



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

Summarized by Kandi O'Neil based on advice from Dennis Larson, CRM and Matt Lind UWS Legal Counsel
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4-H Youth Development actionable summary of the official [UW-Extension Records Schedules](#).

Records Schedules are also known as Records Retention/Disposition Authorizations, or RDAs.

CR = Creation Year of the record elapses and starts the retention period.

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

INFORMATION COLLECTED FROM PARTICIPANTS (youth, parents, volunteers)	RETENTION PERIOD (in years)	DISPOSAL ACTION
4-H enrollment forms, completed annually <i>RDA 00103000</i>	Current Year (CR) + 7	Must shred
* Volunteer application forms, signed once during initial application process (acknowledges volunteer awareness/consent for records check) <i>RDA 00103000</i>	7 years after leader ceases involvement	Must shred
Photo release forms (reminder – 4-H enrollment forms include photo release) <i>RDA 00104000</i>	CR + 7 (or as long as photo is retained for use)	Must shred
* Camp/trip medical/health histories <i>RDA 00107000</i>	CR + 7	Must shred
* Human subjects protection assent and consent forms <i>RDA 0010800</i>	CR + 3 Best Practice: keep through research study; publication or professional promotion	Must shred
Behavior expectation form, signed annually <i>RDA 00109000</i>	CR + 7	Must shred
* Criminal records checks, completed at time of initial application and every 4 years thereafter <i>RDA 00111000</i>	CR + 4 (keep latest records check)	Must shred

GENERAL PROGRAM RECORDS		RETENTION PERIOD (in years)	DISPOSAL ACTION
	4-H Charters <i>RDA 00114000</i>	CR + 3	Shred paper copies. Electronic copies are transferred to the UW Archives
	Human subjects protection self-assessment and approval forms <i>RDA 00108000</i>	CR + 3 (or as long as item is retained for use)	Destroy Confidential
	4-H committee minutes <i>RDA 00105000</i>	CR + 7	Shred identifying information, all other may be recycled
	ES-237 (annual federal statistical report) <i>RDA 00105000</i>	CR + 7 (or as long as item is retained for use)	Shred
	4-H leaders association minutes and financial records <i>RDA 00105000</i>	CR + 7	Shred identifying information, all others may be recycled



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