

# GUIDELINES TO RETENTION OF 4-H MATERIALS COUNTY FILES

*Dispose by Shredding*

CATEGORY	HOW LONG TO KEEP
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## AFFIRMATIVE ACTION

Original County Plans & Maps (no longer required to complete)	Permanently
County Plan/Map Revision	Permanently

## 4-H YOUTH

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

## AWARD PROGRAM

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

## PROGRAMS FOR MINORS

Verification of Background Screenings	Two years
Waiver, Indemnification and Medical Treatment Authorization	Three years
Verification of Child Protection Training	Two years
Risk Management Matrix	Three years



The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.

