

# GUIDELINES TO RETENTION OF 4-H MATERIALS

## COUNTY FILES

*Dispose by Shredding*

CATEGORY	HOW LONG TO KEEP
<b>AFFIRMATIVE ACTION</b>	
Original County Plans & Maps (no longer required to complete)	Permanently
County Plan/Map Revision	Permanently
<b>4-H YOUTH</b>	
4-H Youth Committee Agenda, Minutes, Sign In Sheets, & Other Docs	Current and past 2 years
4-H Council Delegate Lists	Permanently
4-H Council Bylaws	Permanently
4-H Council Minutes	Current Year
4-H Volunteer Leaders Association Delegate List	Permanently
4-H Volunteer Leaders Association Minutes	Current Year
ES237 Reports	Current and past 2 years
County 4-H Rules & Guidelines	Permanently
Enrollment Forms	Current and past 2 years
List of donors and key supporters	Current and past 2 years
<b>AWARD PROGRAM</b>	
Event/Activity Registration	Current and past 2 years
Gold Star Winners	Permanently
Events Results	Current and past 2 years
Insurance Documentation and Claims	Seven Years
Club Charters	Current and past 2 years
IRS Filings	Three Years
EIN Records	Permanently

