

Chapter X: REPORTING, RETENTION AND DISPOSAL SCHEDULES

Section I: Reporting Schedule to Michigan Department of Agriculture

<u>Report</u>	<u>Due Date</u>
Annual Audit:	March 31 or as indicated in the Operations Grant
Annual Accomplishments:	September 7 or as indicated in the Operations Grant
Annual Plan of Work:	September 15 or as indicated in the Operations Grant
Annual Report:	Within 30 days after the District's Annual Meeting
Certificate of Election Results:	Within 15 days after the election date
Director's Oath of Office:	Within 15 days after the election date
List of Board Officers:	Within 30 days of Reorganization Meeting
District Director Mileage:	As requested
Memoranda of Understanding or other Agreements:	When adopted
Minutes of Regular and Special Board of Directors Meeting:	15 days after approval
Notification of Annual Meeting (Including date/time, method of election):	45 days prior to annual meeting date in the official newspaper of record for the area in which the District is located
Permit to handle Nursery Stock:	September 1
Accounting Reports:	Timetables are contained in the individual grant contracts

Item Number	Description of Item	Retain in District File
1.	<p>Historical Documents All material relative to the establishment of the District, change of boudaries, consolidations, annexations, etc.</p> <p>A. Petions (nominations for CD directors)</p> <p>B. Hearing Minutes</p> <p>C. History of Organization</p> <p>D. Charter</p> <p>E. Correspondence relative to the organization of the District</p> <p>F. Referendum and directors' election</p>	<p>Permanent</p> <p>Permanent</p> <p>Permanent</p> <p>Permanent</p> <p>Permanent</p> <p>Permanent</p>
2.	Long-Range Work Plans	Permanent
3.	Annual Plan of Work	Two Years
4.	Annual Reports	Permanent
5.	Minutes of Board Meetings	Permanent
6.	Annual Financial Audits/Reviews	Five Years After Audit
7.	Memorandum of Understanding	Until Inactive

8.	Financial Records A. Paid bills, deposit slips, and monthly statements B. Social Security Reports, Withholding Tax Reports, and Payroll Records C. District Ledger D. Worker's Disability Records	Three Years incl. Audit Four Years incl. Audit Five Years incl. Audit Permanent
9.	Canceled Checks and Stubs	Five Years incl. Audit
10.	District Landowner Agreements Includes farm conservation plans A. Active B. Inactive	Permanent Three Years after Termination
11.	Certificate of Annual Directors' Election	Permanent
12.	Directors' Oath of Office	Five Years
13.	Job Descriptions and Work Agreements	Permanent
14.	Grant Agreements and Contracts	Three Years after end of Contract/Agreement