



Records Retention Schedule for 4-H Forms

(Updated January 2018)

| 4-H Form | Unit Offices | 4-H Centers | Source |
|--|--|--|--|
| 4-H Health History Report Form (VCE Pub 388-906) | Youth- Keep all records for 5 years past the participant's 18 th birthday Adults- Retain for 5 years following the end of the | Keep all records 5 years past the participant's 18 th birthday Adults- Retain for 5 years following the end of the | State of Virginia |
| | volunteer's service | volunteer's service | |
| 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 | Keep all records 5 years past the youth's 18 th birthday | Keep all records 5 years past the youth's 18 th birthday | State of Virginia |
| 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 5 years from the date the form was completed then destroy | Retain for 5 years from the date the form was completed then destroy | Virginia Tech Office of Risk Management |
| 4-H Club/Organizations Annual Financial Audit Report | Retain for 5 years from the date the form was completed then destroy | Retain for 5 years from the date the form was completed then destroy | State of Virginia |
| 4-H Volunteer Application/Enrollment Forms (VCE Pub 388-003) | Retain for 5 years following the end of the volunteer's service | Retain for 5 years following the end of the volunteer's service | State of Virginia |
| Standards of Behavior for 4-H Volunteers Form (VCE Pub 388-044) | Retain for 5 years following the end of the volunteer's service | Retain for 5 years following the end of the volunteer's service | State of Virginia |

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| 4-H Form | Unit Offices | 4-H Centers | Source |
|--|--|---|--|
| Volunteer Position Descriptions, Reference Check Forms, etc. | Retain for 5 years following the end of the volunteer's service | Retain for 5 years following the end of the volunteer's service | State of Virginia |
| Documentation of 4-H Staff and Volunteer Training | Retain for 5 years following the end of the volunteer's service | Retain for 5 years following the end of the volunteer's service | State of Virginia |
| 4-H Medication Form (VCE Pub 388-036) | Keep all records for 5 years past the participant's 18 th birthday | Keep all records 5 years past the youth's 18 th birthday | State of Virginia |
| 4-H Media Release Form (VCE Pub 388-054) | Keep all records 5 years past the youth's 18 th birthday | Keep all records 5 years past the youth's 18 th birthday | State of Virginia |
| 4-H Surveys or Questionnaires | Retain for 3 years from the date the form was completed then destroy | Retain for 3 years from the date the form was completed then destroy | State of Virginia |
| Generic Waiver Form | Keep all records 5 years past the youth's 18 th birthday | Keep all records 5 years past the youth's 18 th birthday | State of Virginia |
| Special Dietary Needs Form | Keep all records 5 years past the youth's 18 th birthday | Keep all records 5 years past the youth's 18 th birthday | State of Virginia |
| Accident/Incident Report Form (VCE Pub 388-034) | Youth- Keep all records 5 years past the youth's 18 th birthday Adults- Retain for 5 years following the date of the incident | Youth- Keep all records 5 years past the youth's 18 th birthday Adults- Retain for 5 years following the date of the incident | State of Virginia |
| Equine Waiver Form (VCE Pub 388-035) | Youth- Keep all records for 5 years past the participant's 18 th birthday) Adults- Retain for 5 years following the end of the volunteer's service | Keep all records 5 years past the participant's 18 th birthday Adults- Retain for 5 years following the end of the volunteer's service | State of Virginia |
| 4-H Camp Specialized Program/Class Description Form (VCE Pub 388-037) | Retain for 2 year from the date the form was completed then destroy | Retain for 2 year from the date the form was completed then destroy | Virginia Tech Office of Risk Management |
| Email | Three years for critical email only. | Three years for critical email only. | CALS Information Technology (CALS IT) |

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