



UW-EXTENSION POLICY FOR 4-H YOUTH DEVELOPMENT RECORDS RETENTION

Summarized by JoAnn Gruber-Hagen based on advice from Tom Stafford, UWS Legal Counsel April 2004

Information collected from youth

4-H enrollment forms, completed annually (many now incorporate photo release)	Current year enrollment record (also see photo release statement)
Photo release forms	7 years or as long as picture is retained for use
Camp/trip medical/health histories	7 years after event *
Human subjects protection consent forms	7 years or as long as data are retained for use
Behavior expectation forms	7 years after event

Information collected from adults

Criminal records checks, completed at time of initial application and every 4 years thereafter	Latest records check *
Volunteer application forms, signed once during initial application process (acknowledges volunteer awareness/consent for records check)	7 years after leader ceases involvement*
Volunteer behavior expectation form, signed annually	7 years
4-H enrollment forms, completed annually (many now incorporate photo release)	Current year enrollment record (also see photo release statement)
Photo release forms	7 years or as long as picture is retained for use
Camp/trip medical/health histories	7 years after event *
Human subjects protection consent forms	7 years or as long as data are retained for use

General program records

Human subjects protection self assessment & approval forms	7 years or as long as data are retained for use
4-H committee minutes	7 years
ES-237 (annual federal statistical report)	7 years (may have value as trend data for longer period of time)
4-H leaders association financial records	7 years
4-H leaders association minutes	7 years
Club/committee information reports (financial summary, civil rights compliance, etc.)	7 years
4-H name and emblem report, annually submitted to state	7 years
Club reports (general program information)	7 years

* Maintain records in separate and secure location; destroy records when disposing them (shred, burn, etc.)



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