

**Guidelines to Retention of 4-H Materials
County Files**

Dispose by Shredding

Category	How Long to Keep
<u>AAP</u> -Original County Plans and Map -County Plan/Map Revision (Form 10's & ES-237) -Annual Status Report -Correspondence -Information Support Materials -Documentation	permanently permanently permanently permanently permanently permanently
<u>4-H and Youth</u> -4-H and Youth Committee Agenda, Minutes, and other documentation -4-H Council Delegate Lists -4-H Council By-Laws -4-H Council Minutes -4-H Vol. Leaders Assoc. Delegate List -4-H Vol. Leaders Assoc. By-Laws -4-H Vol. Leaders Assoc. Minutes -ES-237 Summaries -County 4-H Rules and Guidelines -Enrollment forms -List of donors and key supporters	Current and past 2 years Permanently Current year Current and past 2 years Permanently Current year Current and Past 2 years Permanently Current year Current and past 2 years Current and past 2 years
<u>Award Program</u> -Event/Activity Registration -Gold Star Winners -Event Results -Insurance Documentation and Claims	Current and past 2 years Permanently Current and past 2 years Seven years

