

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C-756

Page No.

1 of 3

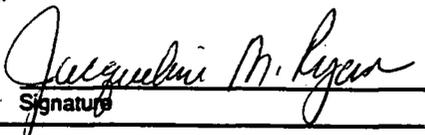
RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Recreation and Parks Department

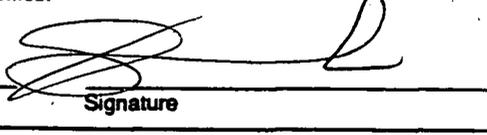
DIVISION

Item No.	Description	Retention
Supersedes Schedule C-694 dated 9/2/96		
1	FINANCIAL: Budget Information: Worksheets, budget amendment proposals and reports, copies of budgets and budget requests for annual county budget and capital projects. Relates to development and supervision of the budget for all divisions of the department.	Retain in office until annual county budget is published or administrative use ceases, whichever is later, then destroy.
2	Cash receipts, register tapes, deposit slips, cashier reports, and cash reconciliation reports.	Retain for three (3) years or until audit requirements have been met, whichever is later, then destroy.
3	Permit Numbers Issued, Park Entrance Permits, monthly and seasonal swim passes - AOSC, Golf Course annual passes, etc.	Retain two (2) years then destroy.
4	Reservation contracts, Park reservation forms, Special Facilities room reservation forms; i.e., Mayo Beach, Lake Waterford Park, Arundel Olympic Swim Center, etc.	Retain two (2) years, then destroy.
5	Grants, Maintenance and Teen; file of grant requests by program including guidelines, information and reports.	Retain three (3) years, then destroy, except material having continuing value to the department, such material should be retained until such value

Schedule Approved by
Records Management Officer

4/8/96
Date  Signature

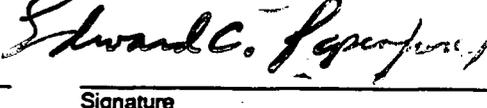
Schedule Approved by
Chief Administrative Officer

4/11/96
Date  Signature

Schedule Approved by
Agency, or Division Representative

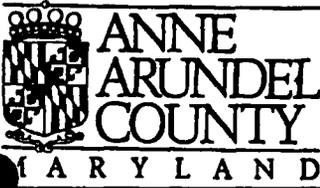
4/11/96
Date  Signature

Schedule Approved by
State Archivist

JUN 28 1996
Date  Signature

Item No.	Description	Retention
6	General Ledger Reports. "Duplicate Departmental Copy".	ceases, then destroy. Retain one (1) year or until value ceases, then destroy.
7	Refund Requests, Programs, Facility reservation, league fees, etc.	Retain three (3) years, then destroy.
8	Purchase Orders, Sub-order Releases, Direct payments, etc.	Retain in office until administrative value ceases, then destroy.
9	Petty Cash, Expense Statements	Retain three (3) years, then destroy.
10	<u>REPORTS:</u> Reference files for Recreation Division containing: -Camp and playground reports -Ranger reports -Registration statistics	Retain until administrative value ceases, then destroy.
11	<u>FORMS:</u> Registration forms, Rec & Parks Programs, AOSC Programs, School Facility Use Forms, Fields, Schools, Facilities	Retain three (3) years [last two (2) in Records Center] then destroy.
12	<u>CORRESPONDENCE:</u> General Correspondence: This file is a mixture of correspondence and general reference material, primarily with professional, civic associations, vendors, individuals, and local agencies.	Screen annually & destroy that material, no longer needed for current business. Directives, policies,*
13	<u>PERSONNEL:</u> PAA copies, Time sheets, Leave sheets, department personnel records.	Retain two (2) years after termination, then destroy.
14	Payroll records - FLSA	Retain three (3) years in department then destroy.

*and other material related to the planning and policy that illustrate the development of the Activity retain permanently for eventual transfer to the MD State Archives.



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C-756

Page No.

3 of 3

Item No.	Description	Retention
15	<u>PROJECTS:</u> Capital project information, site plans, land plats, blue prints and drawings for each park site maintained by department.	Permanent. Retain in office until administrative value ceases, thereafter transfer to State Archives.
16	Sub-Division records, plats, maps, correspondence	Retain one (1) year in office, or until value ceases, then destroy. P&Z has original.
17	Parks - owned by County files.	Permanent. Periodically transfer to State Archives.
18	<u>CONTRACTS:</u> Leases, Contracts, Agreements, Insurance policies.	Retain in office one (1) year after termination, transfer to Record Center to retain four (4) years then destroy. <small>on microfilm.</small>
19	<u>MINUTES:</u> Minutes of Recreation Advisory Board meetings, papers, studies, reports, and correspondence relating to the Board and its activities.	Permanent. Periodically transfer to State Archives.
20	<u>FLIERS:</u> Newsletters, Bulletins, Monthly Park Brochures, Activity Fliers, etc.	Retain one (1) year or until value ceases, then destroy.
21	<u>MISCELLANEOUS:</u> Accident Reports	Retain one (1) year in office, then destroy.