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# HRDG 4230 - Section D - Records

Last Modified:

## **Subchapter 4230**

## **Volunteer Service Program**

## **Section D - Records**

- [Official Volunteer Service File](#)
- [Records Disposition](#)

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For each volunteer, the Volunteer Service Program Coordinator will establish and maintain an Official Volunteer Service File (OVSF). The file must include:

### **Official Volunteer Service File**

- Statement of Interest
- Resume
- Volunteer Agreement
- Volunteer Time and Attendance Record
- Other relevant documentation

**Records  
Disposition**

Destroy volunteer service case files **4 years** following end date established in the section titled “**Assignment Data**” of the volunteer service agreement.

Destroy volunteer service case files assembled on unsuccessful volunteer applicants **1 year** after withdrawal or rejection.

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