

**Soil and Water Conservation District
Completed by:**

Section 4		Insurance	
<i>Element</i>	<i>Discussion question</i>	<i>Yes</i>	<i>No</i>
Certificates	1. Does the district have current copies of insurance certificates and policies on file?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<i>Comments/assistance requested</i>		
Minimum legal requirements	1. Do the district's designee and the insurance agent review policies and coverage at least annually?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<i>Comments/assistance requested</i>		
Risk assessment and asset inventory	1. Does the district designate a person to maintain a property inventory?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	2. How often is the inventory reviewed and updated?		
	<i>Comments/assistance requested</i>		
Registered agent & office	1. Does the district designate a registered agent and address, and update the contact information annually?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<i>Comments/assistance requested</i>		