

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
PARKS AND RECREATION**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGPR-001	<p>VOLUNTEER SERVICE RECORDS</p> <p>Contain volunteer information, training, evaluations, amount of time volunteered, awards received, etc.</p>		Retain at agency 1 yr after last day of service; destroy.
LGPR-002	<p>USE PERMITS</p> <p>Applications/permits to reserve use of Parks Department facilities and equipment. May include schedules of league play.</p>		Retain at agency 1 yr after expiration or denial of permit; destroy.
LGPR-003	<p>PROGRAM INSURANCE POLICIES</p> <p>Policies held for participants and staff involved in programs sponsored and conducted by Parks/Recreation Department.</p>	VITAL	Retain at agency 3 yrs after termination of policy or resolution of claim; destroy.
LGPR-004	<p>RATES AND FEES</p> <p>Contain copies of ordinances outlining rates and fees; condensed list of those rates, and related statistical records.</p>		Replace as updated.
LGPR-005	<p>DAMAGE AND VANDALISM REPORTS</p> <p>Describes vandalism activity and/or damage at a Parks/Recreation Department facility or on Department property, extent of damage, and corrective measures to be taken.</p>		Retain at agency 3 yrs; destroy.
LGPR-006	<p>RULES AND REGULATIONS</p> <p>Rules and regulations governing the operation and use of park facilities, beaches, pools, skating rinks, etc.</p>		Maintain at agency. Submit copy to Archives for permanent preservation.
LGPR-007	<p>ACTIVITY REGISTRATIONS</p> <p>Document participation in activities conducted by the agency or while using agency facilities. May include financial information.</p>		Retain at agency 2 yrs; successful audit; destroy.
LGPR-008	<p>GIFTS AND DONATIONS</p>		DELETED. See LGADM-032.

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LGPR-009	SWIMMING POOL RECORDS Water quality and pH readings for pools managed by local governments.		Retain at agency 3 yrs; destroy.
LGPR-010	TICKET SALES Document tickets sold and funds collected. May include collected/unused tickets and turnstile readings.		Retain at agency; successful audit; destroy.
LGPR-011	NEIGHBORHOOD OPEN SPACE FILES Document land dedicated by the local government for use of residents as park land. Include recommendations on land use and agreements between municipalities and developers on conditions of use and amount of land.	VITAL	Retain at agency until no longer needed; transfer to Archives for permanent preservation.