

		Need to	
File/Document	Retention Location*	Retain?	Retention Period
4-H Youth Development			
EHIRE-164 – Authorization of Release of Confidential Information Contained Within the Arkansas Child Maltreatment Central Registry	Human Resources	Yes	Permanent
Certificates Certifying Mandated Reporter Training – These should be kept on file indefinitely or until the volunteer in no longer active. If the volunteer moves to another county in Arkansas, the certificate should be transferred to the new county if that information is made available to them. Scan into a .pdf file and upload to 4HOnline.	4-H Office (4HOnline)	Yes, if not completed in 4HOnline	Permanent or until volunteer is no longer active.
Volunteer Training Certificates – There are two classifications:			
a. Mandatory Trainings – Some trainings are mandatory for all volunteers. Certificates certifying completion of these trainings should be kept on file indefinitely or until the volunteer is no longer active. If the volunteer moves to another county in Arkansas, the certificates should be transferred to the new county if that information is made available to them.	4-H Office (4HOnline)	Yes	Permanent or until volunteer is no longer active.
b. Other Trainings Fulfilling the Required Credits per Year Requirement – Certificates certifying completion of these trainings should be kept on file for at least five years or until the volunteer is no longer active.	4-H Office (4HOnline)	Yes	Permanent or until volunteer is no longer active.
Club By-Laws – Kept as long as the club is in active status	4-H Office (4HOnline)	Yes	5 years or club until is no longer active. Keep as long as club is in active status.
Each enrolled 4-H'er, volunteer of parent participant is prompted in 4HOnline to complete or sign the following. If			
these forms/agreements are bypassed during 4HOnline enrollment, then signed copies of these forms must be kept			
in the county office until the next year's enrollment when new forms are signed OR until the person is no longer			
active in 4-H or transfers to another county.			
Arkansas 4-H Code of Conduct – FY4H-686	4-H Office (4HOnline)	Yes	Keep until next year's enrollment or the person is no longer active.
Arkansas 4-H Club Event Health Statement and Parents' Release Form – FY4H-633	4-H Office (4HOnline)	Yes	Keep until next year's enrollment or the person is no longer active.
Youth and Parent Guardian Release Form – FY4H-703	4-H Office (4HOnline)	Yes	Keep until next year's enrollment or the person is no longer active.
Financials – Refer to Financial Guidelines for 4-H and Master Gardener Groups			_
History - Not required, but recommended that county keep a record of 4-Hers from that county who participate and	County Office	Recommended	Determined by County
excel at the state level. This information is available in 4-H Online, it is sometimes handy to maintain a consolidated			
file in the county. Record can be hardcopy or electronic.			
4-H Activities Records - If in doubt about members who might be eligible for state honors, send records to the	County Office	Yes	In 4HOnline
member for keeping.			
Enrollment Cards	County Office	Yes	In 4HOnline
ES-237 Report	County Office	Yes	In 4HOnline



File/Document	Retention Location*	Need to Retain?	Retention Period
Arkansas Information Management System (AIMS)			
Contacts for each program area	County Office	Yes	3 years
Impact statements	AIMS	Yes	Permanent
Plan of Work	AIMS	Yes	Permanent
Civil Rights			
2014 University of Arkansas Cooperative Extension County Civil Rights Compliance Plan	County Office	Yes	Until Revised
Summaries of Civil Rights Laws	County Office	Yes	Until Revised
University of Arkansas Non-Discrimination Policies	County Office	Yes	Until Revised
County Demographic Information	County Office	Yes	Current Year
Potential Audience Demographic Information- Each Program Area (AFFACT-05)	County Office	Yes	Current Year
Civil Rights Yearly Assessment Reports (AFFACT-01)	County Office	Yes	3 years
Annual AIMS Civil Rights Contact Data Reports for Each Program Area (printed version)	County Office	Yes	3 years
Mailing Lists containing demographic information	County Office	Yes	Current Year
County Extension Council Membership List (All Committees/Advisory Groups) (AFFACT-04)	County Office	Yes	3 years
Attendance Records	County Office	Yes	3 years
Committee Minutes (Including 4-H and EHC Expansion and Review Committees) (AFFACT-04)	County Office	Yes	3 years
Internal Civil Rights Review and Findings (AFFACT-346)	County Office	Yes	Current
Accessibility for the Disabled			
ADA Self-Evaluation and Compliance (AFFACT-345)	County Office	Yes	Current
Listing of all reasonable accommodations requested and provided (AFFACT–345.1)	County Office	Yes	3 years
4-H and Extension Homemaker (EH) Clubs			
Location of 4-H Clubs identified on county map	County Office	Yes	Current
Annual summary of 4-H overnight/ day camp participants (AFFACT–13)	County Office	Yes	3 years
Annual summary of 4-H Scholarships Awarded (AFFACT–14)	County Office	Yes	3 years
Annual summary of 4-H Awards, Competitive Events Participants (AFFACT–15)	County Office	Yes	3 years
Location of EH Clubs identified on county map	County Office	Yes	Current
"All Reasonable Efforts" File	,		
Documentation of all good faith efforts, including notes, invitation letters, interview records, list of grassroots organizations, copies of flyers, newspapers articles, records of personnel visits; minority media lists	County Office	Yes	3 years
A separate file for "All Reasonable Efforts" for EH and 4-H Clubs should be maintained with all outreach documentation, along with the AFFACT-343	County Office	Yes	3 years
List of materials and/or copies of information disseminated to the public in other languages	County Office	Yes	3 years
Attendance Records			•
Separate file for each program area, (Ag Commercial, Ag Other, FCS, 4-H, CED, EFNEP) (AFFACT-0.8, 08.1, 08.2)	County Office	Yes	3 years



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File/Document	Retention Location*	Retain?	<b>Retention Period</b>
Public Notification			
Copies of printed materials disseminated to the public announcing programs/events that contain the non-	County Office	Yes	3 years
discrimination statement and/or ADA statement	,		,
Office Conference Minutes - Must include discussions/strategies to increase underrepresented clientele	County Office	Yes	3 years
Non-Discrimination Assurances			•
	County Office	Yes	3 years
Annual Certification of Non-Discrimination for each EH and 4-H Club (AFFACT-513, AFFACT-662, AFFACT-663)			,
Annual Notification Letters to Organizations and Groups	County Office	Yes	3 years
Determination of Non-Discrimination Status (AFFACT–03)	County Office	Yes	3 years
/olunteers			2 / 222
Certification of Child Maltreatment Training	County Office	Yes	Permanent
Annual Summary of Master Gardener Volunteers and 4-H Volunteers (AFFACT–16)	County Office	Yes	3 years
County Operations	occurry critical	133	
Mailing List containing demographic information	County Office	Yes	Current
Mailing List Update letter	County Office	Yes	1 year
Requests to be retained on mailing list	County Office	Yes	1 year
Newsletters	County Office	Yes	3 years
Office Conference MISC-115 (Other than Civil Rights)	County Office	Yes	3 years
Program Assistant Forms	Country office	103	3 / 5 4 5
MISC-117 PA Conference Notes	County Office	Yes	3 years
MISC-397 PA Audit Documentation	County Office	Yes	3 years
MISC-398 PA Weekly Itinerary	County Office	Yes	3 years
Program Review Documents	County Office	Yes	3 years
Correspondence (general without reference value)	County Office	Yes	3 years
Quorum Court List	County Office	Yes	3 years
nterpretive Event Materials - Agents report what is conducted on the Annual Performance Report.	County Office	Yes	1 year
Employee Personnel Documents	County Office	103	ı year
Division Time Sheet for All Non-Exempt Appointed Employees Payrolled Thru BANNER	County Office;	Yes	3 years
Time sheet for Air for Exempt Appointed Employees Fuyroned Time Baltitett	Department or Unit	163	3 years
BEN-327 Request for Leave	County Office;	Yes	3 years
DEN-327 Request for Ecave	Department or Unit	163	3 years
HIRE-100 or EHIRE-100T Personnel Action Form	Human Resources	Yes	7 years
PERS-104: Notice of Resignation	Human Resources	Yes	7 years
PERS-105: Supervisor Notice of Termination	Human Resources	Yes	7 years
PERS-105A: Supervisor Notice of Termination — Checklist	Human Resources	Yes	7 years
PERS-121: Annual Report of Extra Income in Excess of \$500	Human Resources	Yes	7 years
PERS-123: Annual Report of Catta income in Excess of \$300	Human Resources	Yes	7 years
End 120. Annual report on ducine Employment	County Office;	Yes	1 years
EEVAL-138: Favorable Incident Report (Keep in supervisor's file)	Department or Unit	163	± yeai
LVAL-130. I avoiable includent neport (neep in supervisor sine)	Department of Onit		



	Retention Location*	Need to Retain?	Retention Period
File/Document		11000	
	County Office;	Yes	1 year
EEVAL-139: Unfavorable Incident Report (Keep in supervisor's file)	Department or Unit		
EEVAL-140: Employee Disciplinary Notice	Human Resources	Yes	Permanent
EEVAL-150: Performance Appraisal County Extension Reporting Form	Online	Yes	1 year
EEVAL-151: Performance Appraisal Summary Form for Extension Agent and Staff Chair	Human Resources	Yes	Permanent
EEVAL-152: Associate, Assistant and District Directors and CFO Evaluation	Human Resources	Yes	Permanent
PMGS 03-2: Non Classified Support/Program Personnel			
Non Classified Support/Program Personnel Annual Performance Review Form	Department or Unit	Yes	7 years
Non Classified Support/Program Personnel Annual Performance Rating Form	Human Resources	Yes	Permanent
PMGS 03-2.5: Project/Program Administrators			
Project/Program Specialist and Manager Annual Performance Review Form	Human Resources	Yes	Permanent
Project/Program Director and Senior Director Review Form	Human Resources	Yes	Permanent
PMGS 07-3: Annual Faculty Evaluation with Narrative	Human Resources	Yes	Permanent
PMGS-08-1: Classified Employee Performance Evaluation	Human Resources	Yes	Permanent
Finance and Management			
Accounting Transaction Documentation (supporting invoices, journal entries, calculations etc.)	Financial Services	Yes	4 years + Current**
Contracts, MOA's (Memorandum of Agreement), MOU's (Memorandum of Understanding) and Agreements	Finance &	Yes	4 years + Current**
(including grant agreements) - Signed and approved	Administration Office		
Copier Reports – MISC-105	Financial Services	Yes	4 years + Current**
County 4-H Foundation Memorandum of Agreement (MOA)	Finance &	Yes	Keep until revised
	Administration Office		
County Government Memorandum of Agreement (MOA)	Financial Services	Yes	4 years + Current**
End of Year Financial Reports for 4-H and Master Gardener Groups	Finance &	Yes	4 years + Current**
	Administration Office		
FINANCE-215: County Appropriation for Extension	Financial Services	Yes	4 years + Current**
FINANCE-310: Organizational Salary Savings Distribution Program (OSSDP) Approval Form	Sponsored Programs	Yes	4 years + Current**
FINANCE-311: CES Faculty Salary Funding Incentive Plan (FSFI) Approval Form	Sponsored Programs	Yes	4 years + Current**
FINANCE-312: Internal Grant Approval Forms with application documents	Sponsored Programs	Yes	4 years + Current**
FINANCE-315: Subrecipient Commitment Form	Sponsored Programs	Yes	4 years + Current**
Subrecipient Certification Form	Sponsored Programs	Yes	4 years + Current**
Federal Financial Report SF-425 (FFR)	Sponsored Programs	Yes	4 years + Current**



		Need to		
File/Document	Retention Location*	Retain?	<b>Retention Period</b>	
ift Reporting				
MISC-400 CES Gift Disclosure Form (over \$250)	Development Office	Yes	4 years + Current**	
Any donor documents that place restrictions on the use of donated funds	Development Office	Yes	4 years + Current**	
Letters and other documentation received from donors for donated funds	Development Office	Yes	4 years + Current**	
Receipts/letters given to donors for \$250 or more	Development Office	Yes	4 years + Current**	
nventory				
Inventory Reports	Financial Services	Yes	4 years + Current**	
MISC-373 Off Extension Property Form	Financial Services	Yes	4 years + Current**	
MISC-374 Property Transfer Form	Financial Services	Yes	4 years + Current**	
MISC-374D Property Disposal Form	Financial Services	Yes	4 years + Current**	
MISC-376 Certification of Missing/Lost, Stolen, Cannibalized/Discard, or Destroyed Property	Financial Services	Yes	4 years + Current**	
OST-347 Monthly Report – Mail Used	Financial Services	Yes	4 years + Current**	
Purchasing Card (P-Card) Files	Financial Services	Yes	4 years + Current**	
Quicken Files and Reports				
Bank Reconciliations	County Office	Yes	4 years + Current**	
Bank Statements	County Office	Yes	4 years + Current**	
Cash and non-cash contribution acknowledgement letters	County Office	Yes	4 years + Current**	
Copies of checks	County Office	Yes	4 years + Current**	
Receipt Books and supporting documentation for all financial operations (invoices, receipts and other documentation for checks)	County Office	Yes	4 years + Current**	
MISC-400 CES Gift Disclosure Form (over \$250)	County Office	Yes	4 years + Current**	
Any donor documents that place restrictions on the use of donated funds	County Office	Yes	4 years + Current**	
Letters and other documentation received from donors for donated funds	County Office	Yes	4 years + Current**	
Receipts/letters given to donors for \$250 or more	County Office	Yes	4 years + Current**	
ravel Card (T-Card) Files	Financial Services	Yes	4 years + Current**	
ravel - All Travel Forms and Supporting Documentation	Financial Services	Yes	4 years + Current**	
/ehicles				
TRAV-308: Vehicle Report Worksheet	Facilities Management	Yes	4 years + Current**	



Subject Matter  FREP [Expanded Food and Nutrition Education Program) Program Assistant Personnel Reports  MISC-398 Weekly Itinerary Time Sheet County Office Yes 4 years + Current** Travel Accounts (TRAX-207, etc.) CES-905 Field Diary (including handwritten diaries)  Program Reports (These records are confidential. County office personnel must shred when purging files.) Adult Enrollment Form/Family Record/Behavior Checklist/24-hr Diet Recall (File in alphabetical order by program year) Lesson Topics/Indemmaker Progression Report (File with respective Enrollment Form/Behavior Checklist/24-hr Diet Recall) Adult Group Attendance Record (AFFACT-08) (Attach to MISC-398 Weekly Itinerary) County Office Yes 3 years  4-1 EFENSP Youth Group Enrollment Form (File by program year) Youth Attendance Record - AFFACT-08.2 (Attach to MISC-398 Weekly Itinerary) County Office Yes 3 years Youth Attendance Record - AFFACT-08.2 (Attach to MISC-398 Weekly Itinerary) Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form) County Office Yes 3 years Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form) County Office Yes 3 years Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form) County Office Yes 3 years Xetension Homemaker Clubs (EHC) Records Membership Lists County Office Yes 3 years Attendance/Sign in Sheets County Office Yes 3 years Attendance/Sign in Sheets County Office Yes 3 years Youth Office Yes 3 years Attendance/Sign in Sheets County Office Yes 5 years Setsteroyed. Use only the last four digits of participants' Social Security numbers on the form. According to the agreement with the State Plant Board, records with complete Social Security numbers will be immediately Stateryed. Use only the last four digits of participants' Social Security numbers on the form. According to the agreement with the State Plant Board, records will be kept for only five years. Records will be destroyed in January after the	File/Document	Retention Location*	Need to Retain?	Retention Period
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Time Sheet Travel Accounts (TRAV-207, etc.) CES-90S Field Diary (including handwritten diaries) Type of the program Reports (These records are confidential. County office personnel must shred when purging files.) Adult Errorllement Form/Family Record/Behavior Checklist/24-hr Diet Recall (File in alphabetical order by program year) Lesson Topics/Homemaker Progression Report (File with respective Errollment Form/Behavior Checklist/24-hr Diet Recall) Adult Group Attendance Record (AFFACT-08) (Attach to MISC-398 Weekly Itinerary) Adult Group Attendance Record (AFFACT-08) (Attach to MISC-398 Weekly Itinerary) County Office Yes 3 years Youth Attendance Record - AFFACT-08.2 (Attach to MISC-398 Weekly Itinerary in date order) Voluntaer Registration (File by program year) County Office Yes 3 years Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form) County Office Yes 3 years Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form) County Office Yes 3 years Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form) County Office Yes 3 years Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form) County Office Yes 3 years Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form) County Office Yes 3 years Xiterian Homemaker Clubs (EHC) Records  Membership Lists Attendance/Sign in Sheets County Office Yes 3 years Attendance/Sign in Sheets County Office Yes 1 year  Personance of County Office Yes 5 years Years Yes Syears Attendance/Sign in Sheets County Office Yes 5 years Attendance/Sign in Sheets County Office Yes 5 years County Office Yes 5 y	Program Assistant Personnel Reports			
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Lesson Topics/Homemaker Progression Report (File with respective Enrollment Form/Behavior Checklist/24-hr Diet Recall)  Adult Group Attendance Record (AFFACT-08) (Attach to MISC-398 Weekly Itinerary)  4 H EFNEP Youth Group Enrollment Form (File by program year)  Youth Attendance Record - AFFACT-08.2 (Attach to MISC-398 Weekly Itinerary in date order)  Youth Attendance Record - AFFACT-08.2 (Attach to MISC-398 Weekly Itinerary in date order)  Youth Group Attendance Record - AFFACT-08.2 (Attach to MISC-398 Weekly Itinerary in date order)  Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form)  Volunteer Registration (File by program year)  Volunteer Registration (File by program year)  Extension Homemaker Clubs (EHC) Records  Membership Lists  Attendance/Sign in Sheets  County Office  Yes  3 years  Attendance/Sign in Sheets  County Office  Yes  1 year  Pesticide Applicator Training records - ALL records with complete Social Security numbers will be immediately geterously and the fifth year.  Publications, Fact Sheets, Miscellaneous Publications  Publications, Fact Sheets, Miscellaneous Publications  County Office  As needed  Until Revised or Outdated/Online  NAPP Almaning  County Office  Yes  5 years  5 years  4 HEFNEP Youth Group Almany  County Office  Yes  5 years  5 years  County Office  Yes  5 years	Program Reports (These records are confidential. County office personnel must shred when purging files.)	,		
Lesson Topics/Homemaker Progression Report (File with respective Enrollment Form/Behavior Checklist/24-hr Diet Recall)  Adult Group Attendance Record (AFFACT-08) (Attach to MISC-398 Weekly Itinerary)  4. HEFNEP Youth Group Enrollment Form (File by program year)  4. HEFNEP Youth Group Enrollment Form (File by program year)  Youth Attendance Record – AFFACT-08.2 (Attach to MISC-398 Weekly Itinerary in date order)  Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form)  Volunteer Registration (File by program year)  County Office  Ves  3 years  Volunteer Registration (File by program year)  County Office  Ves  3 years  Attendance/Sign In Sheets  County Office  Ves  3 years  County Office  Ves  4 years  Ves  Permanent or until volunte is no longer active.  Pesticide Applicator Training records - ALL records with complete Social Security numbers will be immediately determined the part of the fifth year.  Publications, Fact Sheets, Miscellaneous Publications  County Office  County Office  Ves  5 years  AlmS Printous of Events  AlmS Printous of Events  Attendance/Sign in Sheets  County Office  Ves  5 years  County Office  Yes  5 years		County Office	Yes	3 years
Adult Group Attendance Record (AFFACT-08) (Attach to MISC-398 Weekly Itinerary)  4-H EFNEP Youth Group Enrollment Form (File by program year)  Youth Attendance Record – AFFACT-08.2 (Attach to MISC-398 Weekly Itinerary in date order)  Youth Attendance Record – AFFACT-08.2 (Attach to MISC-398 Weekly Itinerary in date order)  Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form)  Volunteer Registration (File by program year)  Volunteer Registration (File by program year)  Extension Homemaker Clubs (EHC) Records  Membership Lists  Attendance/Sign in Sheets  County Office  Yes  3 years  Yes  3 years  County Office  Yes  3 years  Yes  4 Year  A Year  Permanent or until voluntee is no longer active.  Pat Training: Plant Pathology- State PAT Training: Pla	Lesson Topics/Homemaker Progression Report (File with respective Enrollment Form/Behavior Checklist/24-hr	County Office	Yes	3 years
4-H EFNEP Youth Group Enrollment Form (File by program year) Youth Attendance Record — AFFACT-03.2 (Attach to MISC-398 Weekly Itinerary in date order) Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form) Volunteer Registration (File by program year) County Office Yes 3 years  County Office Yes 1 year  Asser Gardener Records County Office Yes 1 year  County Office Yes Permanent or until volunte is no longer active.  Pesticide Applicator Training records - ALL records with complete Social Security numbers will be immediately destroyed. Use only the last four digits of participants' Social Security numbers on the form. According to the greement with the State Plant Board, records will be kept for only five years. Records will be destroyed in January  Settle the fifth year.  Publications, Fact Sheets, Miscellaneous Publications County Office Yes 5 years  AlMS Printouts of Events AlMS Printouts of Events AlMS Printouts of Events County Office Yes 5 years  Security Office Yes 5 years  County Office Yes 5 years  Teacher Report Forms	,			
Youth Attendance Record – AFFACT-08.2 (Attach to MISC-398 Weekly Itinerary in date order) Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form) Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form) Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form) Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form) Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form) Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form) County Office Yes 3 years Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form) Yes Yes A years Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form) Yes County Office Yes 3 years Yes 1 year Yes 1 year Yes 5 years  Yes 5 years  Yes 5 years  Yes 5 years  Yes 6 years  Yes 6 years  Yes 6 years  Yes 6 years  Yes 7 years 1 year  Yes 7 years 7 years 1 year  Yes 7 years 8 years 8 years 8 years 9 year		County Office	Yes	3 years
Youth Food and Physical Activity Questionnaire (File with respective 4-H EFNEP Youth Group Form)  Volunteer Registration (File by program year)  Extension Homemaker Clubs (EHC) Records  Membership Lists  Attendance/Sign In Sheets  Attendance/Sign In Sheets  Attendance/Sign In Sheets  Assert Gardener Records  Master Gardener Code of Conduct  Pesticide Applicator Training records - ALL records with complete Social Security numbers will be immediately after the fifth year.  Publications, Fact Sheets, Miscellaneous Publications  AlMS Printouts of Events  AlMS Printouts of Events  Attendance/Sign In Sheets  County Office  Yes  3 years  County Office  Yes  1 year  County Office - County  Part Training  County Office - County  Part Training  County Office - County  Part Training  County Office  As needed  Outdated/Online  SNAP-Ed  AlMS Printouts of Events  Attendance/Sign In Sheets  County Office  Yes  5 years  5 years  County Office  Yes  5 years  5 years  County Office  Yes  5 years  5 years  5 years  County Office  Yes  5 years  5 years  7 years  7 years  County Office  Yes  5 years  7 years  7 years  7 years  7 years  7 years  7 years  8 years  8 years  1 years  2 years  2 years  2 years  2 years  2 years  3 years  4 ye	, , , , ,	,	Yes	3 years
Volunteer Registration (File by program year)   County Office   Yes   3 years	, , ,		Yes	3 years
Extension Homemaker Clubs (EHC) Records  Membership Lists Attendance/Sign In Sheets Attendance/Sign In Sheets  Attendance/Sign In Sheets  Master Gardener Records  Master Gardener Code of Conduct  Master Gardener Code of Conduct  Pesticide Applicator Training records - ALL records with complete Social Security numbers will be immediately destroyed. Use only the last four digits of participants' Social Security numbers on the form. According to the agreement with the State Plant Board, records will be kept for only five years. Records will be destroyed in January after the fifth year.  Publications, Fact Sheets, Miscellaneous Publications  Publications, Fact Sheets, Miscellaneous Publications  AIMS Printouts of Events  AIMS Printouts of Events  Attendance/Sign In Sheets  County Office Yes  5 years  Attendance/Sign In Sheets  County Office Yes  5 years  County Office Yes  5 years  5 years  County Office Yes  5 years  5 years  County Office Yes  5 years  County Office Yes  5 years  5 years  County Office Yes  5 years			Yes	3 years
Membership Lists Attendance/Sign In Sheets Attendance/Sign In Sheets  Attendance/Sign In Sheets  County Office Yes 3 years  3 years  4 years  3 years  4 years  5 years  5 years  6 years  7 years  7 years  7 years  7 years  8 years  8 years  9 years  1 year  2 years  2 years  3 years  4 year  5 years  1 year  2 years  2 years  2 years  2 years  3 years  4 year  4 year  1 year  2 year  2 year  3 years  4 year  4 year  4 year  1 year  2 year  4 year  1 year  2 year  4 year  1 year  2 year  2 year  4 year  2 year  4 year  2 year  4 year  2 year  4 ye		County Office	Yes	3 years
Attendance/Sign In Sheets  County Office  Yes  1 year  Master Gardener Records  Master Gardener Code of Conduct  County Office  Pesticide Applicator Training records - ALL records with complete Social Security numbers will be immediately destroyed. Use only the last four digits of participants' Social Security numbers on the form. According to the agreement with the State Plant Board, records will be kept for only five years. Records will be destroyed in January after the fifth year.  Publications, Fact Sheets, Miscellaneous Publications  AlMS Printouts of Events  Attendance/Sign In Sheets  CE-905 Field Diary  Contributor letters/Partnership agreements  County Office  Yes  1 year  County Office  Yes  5 years  5 years  County Office  Yes  5 years  County Office  Yes  5 years  County Office  Yes  5 years  5 years  County Office  Yes  5 years  5 years  County Office  Yes  5 years				
Adaster Gardener Records  Master Gardener Code of Conduct  Pesticide Applicator Training records - ALL records with complete Social Security numbers will be immediately destroyed. Use only the last four digits of participants' Social Security numbers on the form. According to the agreement with the State Plant Board, records will be kept for only five years. Records will be destroyed in January after the fifth year.  Publications, Fact Sheets, Miscellaneous Publications  AlMS Printouts of Events  Altendance/Sign In Sheets  CES-905 Field Diary  County Office  Yes  1 year  Yes  Permanent or until volunte is no longer active.  Yes  5 years  5 years  County Office - County PAT Training; Plant Pathology - State PAT Training  County Office; Department or Unit  Outdated/Online  SNAP-Ed  AlmS Printouts of Events  Attendance/Sign In Sheets  County Office Yes  5 years  Teacher Report Forms	·	-	Yes	3 years
Master Gardener Records  Master Gardener Code of Conduct  County Office  County Office - Count	Attendance/Sign In Sheets	County Office	Yes	3 years
Master Gardener Code of Conduct  County Office  Pesticide Applicator Training records - ALL records with complete Social Security numbers will be immediately destroyed. Use only the last four digits of participants' Social Security numbers on the form. According to the agreement with the State Plant Board, records will be kept for only five years. Records will be destroyed in January after the fifth year.  Publications, Fact Sheets, Miscellaneous Publications  AIMS Printouts of Events  Attendance/Sign In Sheets  CES-905 Field Diary  County Office  Yes  Parmanent or until volunter is no longer active.  Yes  5 years  County Office - County PAT Training; Plant Pathology - State PAT Training  County Office; Department or Unit  Outdated/Online  SNAP-Ed  AlmS Printouts of Events  Attendance/Sign In Sheets  County Office Yes  5 years	Fair Catalogs	County Office	Yes	1 year
Pesticide Applicator Training records - ALL records with complete Social Security numbers will be immediately destroyed. Use only the last four digits of participants' Social Security numbers on the form. According to the agreement with the State Plant Board, records will be kept for only five years. Records will be destroyed in January after the fifth year.  Publications, Fact Sheets, Miscellaneous Publications  AIMS Printouts of Events  Attendance/Sign In Sheets  CES-905 Field Diary  County Office  Yes  5 years  County Office  PAT Training; Plant  Pathology - State PAT  Training  County Office;  Department or Unit  Outdated/Online  SNAP-Ed  County Office  Yes  5 years  County Office  County Office  Pathology - State PAT  Training  County Office;  Department or Unit  County Office  Yes  5 years  5 years  County Office  Yes  5 years  5 years  County Office  Yes  5 years  County Office  Yes  5 years  5 years  County Office  Yes  5 years	Master Gardener Records			
Pesticide Applicator Training records - ALL records with complete Social Security numbers will be immediately destroyed. Use only the last four digits of participants' Social Security numbers on the form. According to the agreement with the State Plant Board, records will be kept for only five years. Records will be destroyed in January after the fifth year.  Publications, Fact Sheets, Miscellaneous Publications  As needed  Until Revised or Outdated/Online  SNAP-Ed  AIMS Printouts of Events  Attendance/Sign In Sheets  CES-905 Field Diary  County Office  Yes  S years  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Y	Master Gardener Code of Conduct	County Office	Yes	Permanent or until volunteer is no longer active.
Alms Printouts of Events Attendance/Sign In Sheets Attendance/Sign In Sheets CES-905 Field Diary Contributor letters/Partnership agreements Contributor letters/Partnership agreements Contributor letters/Partnership agreements County Office	Pesticide Applicator Training records - ALL records with complete Social Security numbers will be immediately	County Office - County	Yes	
Training Publications, Fact Sheets, Miscellaneous Publications  County Office; Department or Unit Department	destroyed. Use only the last four digits of participants' Social Security numbers on the form. According to the			·
Publications, Fact Sheets, Miscellaneous Publications  County Office; Department or Unit Department or Unit Outdated/Online  SNAP-Ed  AIMS Printouts of Events  Attendance/Sign In Sheets  CES-905 Field Diary  County Office  Yes  5 years	agreement with the State Plant Board, records will be kept for only five years. Records will be destroyed in January	Pathology - State PAT		
Department or Unit Outdated/Online  SNAP-Ed  AIMS Printouts of Events  Attendance/Sign In Sheets  CES-905 Field Diary  Contributor letters/Partnership agreements  Teacher Report Forms  Department or Unit Outdated/Online	after the fifth year.	Training		
AIMS Printouts of Events Attendance/Sign In Sheets CES-905 Field Diary Contributor letters/Partnership agreements Teacher Report Forms  County Office Yes 5 years 5 years	Publications, Fact Sheets, Miscellaneous Publications	•	As needed	
AIMS Printouts of Events  Attendance/Sign In Sheets  CES-905 Field Diary  Contributor letters/Partnership agreements  Contributor letters/Partnership agreements  Contributor Sequence of Events	SNAP-Ed	S opa. con on one		Sacated/ Simile
Attendance/Sign In Sheets  CES-905 Field Diary  County Office Yes 5 years County Office Yes 5 years Countributor letters/Partnership agreements County Office Yes 5 years 7 years Countributor letters/Partnership agreements County Office Yes 5 years		County Office	Yes	5 vears
CES-905 Field DiaryCounty OfficeYes5 yearsContributor letters/Partnership agreementsCounty OfficeYes5 yearsTeacher Report FormsCounty OfficeYes5 years				· · · · · · · · · · · · · · · · · · ·
Contributor letters/Partnership agreementsCounty OfficeYes5 yearsTeacher Report FormsCounty OfficeYes5 years				· ·
Teacher Report Forms County Office Yes 5 years	•			,
· · · · · · · · · · · · · · · · · · ·	· -	-		
	PURCH-332: SNAP-Ed Purchase Justification Form	Financial Services	Yes	4 years + Current**

<sup>\*\*</sup>Any documentation covered by Ark. Code Ann. 19-4-815 and 19-4-1108 that supports the audit of the institution's financial information shall be retained for three years after the audit date. Generally, this means that retention of these records for 4 years plus the current is sufficient. Should the institution not be given clearance by Legislative Audit to dispose of these records, Administration will communicate that records should be held until clearance is given.