



Common NMSU Retention Schedules for 4-H Files
Records Management and Retention (RMR)
FSA - RMR Office
 (Per Functional Records Retention and Disposition Schedules (FRRDS))

Documents ¹	County Office	State Office	FRRDS Record Classification Number & Title	Retention Requirement	Confidential
Background Check Files					
Background Check Files for Volunteers (includes Volunteer Leader Application and Disclosure Forms as well as results of Background Check)		√	1.21.2.236 Volunteer Files	Three years from date of background check	Yes
Enrollment Files					
Adult Chaperone Agreement	√		1.21.2.185 Programs - Education	Five years from date file created	Yes
Conference Registration Forms	√		1.21.2.183 Enrollment - Education	Two years from date of event	Yes
Combined Liability Youth/Adult Form 300-A.3/A.4 (aka Medical and Liability Release Code of Conduct Contract and Media Release Form)	√	Copy sent to State for the event is a NON-RECORD to be disposed of when no longer needed	1.21.2.183 Enrollment - Education	Two years from date of event	Yes
Consent Form for Overnight Lodging with Non-Custodial Adult	√		1.21.2.185 Programs - Education	Five years from date file created	Yes
Enrollment Forms (e.g., Youth, Adult)	√		1.21.2.183 Enrollment - Education	Two years from date of event	Yes
Entry Fee Forms	√	√	1.21.2.183 Enrollment - Education	Two years from date of event	Yes
Group Enrollment Forms	√		1.21.2.183 Enrollment - Education	Two years from date of event	Yes
Membership Cards	NON-RECORD (Counties should delete any electronic information input as soon as membership card is printed)				Yes
Photo Release Forms	√		1.21.2.183 Enrollment - Education	Two years from date of event	Yes
Rodeo: Consent & Assumption of Risk for Participation in Rodeo Activities (aka Eligibility Certificate & Waiver of Liabilities)	√	Copy sent to State for the event is a NON-RECORD to be disposed of when no longer needed	1.21.2.183 Enrollment - Education	Two years from date of event	Yes
Financial Files					
Accounting of Club Funds submitted by each club annually	√		1.21.2.307 Funds Management	Three years from date audit report released	No
Bank Statements	√		1.21.2.322 Statements and Reports - Bank Administration	Three years from date audit report released	No
Mailing Lists					
Mailing lists	√	√	1.21.2.108 Distribution, Mailing and Contact Lists	Destroy when superseded or obsolete	Yes
Program Files (typically event based)					
Adult Volunteer Application Form New Mexico 4-H Leaders' Association Executive Board		√	1.21.2.185 Programs - Education	Five years from date file created	No
Annual Authorization of Inclusion in New Mexico 4-H Group Exemption Form	√		1.21.2.185 Programs - Education	Five years from date file created	No
Civil Rights Files	√		1.21.2.413 Federal Compliance and Reporting	Three years from date reporting is complete	Contextual
Event Agenda or Program	√	√	1.21.2.185 Programs - Education	Five years from date file created	No
Event Evaluation Forms	NON-RECORD	NON-RECORD	As needed, to be determined by the department.		
Event Evaluation Summary Spreadsheet		√	1.21.2.185 Programs - Education	Five years from date file created	No
Event Financial Summary Spreadsheet/Database (Form created in County and used for data entry at state is a NON-RECORD)	NON-RECORD	√	1.21.2.185 Programs - Education	Five years from date file created	No
Event Flyer	√	√	1.21.2.185 Programs - Education	Five years from date file created	No
Housing Assignments	√	√	1.21.2.185 Programs - Education	Five years from date file created	Yes
Judging Forms/Score Sheets/Contest Results	√	√	1.21.2.185 Programs - Education	Five years from date file created	No
Lists (meals, tickets)	√	√	1.21.2.185 Programs - Education	Five years from date file created	Yes
New Mexico State 4-H Incident Report Form	√	√	1.21.2.829 Incidents	Three years from date subject is 19 years old	Yes
Pamphlets/Publications	√	√	1.21.2.185 Programs - Education	Five years from date file created	No
Project Record Books	Return to submitter; no copy retained	√	1.21.2.185 Programs - Education	Five years from date file created	No
Rule Book	√	√	1.21.2.185 Programs - Education	Five years from date file created	No
Sponsorship Forms/Rosters	√	√	1.21.2.185 Programs - Education	Five years from date file created	Yes

¹ This is only a representative set of typical files found in 4-H/County Offices. It is not intended to be a comprehensive list. For retention requirements for other files, reference the FRRDS from our web site, <https://rnr.nmsu.edu/NMACs>.

² If the record contains personally identifiable information, it is considered a confidential record. If not, it is a non-confidential record.

Questions? Contact FSA - RMR Office
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