



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 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 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

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 (CALIS IT)