



Records Retention Schedule for 4-H Forms

(Updated October 2014)

4-H Form	Unit Offices	4-H Centers	Source
4-H Health History Report Form (VCE Pub 388-906)	Youth- Keep all records for 2 years (Problem cases should be retained for 2 years past the participant's 18 th birthday) Adults- Retain for 2 years following the end of the volunteer's service	Keep all records 2 years past the participant's 18 th birthday Adults- Retain for 2 years following the end of the volunteer's service	Virginia Tech Office of Risk Management
4-H Member Enrollment Form (VCE Pub 388-002)	Retain for 5 years from the date the form was completed then destroy	Not applicable	State 4-H Office
4-H Code-of-Conduct Form	Retain for 2 years from the date the form was completed then destroy	Keep all records 2 years past the youth's 18 th birthday	State 4-H Office
4-H Club Compliance Form (VCE Pub 490-156)	Retain for 5 years from the date the form was completed then destroy	Not applicable	State 4-H Office
4-H Property Inventory Sheet (VCE Pub 388-140)	Retain for 2 years from the date the form was completed then destroy	Retain for 2 years from the date the form was completed then destroy	State 4-H Office
4-H Club/Organizations Annual Financial Audit Report	Retain for 3 years from the date the form was completed then destroy	Retain for 2 years from the date the form was completed then destroy	State 4-H Office
4-H Volunteer Application/Enrollment Forms (VCE Pub 388-003)	Retain for 5 years following the end of the volunteer's service	Retain for 2 years following the end of the volunteer's service	State General Schedule #103 (Series #100505)
Standards of Behavior for 4-H Volunteers Form (VCE Pub 388-044)	Retain for 2 years following the end of the volunteer's service	Retain for 2 years following the end of the volunteer's service	State 4-H Office

4-H Form	Unit Offices	4-H Centers	Source
Volunteer Position Descriptions, Reference Check Forms, etc.	Retain for 2 years following the end of the volunteer's service	Retain for 2 years following the end of the volunteer's service	State General Schedule #103 (Series #100505)
Documentation of 4-H Staff and Volunteer Training	Retain for 5 years following the end of the volunteer's service	Retain for 2 years following the end of the volunteer's service	State General Schedule #103 (Series #100505)
4-H Medication Form (VCE Pub 388-036)	Keep all records for 2 years – Problem cases should be retained for 2 years past the participant's 18 th birthday	Keep all records 2 years past the youth's 18 th birthday	Virginia Tech Office of Risk Management
4-H Media Release Form (VCE Pub 388-054)	Retain for 2 years from the date the form was completed then destroy	Keep all records 2 years past the youth's 18 th birthday	State 4-H Office
4-H Surveys or Questionnaires	Retain for 2 years from the date the form was completed then destroy	Retain for 2 years from the date the form was completed then destroy	State General Schedule #101 (Administrative Surveys, Series #012078)
Generic Waiver Form	Keep all records for 2 years – Problem cases should be retained for 2 years past the participant's 18 th birthday	Keep all records 2 years past the youth's 18 th birthday	Virginia Tech Office of Risk Management
Special Dietary Needs Form	Retain for 1 year or until completion of any required certification or audit	Keep all records 2 years past the youth's 18 th birthday	State General Schedule #107 (Diet Records, Series #012256)
Accident/Incident Report Form (VCE Pub 388-034)	Youth- Keep all records 2 years past the youth's 18 th birthday Adults- Retain for 2 years following the date of the incident	Youth- Keep all records 2 years past the youth's 18 th birthday Adults- Retain for 2 years following the date of the incident	Virginia Tech Office of Risk Management
Equine Waiver Form (VCE Pub 388-035)	Youth- Keep all records for 2 years (Problem cases should be retained for 2 years past the participant's 18 th birthday) Adults- Retain for 2 years following the end of the volunteer's service	Keep all records 2 years past the participant's 18 th birthday Adults- Retain for 2 years following the end of the volunteer's service	Virginia Tech Office of Risk Management
4-H Camp Specialized Program/Class Description Form (VCE Pub 388-037)	Retain for 1 year from the date the form was completed then destroy	Retain for 1 year from the date the form was completed then destroy	State 4-H Office
Email	Three years for critical email only.	Three years for critical email only.	Agriculture, Human and Natural Resources Information Technology (AHNR-IT)