

### Document Retention

Type of Document	When to destroy (preferably by cross-cut shredder)
Paper Membership Forms (if youths or adults registered online, you will not have these)	<ul style="list-style-type: none"> <li>Discard at end of membership year.</li> <li>Troop leader blacks out credit card number on forms (if provided), and keeps all membership registration forms in a secure location.</li> </ul>
Health History Forms (Girl or Adult)	<ul style="list-style-type: none"> <li>If youth or adult leaves troop, at end of membership year:               <ul style="list-style-type: none"> <li>Keep for up to two years.</li> </ul> </li> <li>If youth or adult remains with troop: parents should keep health history forms as up to date as possible, but should date and initial the form within two months of an overnight activity.               <ul style="list-style-type: none"> <li>A new health history should be filled out at the beginning of the next troop year.</li> </ul> </li> <li>At time of troop disbandment:               <ul style="list-style-type: none"> <li>Shred forms at the end of the membership year.</li> </ul> </li> </ul> <p><b>If a girl is injured or becomes ill while participating in a Girl Scout activity:</b></p> <ul style="list-style-type: none"> <li>A copy of Health History form must be forwarded to Risk Management at the GSNorCal Alameda office along with the Accident/Injury Report Form or Incident Report Form.</li> <li>GSNorCal will retain the form until the girl reaches 23 years of age.</li> </ul> <p><b>Camp Health Forms:</b></p> <ul style="list-style-type: none"> <li>All camp health forms and that year's health logs and related documentation must be stored until 7 years after the girl's age of majority.</li> <li>Return to GSNorCal for storage at the end of each season.</li> </ul>
Health Care Log	Retain until the youngest person receiving documented treatment reaches 23 years of age.
Activity/Event Permission Forms	<ul style="list-style-type: none"> <li>If a Girl Scout is injured or becomes ill while participating in a Girl Scout activity, copy of form must be forwarded to Risk Management at the GSNorCal Alameda office along with the Accident/Injury Report Form or Incident Report Form.</li> <li>GSNorCal will retain the form until the girl reaches 23 years of age.</li> </ul>
Sensitive Issues Permission Form	Discard at end of membership year.

Troop Driver Form	A driver's license number is considered sensitive personal information. As such, these forms should be kept under lock. Form should be destroyed when the adult leaves the troop, when the troop disbands, or whenever a new replacement form is developed.
Troop Roster	Discard at beginning of next membership year when new roster is developed, when new girls are added or leave the troop or, when the troop disbands.
Product Program Records	Retain until product programs are complete the following year, or when the troop disbands.
Bank Account Information	Bank account information is considered sensitive personal information. As such, keep in a locked location for 7 years.
Receipts for every expenditure	Retain for a minimum of 3 years.
Badge Records	<ul style="list-style-type: none"> <li>• If a Girl Scout leaves the troop, pass on to the parents to give to next leader.</li> <li>• When the troop disbands, pass on to parents to keep.</li> </ul>
Event Registration Rosters and Forms	After final event, retain for a maximum of 1 year.
Service Unit Rosters	Discard at beginning of next membership year when new roster is developed.
Other types of paperwork which include personal information	Retain for a maximum of 1 year.