

**Cooperative Extension Service
Electronic and Paper File Retention Guide**

File/Document	Retention Location*	Need to 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Certifying Mandated Reporter Training – These should be kept on file indefinitely or until the volunteer is no longer active.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file and upload to 4HOnline.	4-H Office (4HOnline)	Yes, if not completed in 4HOnline	Permanent or until volunteer is no longer active.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 Certificates certifying completion of these trainings should be kept on file indefinitely or until the volunteer is no longer active.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the new county if that information is made available to them.	4-H Office (4HOnline)	Yes	Permanent or until volunteer is no longer active.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certifying completion of these trainings should be kept on file for at least five years or until the volunteer is no longer active.	4-H Office (4HOnline)	Yes	Permanent or until volunteer is no longer active.
Club By-Laws – Kept as long as the club is in active status	4-H Office (4HOnline)	Yes	5 years or club until is no longer active.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must be kept in the county office until the next year's enrollment when new forms are signed OR until the person is no longer active in 4-H or transfers to another county.			
Arkansas 4-H Code of Conduct – FY4H-686	4-H Office (4HOnline)	Yes	Keep until next year's enrollment or the person is no longer active.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and Parents' Release Form – FY4H-633	4-H Office (4HOnline)	Yes	Keep until next year's enrollment or the person is no longer active.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 <i>Financial Guidelines for 4-H and Master Gardener Groups</i>			
History - Not required, but recommended that county keep a record of 4-Hers from that county who participate and 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.	County Office	Recommended	Determined by County
4-H Activities Records - If in doubt about members who might be eligible for state honors, send records to the member for keeping.	County Office	Yes	In 4HOnline
Enrollment Cards	County Office	Yes	In 4HOnline
ES-237 Report	County Office	Yes	In 4HOnline

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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 Homemakers (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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Public Notification			
Copies of printed materials disseminated to the public announcing programs/events that contain the non-discrimination statement and/or ADA statement	County Office	Yes	3 years
Office Conference Minutes - Must include discussions/strategies to increase underrepresented clientele	County Office	Yes	3 years
Non-Discrimination Assurances			
Annual Certification of Non-Discrimination for each EH and 4-H Club (AFFECT-513, AFFECT-662, AFFECT-663)	County Office	Yes	3 years
Annual Notification Letters to Organizations and Groups	County Office	Yes	3 years
Determination of Non-Discrimination Status (AFFECT-03)	County Office	Yes	3 years
Volunteers			
Certification of Child Maltreatment Training	County Office	Yes	Permanent
Annual Summary of Master Gardener Volunteers and 4-H Volunteers (AFFECT-16)	County Office	Yes	3 years
County Operations			
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			
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
Interpretive Event Materials - Agents report what is conducted on the Annual Performance Report.	County Office	Yes	1 year
Employee Personnel Documents			
Division Time Sheet for All Non-Exempt Appointed Employees Payrolled Thru BANNER	County Office; Department or Unit	Yes	3 years
EBEN-327 Request for Leave	County Office; Department or Unit	Yes	3 years
EHIRE-100 or EHIRE-100T Personnel Action Form	Human Resources	Yes	7 years
EPERS-104: Notice of Resignation	Human Resources	Yes	7 years
EPERS-105: Supervisor Notice of Termination	Human Resources	Yes	7 years
EPERS-105A: Supervisor Notice of Termination – Checklist	Human Resources	Yes	7 years
EPERS-121: Annual Report of Extra Income in Excess of \$500	Human Resources	Yes	7 years
EPERS-123: Annual Report on Outside Employment	Human Resources	Yes	7 years
EEVAL-138: Favorable Incident Report (Keep in supervisor's file)	County Office; Department or Unit	Yes	1 year

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EEVAL-139: Unfavorable Incident Report (Keep in supervisor's file)	County Office; Department or Unit	Yes	1 year
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 (including grant agreements) - Signed and approved	Finance & Administration Office	Yes	4 years + Current**
Copier Reports – MISC-105	Financial Services	Yes	4 years + Current**
County 4-H Foundation Memorandum of Agreement (MOA)	Finance & Administration Office	Yes	Keep until revised
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 & Administration Office	Yes	4 years + Current**
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**

*Retention location is where the official documents are stored.

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Gift 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**
Inventory			
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**
POST-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**
Travel Card (T-Card) Files	Financial Services	Yes	4 years + Current**
Travel - All Travel Forms and Supporting Documentation	Financial Services	Yes	4 years + Current**
Vehicles			
TRAV-308: Vehicle Report Worksheet	Facilities Management	Yes	4 years + Current**

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Subject Matter			
EFNEP (Expanded Food and Nutrition Education Program)			
Program Assistant Personnel Reports			
MISC-398 Weekly Itinerary	County Office	Yes	4 years + Current**
Time Sheet	County Office	Yes	4 years + Current**
Travel Accounts (TRAV-207, etc.)	County Office	Yes	4 years + Current**
CES-905 Field Diary (including handwritten diaries)	County Office	Yes	1 year
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)	County Office	Yes	3 years
Lesson Topics/Homemaker Progression Report (File with respective Enrollment Form/Behavior Checklist/24-hr Diet Recall)	County Office	Yes	3 years
Adult Group Attendance Record (AFFECT-08) (Attach to MISC-398 Weekly Itinerary)	County Office	Yes	3 years
4-H EFNEP Youth Group Enrollment Form (File by program year)	County Office	Yes	3 years
Youth Attendance Record – AFFECT-08.2 (Attach to MISC-398 Weekly Itinerary in date order)	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
Volunteer Registration (File by program year)	County Office	Yes	3 years
Extension Homemaker Clubs (EHC) Records			
Membership Lists	County Office	Yes	3 years
Attendance/Sign In Sheets	County Office	Yes	3 years
Fair Catalogs	County Office	Yes	1 year
Master Gardener Records			
Master Gardener Code of Conduct	County Office	Yes	Permanent or until volunteer 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 agreement with the State Plant Board, records will be kept for only five years. Records will be destroyed in January after the fifth year.	County Office - County PAT Training; Plant Pathology - State PAT Training	Yes	5 years
Publications, Fact Sheets, Miscellaneous Publications	County Office; Department or Unit	As needed	Until Revised or Outdated/Online
SNAP-Ed			
AIMS Printouts of Events	County Office	Yes	5 years
Attendance/Sign In Sheets	County Office	Yes	5 years
CES-905 Field Diary	County Office	Yes	5 years
Contributor letters/Partnership agreements	County Office	Yes	5 years
Teacher Report Forms	County Office	Yes	5 years
PURCH-332: SNAP-Ed Purchase Justification Form	Financial Services	Yes	4 years + Current**
**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.			