

## **Gold Ribbon Standard 5.10: Record Retention**

### **Submitted by Camp Okizu**

#### **RECORDS MANAGEMENT:**

All health forms, log books, and MAR's will be collected at the end of each camp session and delivered to the Camp Director or Camp Medical Director, who will insure that they are transported to the Okizu administrative office for storage. They must be kept for a minimum of 7 years or until the camper is at least 21 years old (whichever comes LAST).

**EXAMPLE**