

## Record Retention Guide for EFNEP

### Family Program Assistant Personnel Reports:

Weekly Itinerary .....	1 year
Monthly Certificate of Service/Payroll.....	1 year
Travel Account.....	1 year

### Program Reports: \*\*

Adult Enrollment Form/Family Record.....	3 years
(Arrange in numerical order, place in boxes seal, label, and store by program year.)	
Adult Group Attendance Records.....	3 years
(File by program year)	
EFNEP Inter-agency Cooperation/Data Collection Form .....	3 years
(Collected annually as part of ERS) (File by program year)	
EFNEP Survey (file by program year).....	1 year
4-H EFNEP Youth Group Enrollment Form .....	1 year
(File by program year)	
4-H Youth Enrollment Cards .....	3 years
(File by program year)	
Interview Records .....	3 years
(File by program year) 3 years	
Lesson Topics/ Homemaker Progression Report.....	3 years
(File in numerical order, place in boxes, seal, label and store by program year.)	
Referral Forms .....	1 year
(File by program year)	
Volunteer Registration .....	3 years
(File by program year)	

**THESE DOCUMENTS ARE OFFICIAL RECORDS AND ARE SUBJECT TO BE REQUESTED IN AN AUDIT.**

**\*\*These records are confidential and MUST be destroyed by Extension agent BEFORE they are discarded.**

University of Arkansas, United States Department of Agriculture, County Governments Cooperating

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