4-H YDP offices are required to compile many types of records on an annual basis. Some records must be retained longer and other records must be shredded annually due to identity theft-related concerns. Ultimately, the county director is in charge of record retention, he or she may designate this task to 4-H YDP staff. The following chart is to help you with record maintenance. There are two suggested methods for record retention. They are defined as follows:

* *Secure Record Storage* is out of the reach of the general public and access to the file(s) are monitored by staff. This pertains to electronic storage of files as well.
* *Locked Record Storage* is defined as file(s) that are kept in a locked file cabinet or other locked storage unit that has limited access. In an electronic locked record storage format, files are password protected. \**Only redacted bank statements* ***may*** *be stored electronically as they do not contain both routing and account numbers that creates additional risk should files be breached. Only redacted bank statements may be emailed to 4-H Unit account signers. Staff: see instructions for* [*Redacting 4-H Unit Bank Statements.*](http://4h.ucanr.edu/files/200161.pdf)

|  |  |  |
| --- | --- | --- |
| **Record Type** | **Retention Type** | **Record Storage** |
| **Unit Records** |
| Bylaws and Constitutions | Permanent (records destroyed three (3) years after club disbands) | Secure storage |
| Meeting Minutes | Minimum of 3 years (permanent recommended) | Secure storage |
| Outreach Methods Documentation Form and Documentation of Outreach Efforts | Three (3) Years  | Secure storage |
| Other Club information | Current Year | Secure storage |
| **Volunteer Management Organization (VMO) Records** |
| Bylaws and Constitutions | Permanent (records destroyed three (3) years after club disbands). | Secure storage |
| Meeting Minutes | Minimum of 5 years (permanent recommended) | Secure storage |
| E & R Committee Reports and Documents  | Three (3) Years  | Secure storage |
| Document of Outreach Efforts | Three (3) Years  | Secure storage |
| Other Council information | Current Year | Secure storage |
| **Enrollment** |
| Youth & Adult Form | Five (5) Years | Secure storage |
| Waiver of Liability Form | Five (5) Years | Secure storage |
| Request for 4-H Program Fee Waiver/Reduction | Five (5) Years | Secure storage |
| Adult Self-Disclosure | Current Year (one year only) | Secure storage |
| Youth Treatment Authorization Form & Health History Information  | Current Year (one year only) | Secure storage |
| Organized Camp Records* Youth Treatment Authorization Form & Health History Information
* Medical Log
 | Until the youth reaches the age of 21Until the youth reaches the age of 21 | Secure storageSecure storage |
| **Other 4-H Adult Volunteer Records**  |
| Record of 4-H Adult Volunteer Orientation | Retained for one year after the termination of volunteer services/appointment. | Secure storage |
| Complaints/Concerns | Three (3) Years  | Secure storage |
| Applications for those denied a volunteer position/job | Three (3) Years  | Secure storage |
| **Financial Records (Unit/VMO)** |
| Annual Financial Reports | Five (5) Years | Secure storage |
| Annual Budgets, including fundraising approval forms | Five (5) Years | Secure storage |
| Annual Audit and/or Peer Review Reports | Five (5) Years | Secure storage |
| Annual Inventory Reports | Five (5) Years | Secure storage |
| Bank Statements\* | Five (5) Years | Secure storage\* |
| Monthly Bank Statement Verification Forms | Five (5) Years | Secure storage |
| Master list of all EIN numbers, bank accounts and signers | Permanent  | Locked storage  |
| **Affirmative Action** |
| Expansion & Review Committee records (e.g., Roster, Agenda, Minutes, Positive Action Plan, etc.)  | Three (3) Years | Secure storage |
| 4-H Outreach Methods Documentation Form | Three (3) Years | Secure storage |
| 4-H ADA Accommodation Request | Three (3) Years | Secure storage |
| Outreach records (forms, press releases, posters, flyers, calendar notes, announcements, personal letters, and newsletters) | Three (3) Years | Secure storage |
| Assurance of Nondiscrimination Letter | Three (3) Years | Secure storage |
| **Other Miscellaneous Records**  |
| Scholarship Forms or Award Application Forms | Three (3) Years  | Secure storage |
| Committee Applications | Three (3) Years | Secure storage |
| Sign-in Sheets (e.g., meetings, trainings) | Three (3) Years  | Secure storage |
| Event Registration Lists | Three (3) Years | Secure storage |
| Files of Historical Significance | Indefinitely | Secure storage |
| Horse Lease Agreements | 1 year after the end date on the lease agreement | Secure storage |
| **Insurance** |
| Certificates of Insurance | One year beyond expiration | Secure storage |
| Hartford Insurance Claims | Send to Hartford at:Hartford LifeGroup Benefits DivisionP.O. Box 3856Alpharetta, GA 30023 | Secure storage |
| UC ANR Incident Report found at: <http://ucanr.org/sites/risk/files/23967.doc> | Keep current program year, with a copy to Risk Management and State 4-H Office. | Secure storage |
| Facility Use Agreement – for one day or one time events  | Three (3) Years | Secure storage |
| Facility Use Agreement – for multi-year use | Five (5) Years | Secure storage |
| **Fingerprinting** |
| DOJ Clearance Approval | Five (5) YearsThe California Department of Justice mandates fingerprint screening policies. Inquiries should be directed to the DOJ Applicant Agency Compliance and Training Section at (916) 227-3755. \*\*Counties may differ | Locked Storage |

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