

1. Requesting Agency

MONTCOMERY COUNTY

2. Division or Bureau of Requesting Agency

DEPARTMENT OF RECREATION

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. RECREATION ACTIVITY REGISTRATION FORM

Size: 8 1/2" x 11"
Quantity: 6 drawers (4 cubic feet)
Dates: June 1953 --
File Arrangement: By recreation center and age group therein
Annual Accumulation: 2 drawers

These forms are signed by the child's parent indicating permission to engage in some activity of the Department. Two forms are used: one for summer activities only, the other for year-round activities. Both show the child's name, age, school and grade, address, and signature of the parent or guardian. They are used for activity planning and statistical purposes during the year. Very little use is made of them after one year.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

2. CORRESPONDENCE

Quantity: 2 drawers in office, 1 transfile in storage (total 5 cubic feet)
Dates: November 1951 --
File Arrangement: Subject and alphabetical therein
Annual Accumulation: 1 cubic foot
Disposable Amount: 2 cubic feet

Correspondence concerned with the functions of the Department. It is with Federal, State, local and other state agencies, professional

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Forest V. Gustafson Director of Recreation Nov. 8, 1955
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

11/9/55
Date

Morvin S. Reichelt
Archivist

Nov 11 1955
Date

J. McCluskey
Secretary

4. Item No.

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6. Recommendation of Hall of Records and Board of Public Works.

and civic organizations, vendors, individuals, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY.

3. WEEKLY ATTENDANCE REPORT

Size: 8 1/2" x 11"
Dates: June, 1953 - -
Quantity: 1 drawer (1 1/2 cubic feet)
Annual Accumulation: 1/2 cubic foot

This report is submitted weekly by the Director of each recreation center operated by the Department. It shows by day the number of children and adults using center facilities in the morning, afternoon, and evening and the daily total; attendance at special events; and totals for the week. The reverse of the form shows by day the participants in organized activities such as archery, baseball, golf, tennis, wood craft, etc. The form is used for statistical reporting in the annual report and the staff manual. Record copies of the annual report and the staff manual showing the information on the weekly attendance report are retained permanently.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

4. ACCOUNTING RECORDS - AUDITED

Quantity: 1 1/2 drawers
Dates: June 1952 - -
Annual Accumulation: 1/2 drawer
Audited by: County

This item includes all standard accounting forms used by Montgomery County agencies as supporting data to the final books of entry. The final books of entry are maintained in the Department of Finance. Very few of the accounting records in the Department of Recreation are necessary for audit purposes since the majority of the records are duplicates of records in the Department of Finance, in which department they are audited. The accounting records filed in the Department of Recreation necessary for audit include:

Cash Report - submitted daily by the golf courses operated by the Department

- Deposit Receipt
- Deposit Slip
- Payroll Report
- Special Recreation Activities Account:

- Pay Receipt
- Transmittal letter
- Receipt Books
- Record of Tickets Sold at Functions.

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APPROVED BY
BOARD OF PUBLIC WORKS

Date NOV 14 1955

J. McLean
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

5. FISCAL RECORDS - NOT AUDITED

Date: June 1952 - -
Quantity: included in Item 4

Fiscal records of the Department which are not necessary for audit include:

- Inventory Record of Expendable Departmental Equipment
- Time Report - Recreation Center Employees
- Time Card - Field Employees

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
Date NOV 14 1955

[Signature]
Secretary