural technology)
- 5.5 Community Resource Development
- 5.5-1 CRD overview
  - 5.5-2 CRD program determination (process)
  - 5.5-3 State and national CRD goals
  - 5.5-4 FAPR'S - Federal Assistance Programs Retrieval System
  - 5.5-5 County USDA-CRD Committee (see D5.2)
  - 5.5-6 Planning District Committee (see D5.2-3)
  - 5.5-7 CRD Program Components
    - 5.5-7.1 Business and Industrial Development (see also 5.4-6)
    - 5.5-7.2 Natural Resources and Environment
      - 5.5-7.2-1 Water quality programs (Clean Water Act, S-208) (see also 5.4-3)
      - 5.5-7.2-2 Air quality programs
      - 5.5-7.2-3 Land use planning and zoning (see also 5.3-3)
      - 5.5-7.2-4 Mineral development (coal, oil, uranium, sand, gravel, etc.)
      - 5.5-7.2-5 Energy conservation programs
  - 5.5-7.3 Comprehensive Planning (HUD-701, OEDPs, Planning Districts, Dev. plans, etc.)
  - 5.5-7.4 Community Services and Facilities
    - 5.5-7.4-1 Utilities (water, power and electric)
    - 5.5-7.4-2 Transportation (air, rail, highways, streets)
    - 5.5-7.4-3 Schools (primary, secondary, vocational, college)
    - 5.5-7.4-4 Rural churches
    - 5.5-7.4-5 Recreation (parks and playgrounds)
  - 5.5-7.5 Housing (community housing programs, i.e. HUD, FHA, FmHA, S.D. Housing Authority - see sect. II All)
  - 5.5-7.6 Health and Welfare (Community programs, i.e. immunization clinics, screening tests, nutrition, etc.)
  - 5.5-7.7 Manpower Development Programs (CETA, O.J.T., Hazardous occupation training, Work experience - see also 5.4-1)
  - 5.5-7.8 Recreation and Tourism
    - 5.5-7.8-1 Commercial recreation (hunting, fishing, amusement parks, golf courses, etc.)
    - 5.5-7.8-2 Tourist industry (facilities, hosting, etc.)
  - 5.5-7.9 Local government and finances
    - 5.5-7.9-1 County Board of Commissioners
    - 5.5-7.9-2 County Planning and Zoning Commission
    - 5.5-7.9-3 City Planning and Zoning Commissions
    - 5.5-7.9-4 School district reorganization
    - 5.5-7.9-5 Federal revenue sharing
    - 5.5-7.9-6 Local government finance (see 5.3-4)



- 5.5-7.10 Community Leadership Development
- 5.5-7.11 Organization Development and Maintenance
  - 5.5-7.11-1 County study committee
- 5.5-7.12 Leisure and Cultural Education
  - 5.5-7.12-1 Community heritage programs (museums, etc.)
- 5.5-8 CRD Research
- 5.5-9

- 6.3-5.3 Farm shop and small tools
- 6.3-5.4 Windmills
- 6.3-6 Horticultural and Forestry equipment
  - 6.3-6.1 Energy saving

- 6.4 Automotive (includes car, pickups and trucks)
- 6.5 Crop processing and handling
  - 6.5-1 Feed grinding, mixing, blending, and handling
  - 6.5-2 Crop drying and aeration (see also 6.2-10)
    - 6.5-2.1 Grain drying (include solar)
  - 6.5-3 Harvesting crop residues
  - 6.5-4 Drought, frost (see crop)

## 6. AGRICULTURAL ENGINEERING

### 6.1 Electricity and Water Systems

- 6.1-1 Farm electric equipment, general
- 6.1-2 Generators, emergency
- 6.1-3 Heating, electric
- 6.1-4 Lighting
- 6.1-5 Motors
- 6.1-6 Refrigeration and air conditioning
- 6.1-7 Ventilation
- 6.1-8 Wiring, code
- 6.1-9 Water systems and water treatment
- 6.1-10 Energy conservation

### 6.2 Buildings

- 6.2-1 Materials
- 6.2-2 Construction (see for Family Housing also Home Ec 18)
- 6.2-3 Farmstead planning
- 6.2-4 Beef housing and equipment
- 6.2-5 Dairy housing and equipment
- 6.2-6 Swine housing and equipment
- 6.2-7 Poultry housing and equipment
- 6.2-8 Sheep housing and equipment
- 6.2-9 Machinery housing and shops
- 6.2-10 Grain storage and equipment (also see 6.5-2)
  - 6.2-10.1 Storage Diseases and Insects
- 6.2-11 Silage storage and equipment
- 6.2-12 Hay storage
- 6.2-13 Garden buildings
- 6.2-14 Paints and preservatives
- 6.2-15 Horse housing and equipment
- 6.2-16 Energy saving ideas
- 6.2-17 Farm housing
- 6.2-18 Other buildings

### 6.3 Farm Power and Machinery

- 6.3-1 Costs (see Farm Management section 5.2)
- 6.3-2 Fuels and lubricants
- 6.3-3 Tractors and engines (large)
- 6.3-4 Farm Equipment
  - 6.3-4.1 Tillage
  - 6.3-4.2 Seeding
  - 6.3-4.3 Grain harvesting
  - 6.3-4.4 Forage harvesting
  - 6.3-4.5 Weed control and pest control (sprayers)
  - 6.3-4.6 Fertilizer equipment
  - 6.3-4.7 Vehicles and trailers
  - 6.3-4.8 Crop processing
- 6.3-5 Small engines and special tools
  - 6.3-5.1 Small engines - care and maintenance
  - 6.3-5.2 Homemade and special equipment

### 6.6 Soil and Water

- 6.6-1 Irrigation
  - 6.6-1.1 Research Reports
  - 6.6-1.2 Water laws
  - 6.6-1.3 Water supply and requirements
  - 6.6-1.4 Irrigation equipment
  - 6.6-1.5 Agronomic practices and soils
  - 6.6-1.6 Irrigated crops (alphabetical order)
  - 6.6-1.7 Water hydraulics
  - 6.6-1.8 Well construction and maintenance
- 6.6-2 Drainage
  - 6.6-2.1 Tile drains
  - 6.6-2.2 Surface drains
  - 6.6-2.3 Re-use pumps

### 6.7 Weather - Climatology

- 6.7-1 General
- 6.7-2 Satellite data

### 6.8 Pollution Control and Waste Management

- 6.8-1 Pollution control, general
- 6.8-2 Regulations and laws
- 6.8-3 Livestock waste management
- 6.8-4 Human waste (sewage disposal)
- 6.8-5 Land application
- 6.8-6 Non-point runoff pollution
- 6.8-7 Odors, dust, aerosols
- 6.8-8 Soil wastes

## 7. HORTICULTURE

### 7.1 Vegetable Growing

- 7.1-1 General bulletins
- 7.1-2 Variety lists
- 7.1-3 Cultural practices
- 7.1-4 Diseases, Insects and Other Problems
- 7.1-5 Commercial Vegetable Growing (For marketing see 5.1-7)
- 7.1-6 Herbs
- 7.1-7 Specific Crops

### 7.2 Small Fruit Growing

- 7.2-1 General bulletins
- 7.2-2 Variety lists
- 7.2-3 Cultural practices
- 7.2-4 Diseases, Insects and Other Problems
- 7.2-5 Commercial Fruit Growing
- 7.2-6 Specific Crops

### 7.3 Tree Fruit Growing

- 7.3-1 General bulletins

- 7.3-2 Variety list
- 7.3-3 Diseases, Insects and Other Problems
- 7.3-4 Specific crops
- 7.4 Landscaping
  - 7.4-1 General bulletins
  - 7.4-2 Home Landscaping Workbook
  - 7.4-3 Landscape Plants List
  - 7.4-4 Landscape Planning Workshop Materials
- 7.5 Lawns
  - 7.5-1 General bulletins
  - 7.5-2 Insects
  - 7.5-3 Disease
  - 7.5-4 Seeding and management
  - 7.5-5 Sodding
  - 7.5-6 Weed control
  - 7.5-7 Seed companies
  - 7.5-8 Variety descriptions
- 7.6 Ornamental Trees and Shrubs
  - 7.6-1 General bulletins
  - 7.6-2 Deciduous
  - 7.6-3 Evergreens
  - 7.6-4 Disease, Insects and Other Problems
  - 7.6-5 Plant lists (also 7.4-3)
  - 7.6-6 Ornamental Nursery catalogs
  - 7.6-7 Poisonous plants
- 7.7 Flowers
  - 7.7-1 General bulletins
  - 7.7-2 Annuals
  - 7.7-3 Perennials
  - 7.7-4 Tubers, roots, corms
  - 7.7-5 Flower arranging
  - 7.7-6 Dried flower materials
  - 7.7-7 Diseases, Insects and Other Problems
  - 7.7-8 Poisonous plants (also 7.6-8)
- 7.8 Vines and Ground Covers
  - 7.8-1 General bulletins
  - 7.8-2 Plant list
  - 7.8-3 Problems
- 7.9 House Plants
  - 7.9-1 General bulletins
  - 7.9-2 Diseases, Insects and Other Problems
  - 7.9-3 Poisonous plants (also 7.6-8)
- 7.10 Other
  - 7.10-1 Research reports (Experiment Station bulletins, etc.)
  - 7.10-2 Catalogs--seeds and plants
  - 7.10-3 Newsletter--Plains Talk
  - 7.10-4 Directory of S.D. Horticulture Enterprises
  - 7.10-5 S.D. Nursery Plant Source List
- 8. FORESTRY
  - 8.1 Shelterbelts and Windbreaks
    - 8.1-1 Farmstead
    - 8.1-2 Field
    - 8.1-3 Twin-row, high-density windbreaks
  - 8.2 Farm Woodlands, Commercial
    - 8.2-1 Tree stand improvement
  - 8.3 Wood Products, Preservatives
  - 8.4 Forestry
    - 8.4-1 Remote Sensing (use of)
  - 8.5 Disease
    - 8.5-1 Urban trees
    - 8.5-2 Windbreak trees
    - 8.5-3 Forest trees
  - 8.6 Other
    - 8.6-1 Research Reports
    - 8.6-2 Newsletters--Tree Talk
- 9. WILDLIFE, FISH AND ENVIRONMENT
  - 9.1 Habitat Improvement and Preservation (food, plots, pothole blasting, nesting, cover, fish ponds, etc.)
    - 9.1-1 Wildlife and habitat values
    - 9.1-2 Drought effects
  - 9.2 Management (hunting, fishing, fish, stocking, etc.)
    - 9.2-1 Pheasant
    - 9.2-2 Fish
    - 9.2-3 Endangered species
    - 9.2-4 Waterfowl
    - 9.2-5 Big game (deer, antelope)
    - 9.2-6 Upland game (partridge, grouse, turkeys, squirrels, cottontails, etc.)
  - 9.3 Predator Control
    - 9.3-1 Coyotes
    - 9.3-2 Dogs
  - 9.4 Nuisance Animal Control
    - 9.4-1 Rodents (field mice, ground squirrels, prairie dogs)
    - 9.4-2 Rabbits
    - 9.4-3 Bird
    - 9.4-4 Pocket gopher
    - 9.4-5 Miscellaneous (skunks, raccoons, etc.)
    - 9.4-6 General crop protection
  - 9.5 Trapping and Fur Animals
    - 9.5-1 Extension Trapper Program
  - 9.6 Other
    - 9.6-1 Research
    - 9.6-2 Newsletter
    - 9.6-3 Events
  - 9.7 Federal and State Programs
    - 9.7-1 Pheasant restoration program (state)
    - 9.7-2 Small wetlands acquisition program (federal)
    - 9.7-3 Public shooting areas (state)
    - 9.7-4 National wildlife refuges (federal)
    - 9.7-5 Parks
  - 9.8 Aquatic Weed Control (see 2.6)
  - 9.9 Landowner-Sportsman Relations
  - 9.10 Songbirds
    - 9.10-1 Feeding
    - 9.10-2 Bird houses
- 10. SAFETY - FARM AND RURAL (for home safety see 17)
  - 10.1 Farmstead Safety (machinery, tractor, etc.)



- 10.2 Safety events
  - 10.3 Highway Safety
  - 10.4 Chemical Safety (insecticides and other farm chemicals) also see 17 Health and Safety in the Home
  - 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 Laws relating to food, health, and drugs (see 17.4)
  - 10.7 Safety Laws and Regulations
    - 10.7-1 OSHA
    - 10.7-2 Hazardous Occupation Exemptions
  - 10.8 Farmstead Fire Prevention
  - 11. FAMILY RESOURCE MANAGEMENT
    - 11.1 Agnet Financial Computer Programs
      - 11.1-1 Moneycheck
      - 11.1-2 AFFACA
    - 11.2 Family economics
      - 11.2-1 Principles of money management
      - 11.2-2 Budgeting (spending plans, etc.)
      - 11.2-3 Consumer credit
        - 11.2-3.1 How to use and choose
        - 11.2-3.2 Credit legislation
          - 11.2-3.2-1 Equal credit opportunity act
          - 11.2-3.2-2 Fair credit billing act
          - 11.2-3.2-3 Fair credit reporting act
          - 11.2-3.2-4 Truth in lending
          - 11.2-3.2-5 South Dakota laws
      - 11.2-4 Saving
      - 11.2-5 Investing
      - 11.2-6 Retirement
        - 11.2-6.1 Social Security
        - 11.2-6.2 IRA's (Individual Retirement Accounts)
      - 11.2-7 Insurance
        - 11.2-7.1 Life
        - 11.2-7.2 Health
        - 11.2-7.3 Auto
        - 11.2-7.4 Annuities
      - 11.2-8 Estate planning (wills, trusts, etc.)
      - 11.2-9 Banks and banking services
      - 11.2-10 Children and money
      - 11.2-11 Family record keeping
      - 11.2-12 Home business centers
      - 11.2-13 Family living outlook
      - 11.2-14 Cost of rearing a child
      - 11.2-15 Women and money
    - 11.3 Family Management
      - 11.3-1 Time and energy management
        - 11.3-1.1 Research in time management
  - 11.3-1.2 Research in energy management
    - 11.3-2 Values
    - 11.3-3 Goals
    - 11.3-4 Standards
    - 11.3-5 Decision making
    - 11.3-6 Management process and principles
    - 11.3-7 Family in an ecosystem
    - 11.3-8 Family as an ecosystem
  - 11.4 Consumer Competency
    - 11.4-1 Selection, buying maintenance, use of goods and services
      - 11.4-1.1 Funerals
      - 11.4-1.2 Weddings
      - 11.4-1.3 Autos
      - 11.4-1.4 College education
    - 11.4-2 Labels and brands
    - 11.4-3 Consumer price index
    - 11.4-4 How and where to complain
    - 11.4-5 Buying calendars (when to buy)
    - 11.4-6 Warranties
    - 11.4-7 Shopping techniques
    - 11.4-8 Buying principles
    - 11.4-9 Rights and responsibilities, consumer and business
    - 11.4-10 Advertising
    - 11.4-11 Metric system
    - 11.4-12 South Dakota Consumer Rights Handbook
    - 11.4-13 Rackets and frauds
    - 11.4-14 Consumer protection (see Sec. II A-11 for information on Federal Food and Drug Administration, Federal Trade Commission, Consumer Product Safety Commission, U.S. Postal Service, South Dakota Department of Commerce and Consumer Affairs)
      - 11.4-14.1 Legislation
        - 11.4-14.1-1 Truth in Leasing Act
12. HOUSEHOLD EQUIPMENT
  - 12.1 Appliances
    - 12.1-1 Federal, state and corporation regulations
    - 12.1-2 Statistical data
    - 12.1-3 Appliances and energy
    - 12.1-4 Appliance servicing and warranties
    - 12.1-5 Appliance safety and repair
    - 12.1-6 Major appliance selection, use and care
      - 12.1-6.1 Used appliances
      - 12.1-6.2 Electronic ranges
      - 12.1-6.3 Electric ranges
      - 12.1-6.4 Gas ranges and grills
      - 12.1-6.5 Vent hoods
      - 12.1-6.6 Refrigerators and freezers
      - 12.1-6.7 Dishwashers
      - 12.1-6.8 Washers
      - 12.1-6.9 Dryers
      - 12.1-6.10 Climate control appliances (air conditioners, air cleaners, humidifiers, dehumidifiers, fans, heaters)

- 12.1-6.11 Garbage disposals, incinerators and compactors
- 12.1-7 Small electrical appliances
  - 12.1-7.1 Slow cookers, pressure saucepans and roasters
  - 12.1-7.2 Fry pans and crepe makers
  - 12.1-7.3 Grills and waffle bakers
  - 12.1-7.4 Blenders, mixers and food processors
  - 12.1-7.5 Toasters and toaster ovens
  - 12.1-7.6 Percolators and coffee makers
  - 12.1-7.7 Knives and other electric cutlery
  - 12.1-7.8 Hot water dispensers
  - 12.1-7.9 Irons
  - 12.1-7.10 Miscellaneous
- 12.1-8 Battery operated appliances
- 12.1-9 Personal care appliances
- 12.1-10 Entertainment appliances
- 12.1-11 Vacuums and floor polishers
- 12.1-12 Sewing machines
- 12.1-13 Security systems

## 12.2 Housewares

- 12.2-1 Materials used in housewares
- 12.2-2 Surface cookery utensils
- 12.2-3 Oven cookery utensils
- 12.2-4 Cutlery
- 12.2-5 Accessory items

## 12.3 Table Appointments

- 12.3-1 Silver, plate and stainless
- 12.3-2 Crystal and glassware
- 12.3-3 China and porcelain
- 12.3-4 Pottery and earthenware
- 12.3-5 Plastics

## 12.4 Lighting

- 12.4-1 Requirements and methods
- 12.4-2 Bulb styles and selection
- 12.4-3 Light fixtures - styles and selection
  - 12.4-3.1 Track lighting
  - 12.4-3.2 Lamps and lampshades
- 12.4-4 Light and energy

## 12.5 Cleaning Products and Methods

- 12.5-1 Cleaning methods
- 12.5-2 Cleaners
- 12.5-3 Household pests

## INTERIOR DESIGN

### 12.6 Design Principles

- 12.6-1 Design
- 12.6-2 Color
- 12.6-3 Texture and pattern
- 12.6-4 Form, line and shape

### 12.7 Decorating Ideas

- 12.7-1 Low-cost/budget
- 12.7-2 Bathrooms
- 12.7-3 Bedrooms
- 12.7-4 Children's rooms
- 12.7-5 Dining rooms
- 12.7-6 Family rooms
- 12.7-7 Kitchens

- 12.7-8 Laundry, sewing and utility rooms
- 12.7-9 Living rooms
- 12.7-10 Storage

## 12.8 Wallcoverings

- 12.8-1 Applied walls
  - 12.8-1.1 Paint - selection, application and maintenance
  - 12.8-1.2 Wallpaper - selection, application and maintenance
  - 12.8-1.3 Paneling - selection, application and maintenance
- 12.8-2 Portable walls - room dividers and screens
- 12.8-3 Permanent walls

## 12.9 Window Treatments

- 12.9-1 Window treatment fabrics
- 12.9-2 Draperies and drapery hardware
- 12.9-3 Curtains and curtain hardware
- 12.9-4 Shades, blinds and shutters
- 12.9-5 Window treatments and energy

## 12.10 Floorcoverings

- 12.10-1 Carpets and rugs
  - 12.10-1.1 Federal, state and industry regulations
  - 12.10-1.2 Fibers and finishes
  - 12.10-1.3 Backings and underlays
  - 12.10-1.4 Kitchen/Indoor-Outdoor
  - 12.10-1.5 Handmade rugs
  - 12.10-1.6 Carpet and rug care and repair
- 12.10-2 Resilient floor coverings - selection and care
- 12.10-3 Wood floors - selection, care and repair
- 12.10-4 Hard floors - concrete, slate, tile

## 12.11 Furniture

- 12.11-1 Legislative issues
- 12.11-2 Statistical data
- 12.11-3 Life expectancy and budgeting for furniture
- 12.11-4 Furniture arrangements
- 12.11-5 Furniture construction, selection and care
  - 12.11-5.1 Wood (casegoods)
  - 12.11-5.2 Upholstered
  - 12.11-5.3 Metal
  - 12.11-5.4 Plastic
  - 12.11-5.5 Reed, cane, wicker and rattan
  - 12.11-5.6 Children's furniture
  - 12.11-5.7 Mattresses
- 12.11-6 Furniture styles
  - 12.11-6.1 Current lines
  - 12.11-6.2 Antiques
  - 12.11-6.3 Outdoor furnishings
- 12.11-7 Caning and chair reseatng
- 12.11-8 Finishing and refinishing
- 12.11-9 Slipcovering
- 12.11-10 Upholstery fabrics
- 12.11-11 Upholstering and reupholstering



- 12.12 Household Linens
    - 12.12-1 Table linens
    - 12.12-2 Bedroom linens
      - 12.12-2.1 Pillows
      - 12.12-2.2 Sheets and pillow cases
      - 12.12-2.3 Blankets and bedspreads
      - 12.12-2.4 Mattress pads
    - 12.12-3 Bathroom linens
  - 12.13 Household Accessories
    - 12.13-1 Pictures
    - 12.13-2 Mirrors
    - 12.13-3 Flowers, plants and dry arrangements
    - 12.13-4 Pillows
    - 12.13-5 Clocks
    - 12.13-6 Craft items
  - 12.14 Computerized Programs
13. CLOTHING AND TEXTILES
- 13.1 Buymanship - General Consumer Buymanship
    - 13.1-1 Accessories
    - 13.1-2 Children's and infant's wear
    - 13.1-3 Children's clothing--boys
    - 13.1-4 Children's clothing--girls
    - 13.1-5 Coats and suits
    - 13.1-6 Dresses
    - 13.1-7 Fabrics
    - 13.1-8 Foundation garments
    - 13.1-9 Hosiery
    - 13.1-10 Men's wear
    - 13.1-11 Patterns (children's)
    - 13.1-12 Shoes
    - 13.1-13 Sweaters
    - 13.1-14 Undergarments
    - 13.1-15 Sizing studies
    - 13.1-16 Permanent press
    - 13.1-17 Water repellent wear
    - 13.1-18 Flammable fabrics legislation and developments
    - 13.1-19 Metric system
    - 13.1-20 Clothing for the elderly
  - 13.2 Budgeting
    - 13.2-1 Wardrobe planning
  - 13.3 Care
    - 13.3-1 Permanent care labeling
    - 13.3-2 General
    - 13.3-3 Laundering
    - 13.3-4 Stains and spot removal
    - 13.3-5 Mending
    - 13.3-6 Storage
    - 13.3-7 Moths
    - 13.3-8 Mildew
    - 13.3-9 Fireproofing
    - 13.3-10 Technical bulletins
    - 13.3-11 International Fabric Institute Bulletins
    - 13.3-12 TIPS Newsletter
  - 13.4 Construction
    - 13.4-1 Advanced construction
    - 13.4-2 Blouses
    - 13.4-3 Coats
    - 13.4-4 Dresses
    - 13.4-5 Finishes and detail
      - 13.4-5.1 Belts and belt loops
    - 13.4-5.2 Buttons and button holes
    - 13.4-5.3 Collars
    - 13.4-5.4 Cutting
    - 13.4-5.5 Facing
    - 13.4-5.6 Grainline
    - 13.4-5.7 Gussets
    - 13.4-5.8 Hems
    - 13.4-5.9 Interfacings
    - 13.4-5.10 Linings
    - 13.4-5.11 Pockets
    - 13.4-5.12 Seams
    - 13.4-5.13 Sleeves
    - 13.4-5.14 Stay stitching
    - 13.4-5.15 Stitches
    - 13.4-5.16 Thread
    - 13.4-5.17 Zippers
      - 13.4-5.17-1 Centered application
      - 13.4-5.17-2 Lapped application
      - 13.4-5.17-3 Finished neck type and skirt back zippers
      - 13.4-5.17-4 Invisible zipper
      - 13.4-5.17-5 Side dress zipper
    - 13.4-5.18 Trimmings
    - 13.4-5.19 Hats and purses
    - 13.4-5.20 Sewing for pay
    - 13.4-5.21 Lingerie
    - 13.4-5.22 Pants and slacks
  - 13.5 Costumes Selection
    - 13.5-1 Accessories
    - 13.5-2 Color
    - 13.5-3 Line in dress
    - 13.5-4 Psychological aspects
    - 13.5-5 Historical costume
    - 13.5-6 Creativity in costume
    - 13.5-7 National costumes
    - 13.5-8 Miscellaneous
  - 13.6 Fabrics
    - 13.6-1 Fabrics--general
    - 13.6-2 Fabrics--man-made fibers
    - 13.6-3 Fabrics--natural fibers
    - 13.6-4 Knits--double knits
    - 13.6-5 Napped-pile fabrics
    - 13.6-6 Plaids
    - 13.6-7 Stretch fabrics
    - 13.6-8 Fabric finishes
    - 13.6-9 Fur
    - 13.6-10 Leather and suede
    - 13.6-11 Vinyl
    - 13.6-12 Bonded
    - 13.6-13 Non-wovens

- 13.7 Fibers
    - 13.7-1 Natural--general
      - 13.7-1.1 Cotton
      - 13.7-1.2 Fur
      - 13.7-1.3 Hair
      - 13.7-1.4 Linen
      - 13.7-1.5 Paper
      - 13.7-1.6 Rubber
      - 13.7-1.7 Silk
      - 13.7-1.8 Wool
    - 13.7-2 Man-made--general
      - 13.7-2.1 General
      - 13.7-2.2 Acetate, triacetate
      - 13.7-2.3 Acrylic, modacrylic
      - 13.7-2.4 Anidex
      - 13.7-2.5 Azlon
      - 13.7-2.6 Dynel
      - 13.7-2.7 Glass
      - 13.7-2.8 Metallic
      - 13.7-2.9 Nylon
      - 13.7-2.10 Nylril
      - 13.7-2.11 Olefin
      - 13.7-2.12 Polyester
      - 13.7-2.13 Rayon
      - 13.7-2.14 Saran
      - 13.7-2.15 Spandex
      - 13.7-2.16 Vinyl
      - 13.7-2.17 Vinyon
  - 13.8 Make Overs
    - 13.8-1 General
    - 13.8-2 Making over other garments
    - 13.8-3 Children's clothing
  - 13.9 Modeling
    - 13.9-1 Dress, etiquette, grooming
    - 13.9-2 General
    - 13.9-3 Cosmetics
    - 13.9-4 Skin
    - 13.9-5 Hair
    - 13.9-6 Teeth
    - 13.9-7 Hands
    - 13.9-8 Feet
    - 13.9-9 Posture
  - 13.10 Psychology of Clothing
    - 13.10-1 Children
    - 13.10-2 Youth
    - 13.10-3 Adult
    - 13.10-4 Physically limited
  - 13.12 Sewing Equipment
    - 13.12-1 Plans for sewing areas
    - 13.12-2 Shears, scissors, other
    - 13.12-3 Sewing machines and attachments
    - 13.12-4 Pressing equipment
  - 13.14 Special Audiences
    - 13.14-1 General
    - 13.14-2 Low resource
    - 13.14-3 Handicapped
  - 13.15 Computerized Programs
14. FOODS AND NUTRITION (for EFNEP Program, see B4)
- 14.1 Food Preparation (Prepare folder and file alphabetically under each heading, such as bread, cakes, etc. under baked products, etc.)
    - 14.1-1 Baked products
    - 14.1-2 Beverages
    - 14.1-3 Cereals
    - 14.1-4 Confections
    - 14.1-5 Dairy products
    - 14.1-6 Desserts
    - 14.1-7 Eggs
    - 14.1-8 Fats and oils
    - 14.1-9 Food accompaniments
    - 14.1-10 Foreign cookery
    - 14.1-11 Fruits
    - 14.1-12 Meats
      - 14.1-12.1 Beef
      - 14.1-12.2 Fish
      - 14.1-12.3 Game
      - 14.1-12.4 Lamb
      - 14.1-12.5 Pork
      - 14.1-12.6 Poultry
    - 14.1-13 Outdoor cookery
    - 14.1-14 Quantity cookery
    - 14.1-15 Salads
    - 14.1-16 Vegetables
  - 14.2 Food Preservation
    - 14.2-1 Canning
    - 14.2-2 Drying
    - 14.2-3 Freezing
    - 14.2-4 Jellies, jams, preserves
    - 14.2-5 Pickles
    - 14.2-6 Food safety
  - 14.3 Meal Management
    - 14.3-1 Food budgeting
    - 14.3-2 Consumer buymanship of food
  - 14.4 Nutrition
    - 14.4-1 Basic nutrition
      - 14.4-1.1 Four food groups
      - 14.4-1.2 Protein
      - 14.4-1.3 Fats
      - 14.4-1.4 Carbohydrates
      - 14.4-1.5 Vitamins
      - 14.4-1.6 Minerals
    - 14.4-2 Issues in nutrition
    - 14.4-3 Special diets
    - 14.4-4 Nutrition throughout the life cycle
      - 14.4-4.1 Pregnancy
      - 14.4-4.2 Infants and children
      - 14.4-4.3 Teenagers
      - 14.4-4.4 Adults
      - 14.4-4.5 Elderly
  - 14.5 Computerized Programs
15. FAMILY LIFE: HUMAN DEVELOPMENT, HUMAN RELATIONS AND SOCIAL CONCERNS
- 15.1 Personal Development
    - 15.1-1 Growth and development
      - 15.1-1.1 Infancy to five years of age
      - 15.1-1.2 5-12 years of age
      - 15.1-1.3 13-19 years of age
      - 15.1-1.4 Early adulthood
      - 15.1-1.5 Middle years
      - 15.1-1.6 Later years
    - 15.1-2 Understanding self and others (awareness, feelings, etc.)
    - 15.1-3 Values clarification
    - 15.1-4 Changing roles
    - 15.1-5 Play, toys, play activities



- 15.2 Parenting and Family Relations
    - 15.2-1 Family in a changing world
    - 15.2-2 Parent education
    - 15.2-3 Individual, family, social goals
    - 15.2-4 Human relationships
    - 15.2-5 Communications
    - 15.2-6 Child rearing practices
    - 15.2-7 Life styles and emerging family forms
    - 15.2-8 Single parenting
    - 15.2-9 Marriage preparation
  - 15.3 Problem Areas
    - 15.3-1 Alcohol, drugs
    - 15.3-2 Health, illness: physical and mental
    - 15.3-3 Family planning
      - 15.3-3.1 Abortion
      - 15.3-3.2 Contraception
      - 15.3-3.3 Population
    - 15.3-4 Crises
    - 15.3-5 Suicide
    - 15.3-6 Death, dying, grief
    - 15.3-7 Divorce
    - 15.3-8 Education (general)
    - 15.3-9 Sex education
    - 15.3-10 Rape
    - 15.3-11 Self-protection
    - 15.3-12 Teenage single parenthood
    - 15.3-13 Violence
      - 15.3-13.1 Child abuse
      - 15.3-13.2 Spouse battering
      - 15.3-13.3 TV
    - 15.3-14 Working women
    - 15.3-15 Widowhood
    - 15.3-16 Loneliness
    - 15.3-17 Retirement
    - 15.3-18 Delinquency
    - 15.3-19 Stress, pressure, tension, fatigue
    - 15.3-20 Handling disagreement, conflict
    - 15.3-21 Baby sitting
    - 15.3-22 Leisure and free time
  - 15.4 Family Related Community Resources (Socio-economic, cultural)
    - 15.4-1 Health care
    - 15.4-2 Legal, courts
    - 15.4-3 Day care
    - 15.4-4 Arts, cultural areas
    - 15.4-5 Education system
    - 15.4-6 Disadvantaged, disabled
    - 15.4-7 Employment
    - 15.4-8 Women's centers
    - 15.4-9 Senior citizens, programs
    - 15.4-10 Recreation (planning, facilities)
    - 15.4-11 Other community (miscellaneous)
    - 15.4-12 World scene
  - 15.5 Computerized Programs
- 16. CULTURAL ARTS
    - 16.1 Painting
    - 16.2 Christmas lesson
    - 16.3 Crafts
      - 16.3-1 Leather
      - 16.3-2 Wood
      - 16.3-3 Ceramics
    - 16.3-4 Metal
    - 16.3-5 Mosaics
    - 16.3-6 Other
    - 16.4 Drama
    - 16.5 Music
    - 16.6 Recreation
    - 16.7 Reading
    - 16.8 Poetry and Creative Writing
    - 16.9 Dance
    - 16.10 Needlework
      - 16.10-1 Crochet and knitting
      - 16.10-2 Embroidery and stitching
      - 16.10-3 Weaving
      - 16.10-4 Other
    - 16.11 Photography (see also Sect. VI H7.46 for 4-H photography)
  - 17. HEALTH AND SAFETY IN THE HOME
    - 17.1 Home Safety
      - 17.1-1 First aid
      - 17.1-2 Emergency preparedness (see 10.5)
      - 17.1-3 Home nursing
      - 17.1-4 Safety for children
      - 17.1-5 Safety for elderly
      - 17.1-6 Falls
      - 17.1-7 Holidays and vacation
      - 17.1-8 Catalogues and resources
      - 17.1-9 Safe use of household products
    - 17.2 Other Safety
      - 17.2-1 Fire prevention (also see sec. 10.8)
      - 17.2-2 Recreation safety
      - 17.2-3 Bicycle safety
      - 17.2-4 Highway safety (also see sec. 10.3)
    - 17.3 Family Health
      - 17.3-1 Physical fitness
      - 17.3-2 Health records
      - 17.3-3 Special diseases
      - 17.3-4 Research and studies
    - 17.4 Community Health
      - 17.4-1 State and federal health laws
      - 17.4-2 Drugs
      - 17.4-3 Alcohol
  - 18. HOUSING
    - 18.1 Housing Data and Statistics
      - 18.1-1 United States statistics
        - 18.1-1.1 Housing market trends
      - 18.1-2 South Dakota statistics
      - 18.1-3 County data and statistics
    - 18.2 Housing Forms (By Type and Construction)
      - 18.2-1 Single family housing
      - 18.2-2 Multiple family housing
      - 18.2-3 Manufactured housing - general
        - 18.2-3.1 Mobile homes
        - 18.2-3.2 Mobile home parks

- 18.3 Components
  - 18.3-1 Construction systems
  - 18.3-2 Building materials - general
    - 18.3-2.1 Concrete
    - 18.3-2.2 Masonry
    - 18.3-2.3 Lumber
    - 18.3-2.4 Plywood
  - 18.3-3 Foundations, basements and crawl spaces
  - 18.3-4 Exterior walls and siding
  - 18.3-5 Interior walls
  - 18.3-6 Floors
  - 18.3-7 Ceilings
  - 18.3-8 Roofs
  - 18.3-9 Insulation
  - 18.3-10 Doors
  - 18.3-11 Windows, shutters and awnings
  - 18.3-12 Hardware
  - 18.3-13 Paints and finishes
  - 18.3-14 Fireplaces and chimneys

- 18.4 Mechanical Systems
  - 18.4-1 Water and sewage systems
  - 18.4-2 Plumbing
  - 18.4-3 Heating and cooling systems
  - 18.4-4 Humidification and ventilation
  - 18.4-5 Electrical systems and wiring

- 18.5 Maintenance, Repair and Remodeling
  - 18.5-1 Maintenance and repair
  - 18.5-2 Remodeling
  - 18.5-3 Home improvement projects
  - 18.5-4 Home improvement tools

- 18.6 People and Housing: Bases for Choices
  - 18.6-1 Personal values

- 18.7 Planning, Selecting and Evaluating the Housing Unit
  - 18.7-1 House plans
  - 18.7-2 Kitchen planning
  - 18.7-3 Bathroom planning
  - 18.7-4 Laundry and workroom planning
  - 18.7-5 Other areas--dining, entry, bedroom, basement, etc.
  - 18.7-6 Storage
    - 18.7-6.1 Low income storage
  - 18.7-7 Outdoor areas--porches, patios
  - 18.7-8 Landscaping and site planning
  - 18.7-9 Vacation houses

- 18.8 Housing for Individuals and Families with Special Needs
  - 18.8-1 Housing for low-income families
  - 18.8-2 Housing for older Americans
  - 18.8-3 Housing for the handicapped
  - 18.8-4 Rural and farm housing
  - 18.8-5 Housing for native Americans

- 18.9 Financial and Legal Aspects of Housing
  - 18.9-1 General
  - 18.9-2 Housing costs - Construction and operation
  - 18.9-3 Real estate
  - 18.9-4 Buying a house - general
    - 18.9-4.1 Mortgages
    - 18.9-4.2 Closing costs
    - 18.9-4.3 Warranty
    - 18.9-4.4 Condominiums and cooperatives
  - 18.9-5 Selling a house

- 18.9-6 Renting
- 18.9-7 Moving
- 18.9-8 Insurance
- 18.9-9 Consumer problems

- 18.10 Government and Community Roles in Housing (See Sect. II A-11 for information on Housing and Urban Development (HUD), Farm Home Administration (FmHA), and South Dakota Housing Development Authority)
  - 18.10-1 Community Development (also see sect. 5.5)
  - 18.10-2 Zoning (also see sect. 5.3-3)
  - 18.10-3 Building codes and housing codes

#### 18.11 Computerized Programs

### IV. 4-H/YOUTH

#### H1 Correspondence

- H1.1 State 4-H/Youth Leader and State 4-H Specialists
- H1.2 Individual folder for each club (include club enrollment, program of work, monthly meeting reports and personal correspondence from and to leaders and member. Folders for Special Interest Groups, short-term project groups and other organized 4-H program groups.)
- H1.3 Local 4-H cooperators
- H1.4 State cooperators (State 4-H Club Foundation and Livestock Industry Trust Fund)
- H1.5 National 4-H Council (including National 4-H Center and National 4-H News)
- H1.6 National 4-H Supply Service
- H1.7 4-H Doings Mailing List
- H1.8 4-H Doings
- H1.9 County news letters
- H1.10 Guidelines

#### H2 Organization

- H2.1 County 4-H Leaders Organization
- H2.2 County 4-H Members Organizations
- H2.3 State 4-H Leaders Association
- H2.4 Other Specific Leader Training
- H2.5 State 4-H Advisory Committee
- H2.6 4-H Rules, Standards, and Policies (state and county)
- H2.7 4-H Leader Development Aides--Adult and Youth
- H2.8 Leader Training
  - H2.8-1 Focus on Leadership
  - H2.8-2 Leaders Correspondence Course
  - H2.8-3 Cycle Plan of 4-H Training
- H2.9 Parents part in 4-H
- H2.10 4-H Expansion and Promotion material (see H6.12 National 4-H Week)
  - H2.10-1 County youth statistics
  - H2.10-2 TV projects
  - H2.10-3 Short term projects
  - H2.10-4 Community Rural Development and Community Pride
  - H2.10-5 Food and Fun and Expanded Foods and Nutrition Program
  - H2.10-6 Urban 4-H
- H2.11 4-H program planning material
  - H2.11-1 County Program Review
- H2.12 University 4-H Clubs
- H2.13 4-H Agents Association



### H3 International Programs

- H3.1 IFYE (International 4-H Youth Exchange)
- H3.2 YASEP (Young Agricultural Specialist Exchange)
- H3.3 Other

### H4 Literature

- H4.1 Literature request forms (free, pay, member and leader)
- H4.2 National 4-H Supply Service
- H4.3 Extension Slides and Filmstrip Catalog
- H4.4 Joint SDSU-USD Educational Film Catalog
- H4.5 Publications Off the Press

### H5 Awards and Recognition

- H5.1 National 4-H Awards Handbook and Supplement
- H5.2 S.D. Awards Program 4-H 176
- H5.3 Club and County Awards in special projects (forms)
- H5.4 County and State 4-H Alumni Forms #9, #10
- H5.5 State sponsored awards
  - H5.5-1 Citizenship Shortcourse
  - H5.5-2 National Conference
  - H5.5-3 National 4-H Congress
  - H5.5-4 Minneapolis Educational Trip
  - H5.5-5 Other award trips
- H5.6 County sponsored awards
- H5.7 4-H Member's Annual Report 4-H 181
- H5.8 Financial Summary 4-H 182
- H5.9 4-H Livestock and Small Animal Project Record 4-H 179
- H5.10 4-H Accumulative Report and Title Page 4-H 184
- H5.11 Camp Minnivanca Application
- H5.12 AIC Scholarship form
- H5.13 State 4-H Scholarships
- H5.14 National Scholarships
- H5.15 Assembling 4-H Project Record Book 4-H 45
- H5.16 Submitting for State Awards 4-H 44
- H5.17 Submitting for National Awards 4-H 43
- H5.18 Standards for County Awards 4-H 42

### H6 4-H Events--Special Activities

- H6.1 Achievement Day
  - H6.1-1 Fair catalog (local, county, state, open class)
- H6.2 Automotive Contest
- H6.3 Camp
  - H6.3-1 County
  - H6.3-2 Day
  - H6.3-3 State Camp
  - H6.3-4 Project Workshop
  - H6.3-5 Other
- H6.3 4-H Rodeo
- H6.4 4-H Sunday
- H6.5 4-H Help Days
- H6.6 Horse Show
- H6.7 Inter-county, inter-state, intra-state Exchange Programs
- H6.8 Leaders Conference (camp)
- H6.9 Leaders Convention
- H6.10 Leaders Institutes
- H6.11 Leaders Forum (National and Regional)
- H6.12 National 4-H Week
- H6.13 Recognition Event (member, leader, donor)
- H6.14 Rally and Picnics
- H6.15 Share the Fun

- H6.16 Showmanship
- H6.17 State 4-H Members Conference
- H6.18 State Fair
- H6.19 Tractor Contest
- H6.20 Tours
- H6.21 Western Junior Livestock and Home Economics Show
- H6.22 Lemon Show
- H6.23 Youth in Action
  - H6.23-1 Demonstrations, Illustrated Talks
  - H6.23-2 Fashion Revue
  - H6.23-3 Project Why
  - H6.23-4 Public Speaking
  - H6.23-5 Special Foods
  - H6.23-6 Judging
    - H6.23-6.1 Arts and Crafts
    - H6.23-6.2 Clothing
    - H6.23-6.3 Crops
    - H6.23-6.4 Dairy
    - H6.23-6.5 Foods and Nutrition
    - H6.23-6.6 Home Environment
    - H6.23-6.7 Horse
    - H6.23-6.8 Horticulture
    - H6.23-6.9 Livestock
    - H6.23-6.10 Photography
    - H6.23-6.11 Land Judging
    - H6.23-6.12 Range Judging
    - H6.23-6.13 Computerized Programs
- H6.24 Parliamentary Procedure
- H6.25 Exhibits (float and booth ideas)
- H6.26 Money making activities
- H6.27 County Contests
- H6.28 Insurance
- H6.29 Other

### H7 Supplies, Forms, Project Materials, Leaders Guides (Usually filed on shelves, small drawers or cabinets)

- Project guides, etc. printed specifically for distribution to 4-H clubs, 4-H groups, members and leaders. May be a separate file or cabinet. A suggested file may be leaders kits, member-leader guide, special labels, commercial material. Use annual order form and inventory to up-date materials. Discard out-of-date items.
- H7.1 Club program for the year blanks
  - H7.2 Enrollment blanks or keysort blanks
  - H7.3 Meeting report cards
  - H7.4 Secretary book
  - H7.5 Local Leader Annual Report form
  - H7.6 Guide to Project Selection
  - H7.7 4-H Literature Free and Pay Order Blanks
  - H7.8 Membership Cards
  - H7.9 Membership Application Card
  - H7.10 Application Club Charter RI 32
  - H7.11 Members Permanent Record Card
  - H7.12 Leaders Permanent Record Card
  - H7.13 Health Cards
  - H7.14 Arts and Crafts
  - H7.15 Automotive
  - H7.16 Beef
  - H7.17 Bicycle
  - H7.18 Bread
  - H7.19 Careers
  - H7.20 Child Development
  - H7.21 Citizenship
  - H7.22 Clothing



- H7.23 Commodity Marketing
- H7.24 Community Service
- H7.25 Conservation (Ecology)
- H7.26 Consumer Education
- H7.27 Courtesy and Grooming
- H7.28 Crops
- H7.29 Dairy
- H7.30 Dairy Foods
- H7.31 Discoverng 4-H
- H7.32 Dog
- H7.33 Electric
- H7.34 Energy
- H7.35 Entomology
- H7.36 Foods and Nutrition
- H7.37 Food Preservation
- H7.38 Health
- H7.39 Home Environment
- H7.40 Home Management
- H7.41 Horticulture
- H7.42 Horse
- H7.43 Leadership
- H7.44 Music
- H7.45 Petroleum Power (Tractor, Small Engine)
- H7.46 Photography
- H7.47 Poultry
- H7.48 Rabbits
- H7.49 Recreation
- H7.50 Rocks, Minerals, Fossils
- H7.51 Safety
- H7.52 Self-Determined
- H7.53 Sheep
- H7.54 Sewing
- H7.55 TV
- H7.56 Veterinary Science
- H7.57 Young Man Dress Right, Look Right
- H7.58 County Projects

V. PUBLICATIONS (GENERAL)

(Retain only key magazines and house organs-- file alphabetically by publication name. Publications dealing with a specific subject matter area may be filed with the subject to which it relates.)

- Agricultural Situation
- Agriculture Research
- County Agent and Vocational Agriculture Extension Journal
- Extension Messenger
- Extension Service Review
- Farm and Ranch Outlook
- National 4-H News

VI. INACTIVE FILE

A. Permanent File--Kept indefinitely

- 1. 4-H
  - County Winners
  - State Winners
  - National Winners
  - Graduates
  - Leader Recognition
  - Club enrollment by year (coded by race)
  - Leaders Annual Reports by Years
  - Permanent Card File on Members and Leaders

- 2. County Agriculture and Home Economics
  - County Annual reports (include SEMIS printout, and code explanation)
  - County Crop Improvement Association
  - County Livestock Improvement Association
  - Home Economics Extension Club Enrollment

3. Civil Rights - Equal Employment Opportunity

- Planning Committees (Showing membership composition, including notification and minutes of meetings)
- Documentation
  - Public Notification (including circular letters, news releases concerning meetings, events and activities)
  - Leadership Development (records which show attempts of development of minorities)
  - Special Events (record of each event, date, type of meeting and type of audience served)
  - Non-assistance to Organizations or Groups that discriminate (include copies of correspondence indicating no assistance until discriminatory practices are eliminated)

B. Keep 5 to 10 Years

- County Extension Board Membership\*
- County Weed Board Membership\*
- Home Economics Extension Council\*

C. Keep 5 Years

- Financial records
- County Expense vouchers
- Penalty Mail Reports (2 years)

\*Need not be kept separately if included in county annual reports listed above.