

CLEMSON UNIVERSITY

VICE PRESIDENT FOR AGRICULTURE AND NATURAL RESOURCES

AGRICULTURE EXTENSION SERVICE

CU 9382 DISBURSEMENT VOUCHERS

Description:

Prepared by county extension offices to request payment of program and work related expenses. After completion of required audits, these records are used for administrative purposes. Information includes disbursement voucher number, date, description of transaction, amount and total. Attached to the vouchers are supporting documents to include requisitions, purchase orders, invoices, and merchandise or service receiving reports.

Retention:

7 years after completion of required audits, destroy.

Revised

CU 9383 CANCELLED CHECKS

Description:

Document payment of checks written to vendors by university officials or by staff members in agriculture extension offices. After completion of required audits, these records are used for administrative purposes. Information includes canceled check number, check date, amount, name of bank or financial institution and name of payee.

Retention:

7 years after completion of required audits, destroy.

Revised

CU 9384 CASH RECEIPTS AND BANK RECORDS

Description:

Document the receipt of funds for payment of camp registration fees, publication sales, and other patron expenses for purchases or participation in agriculture service programs. The records also document bank activity for agriculture service program accounts. After completion of required audits, these records are used for administrative purposes. Information includes cash receipts, deposit slips, bank statements and other related information.

Retention:

7 years after completion of required audits, destroy.

Revised

General Retention Schedules for departmental copies of records that are found in most county Extension offices are detailed in this section.

Records Retention/Disposition Schedules For Counties

Retain Permanently

Admin 1-1	Affirmative Action Plans
Admin 1-3	Civil Rights Complaint Procedure
Admin 1-4	EEO Policy Documents
" 1-4	Civil Rights Act
" 1-4	Supplemental Instructions
" 1-4	Title 7 CFR-15
" 1-4	State Policy Procedure
" 1-4	Letter of Oct 7, 1988 designating county Extension Director as being responsible for the county Civil Rights program
Admin 1-5	List of organizations that have declined to sign compliance statement.
Admin 3-3	Year End Procurement Records -Financial (Report of expenditures & income)
Admin 4	History of Extension
Family Community Leadership 2-1 (FCL)	By Laws
Admin 7	Policy and Regulations

RETAIN SEVEN (7) YEARS AND DESTROY

Admin 1-5	Compliance statement for each organization served by Extension. (Review yearly, must be signed & dated Every 3 years) <i>Exception 4H & FCL- see guidelines</i>
Admin 3-3	Direct Purchase Vouchers
	Payment vouchers
<i>(all expenses should be documented sufficiently to provide trail)</i>	Receipt Books Reconciliations, bank statements, cancelled checks, deposit slips, budget reports (BSR), procurement card records, invoices
Admin 3-4	Travel vouchers for each employee (break files at end of each fiscal year-June 30)

RETAIN CURRENT YEAR PLUS PRIOR 3 YEARS

Admin 1-5	Compliance statements signed for each organization served by Extension
	Folders containing all letters for current and prior 3 years bearing Civil Rights Statement or other proof of Civil Rights
	Folders for the present and prior 3 years containing all news release bearing the non-discrimination statement (Exception -see Guidelines for 4H & FCL)
	Folders for the present and prior 3 years containing a written statement for each radio or TV announcement using the non-discrimination statement or other proof of civil rights.
	Current year and prior 3 years for racial and ethnic information for all programs given.
	List of names & address of all minority organizations in the county (current + 3 yrs.)
	Special announcements that were mailed to Minority organizations (current + 3 yrs.)
Admin 1-6	Training on Civil Rights
Admin 1-7	Training provided by agents

CURRENT YEAR + 3 YEARS

Admin 2	Directories of mailing lists (backup disk can be used - current + 3 yrs.)
Admin 6-6	Time Sheets, break at end of fiscal yr., June 30, (current + 3 yrs.)
FCL 1; 2-2; 2-4	Enrollment & Civil Rights, organization current + 3 yrs.
4H & Youth 1-1 thru 1-3	General, Calendar, county, state, correspondence, county newsletters
4H 2-3	Member Awards
4H & Youth 4-1 thru 4-4	Donors, enrollment, recognition, foundation, state, national
4H & Youth 5 thru 6	Enrollment & Civil Rights Documentation and Events
4H & Youth 7-1	Volunteer Activities
4H & Youth 7-5	Training
4H & Youth 7-6	Volunteer Enrollment
4H & Youth 8	Other
4H & Youth 9	Programs
Program Development 1	Advisory Committee minutes and related material
Program Development 2	Plan of Work accomplishments
Program Development 3	Program & Action Committee Minutes and related material

Program Development 4-2 thru 4-7	Reports and Statistics
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