

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	Permanently
County Plan/Map Revision (Form 10's & ES-237)	Permanently
Annual Status Report	Permanently
Correspondence	Permanently
Information Support Materials	Permanently
Documentation	Permanently
<u>4-H and Youth</u>	
4-H and Youth Committee Agenda, Minutes, and other Docum.	Current year +2
4-H Council Delegate Lists	Current year +2
4-H Council By-Laws	Permanently
4-H Council Minutes	Current year
4-H Volunteer Leaders Association Delegate Lists	Current year +2
4-H Volunteer Leades Association By-Laws	Permanently
4-H Volunteer Leaders Association Minutes	Current year
ES-237 Summaries	Current year +2
County 4-H Rules and Guidelines	Permanently
Enrollment Forms	Current year +2
List of donors and key supporters	Current year +2
<u>Award Program</u>	
Event/Activity Registration	Current year +2
Gold Star Winners	Permanently
Event Results	Current year +2
Insurance Documentation and Claims	Seven years