

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. **C884**

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Agency

Division/Unit **RECREATION & PARKS**

Item No.	Description	Retention
	<p>All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.04. Permanent records will transferred to MSA on CD stored as "Tif" files with the retrieval software embedded on the CD.</p>	

Schedule Approved by Department, Agency, or Division Representative.

Date 8/2/99

Signature *Phyllis L. Pritchett*

Typed Name **Phyllis L. Pritchett**

Title **Records Management Officer**

Schedule Authorized by State Archivist

Date **AUG 24 1999**

Signature *Edward C. Pappas*

DEPARTMENT OF GENERAL SERVICES
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Agency HOWARD COUNTY GOVERNMENT

Division/Unit Recreation and Parks

Item No.	Description	Retention
CORRESPONDENCE AND MISCELLANEOUS FILES		
1	<u>ADMINISTRATIVE</u> - Correspondence pertaining to and arising from the normal and routing administrative functioning of the policies, programs, services, and projects of department or agencies.	Review annually. Retain in office as long as administratively valuable, then destroy.
2	<u>READER FILES</u> - Written documents - Gary J. Arthur, Director	Review annually. Retain in office as long as administratively valuable, then destroy.
3	<u>MINUTES/SOUND RECORDINGS</u> - Accounts of the proceedings and actions of the Recreation and Parks Advisory Board and the Golf Advisory Committee.	Retain permanently (Dept. of Recreation and Parks official keeper). Retain on CD and forward to MSA.
4	<u>INDIVIDUAL EMPLOYEE PERSONNEL FILES</u> - The Department of Recreation and Parks unofficial personnel files which are maintained on each employee. (Human Resources retains the official files).	Should be kept as long as they are valuable to the Department, but no longer than 3 years beyond end of employment.
5	Personnel files on <u>part-time</u> employees (The Department of Recreation and Parks is the designated official record keeper).	Should be kept as long as they are valuable to the Department, but no longer than 3 years beyond end of employment.
6	<u>Individual Employee History Cards</u> - Index cards with dates of employment, position held, salary rate, etc. summarizing a person's <u>part-time</u> employment history with the Department.	Should be kept as long as they are valuable to the Department, but no longer than 7 years beyond end of employment.

Schedule Approved by Department, Agency, or Division Representative.
 Date July 13, 1999
 Signature Gary J. Arthur
 Typed Name Gary J. Arthur
 Title Director, Dept. of Recreation & Parks

Schedule Authorized by State Archivist
 Date AUG 24 1999
 Signature Edward C. Papenfuss

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Item No.	Description	Retention
7	<u>EMPLOYEE APPEAL CASE FILES & EMPLOYEE RECLASSIFICATION FILES</u>	Keep in office for two years, then destroy.
8	<u>SUBTITLE II, CLASSIFICATION AND PAY PLAN BILLS AND AMENDMENTS TO PAY PLAN</u>	Keep in office for two years, then destroy.
9	<u>LEAVE RECORDS</u> - Requests, reports, summaries, authorization, schedules and similar records relating to sick, vacation and other types of authorized leave for Department of Recreation and Parks employees.	Retain in office one year, then destroy.
10	<u>TIME CHANGE REQUEST/HA FORMS</u>	Retain one year, then destroy.
11	<u>OFFICIAL LEAVE REQUESTS</u> - Requests and authorization for travel by County employees.	Retain in office for two years, then destroy.
12	<u>PERSONNEL REQUISITIONS</u> - Copies of full time positions.	Retain for two years in office, then destroy.
13	<u>JOB ANNOUNCEMENTS</u> - for part-time staff.	Retain for two years in office, then destroy.
14	<u>RESULTS OF JOB INTERVIEW FILE</u> -	Retain in locked file cabinet in the Department for three years, then destroy.

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Date **AUG 24 1999**
 Signature *Edward C. Papenfuss*

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Item No.	Description	Retention
15	<u>TELECOMMUNICATIONS PLANNING</u> - Reports, studies, analyses, and similar records relating to the planning and administration of telephone or communication systems.	Retain in office for 2 years and then destroy.
16	<u>VEHICLE ASSIGNMENT FILES</u> - Authorization for Out-of-State use of County vehicles. Assignment logs and similar records relating to the assignment and use of County vehicles by County employees or officials.	Retain in office for two years and then destroy.
17	<u>ACCOUNTS PAYABLE RECORDS</u> - Copies of Purchase Orders, Minors, Sub-Orders, Direct Payment Claims, Employee Expense Claims.	Previous fiscal year's records retained in file room for one year. Then boxed according to fiscal year. Destroyed two years thereafter. Department of Finance is official record holder. Retain a total of three years.

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Item No.	Description	Retention
18	<u>ACCIDENT/INCIDENT REPORTS</u> - (Bureau of Parks and Bureau of Recreation) - Reports of accidents, injury, personal injury, property damage, vandalism, participants in County sponsored programs, activities, sports, events, etc.	Retain five years, then destroy. (Critical reports faxed to Risk Management).
19	<u>PAYROLL RECORDS</u> <u>Part-Time Staff Time Cards</u>	Retain for one calendar year with hiring coordinator, then placed in storage for 7 years, then destroy.
20	<u>Copies of Time sheets submitted to Office of Payroll and Corresponding Payroll Records.</u>	Retain for one calendar year in main office then placed in storage for 7 years, then destroy.
21	<u>Full time Payroll time sheets, employee time logs.</u>	Retain for 7 years then destroy.

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Item No.	Description	Retention
22	<u>LEASE AGREEMENTS</u> Department of Recreation and Parks is official record holder.	Retain until no longer active. Destroy after 3 years.
23	<u>TITLE 19 PAPERWORK</u> Applications and letters of approval for designation of open space, plats, and other related correspondence.	Retain for 2 years. Reduce to CD for permanent retention. Destroy paper work after the CD is verified and then a copy of CD to be sent to MSA.
24	<u>CONTRACTS WITH INDEPENDENT CONTRACTORS FOR PROGRAMS</u>	Destroy 2 years after expiration of contract, then destroy.
25	<u>INTERNAL AUDIT REPORTS</u>	Retain for 2 years after all questions raised by the reports have been resolved, then destroy.
26	<u>LEAVE REQUESTS, COMPENSATORY TIME REPORTS AND OVERTIME REPORTS</u>	Retain for 2 years, then destroy.

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Item No.	Description	Retention
	RENTALS	
27	<u>Pavilion Rental</u> Copy of application and payment received. Also any other necessary records.	5 years, then destroy.
28	<u>Ball fields</u> Application and payment received for youth and adult groups.	5 years, then destroy.
29	<u>Light fee</u> Payment received broken down to youth and adult groups.	5 years, then destroy.
30	<u>All other rentals</u> Camp fire ring, horse ring, conference rooms, etc. Payment receipts and applications.	5 years, then destroy.
31	<u>Van Maintenance</u> Schedule of van maintenance and application and staff cost to use.	5 years, then destroy.
32	<u>Rentals</u> AV, canopy - records who and when used	5 years, then destroy.
33	<u>Warehouse Records</u> Internal transactions for warehouse	7 years, then destroy.
34	<u>Purchasing Records</u> "Copies only" copy of P.O. vendors & items purchased, log books	5 years, then destroy.
35	<u>Faics Tag Information</u> Track faics tag numbers and purchases	Review annually. Retain in office as long as administratively valuable, then destroy.
36	<u>Office Supplies</u> Supplies used by Recreation and Parks staff - general	3 years, then destroy.
37	<u>Community Service Records</u> Names, addresses, time of service	5 years, then destroy.
38	<u>Log In, Log Out Books</u> When purchases purchased and received	5 years, then destroy.

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Item No.	Description	Retention
39	<p><u>Registration</u></p> <p><u>Registration Forms</u> Forms completed by the registrants when enrolling in programs; payments are accepted by cash, check and credit cards. Class registration listings for all programs. Attendance sheets and contract for all RLC (Recreation Licensed Child Care) registrants.</p>	<p>All records must be maintained for 3 years due to IRS requirements, then destroy.</p>
40	<p><u>Financial Forms</u> Payment received listing - a record of the daily data entry for all programs. Refund reports for credit card, check and direct payment claims. Refund ledger maintains a listing of all refund checks that are issued by the Department. Records of every credit card to customers accounts. Return check listing of all checks returned to the customers. Receipt book-receipts given to registrants for cash payment or upon request for payment by check.</p>	<p>All records must be maintained for 3 years due to IRS requirements, then destroy.</p>

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Signature *Edward C. [Signature]*

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Agency **HOWARD COUNTY GOVERNMENT** Division/Unit **Recreation and Parks**

Item No.	Description	Retention
41	RECREATION LICENSED CHILD CARE <u>Accident & Incident Reports</u>	
	Contains copies of accident and incident reports written on children enrolled in the program	16 years, then destroy.
42	<u>Ratio Logs</u>	
	Contain number of children and staff present each day at the program.	16 years, then destroy.
	In case of lawsuit, per Risk Management Training.	21 years, then destroy.
43	<u>Children's Files</u>	
	Contains emergency information, physical and immunization forms of each child in the program.	Until child is 21, then destroy.
44	<u>Employee File</u>	
	Contains licensing paperwork on employee, evaluations, and disciplinary actions. Human Resources maintains the official file.	Review annually. Retain in office as long as administratively valuable, then destroy.
45	<u>Attendance Sheets</u>	
	Contains names of children and days they attend the program.	Review annually. Retain in office as long as administratively valuable, then destroy.
46	<u>Sign-In, Sign-Out Sheets</u>	
	Contains a record of who drops off and picks up a child in the program.	Review annual. Retain in office as long as administratively valuable, then destroy.
47	<u>Training Attendance/Agenda</u>	
	Contains record of staff participating in training and agenda.	Review annually, Retain in office as long as administratively valuable, then destroy.
48	<u>Staff Pattern for Full Day</u>	
	Contains staff assigned to work optional full day program.	16 years, then destroy.

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Item No.	Description	Retention
RECREATION LICENSED CHILD CARE - CONTINUED		
49	<u>Newsletter</u> Contains monthly program newsletter	5 years, then destroy.
50	<u>Program Plans</u> Contains daily scheduled activities for each program	5 years, then destroy.
51	<u>Parent & Staff Manuals/Coupon Book</u> Contains one copy of each from each year.	Review annually. Retain in office as long as administratively valuable, then destroy.
52	<u>Budget Record</u> Annual Budget Seasonal Budget	5 years, then destroy. 5 years, then destroy.
53	<u>Center Files</u> Contains copy of license, staffing patterns, and inspection checklist from DHR.	5 years, then destroy.

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Item No.	Description	Retention
54	<p><u>Comprehensive Land Preservation and Recreation Plans</u> Long range master plan for park acquisition and facility development, as well as policies and plans for programming, funding, operations and maintenance.</p>	<p>After Plan is published, retain work papers for 5 years, then dispose of work papers. After the 5 year update is published, retain prior plan on CD permanent and forward copy of CD to MSA.</p>
55	<p><u>Capital Project Files</u> Records include the planning, design and construction of park facilities and other capital improvements managed by the Department of Recreation and Parks.</p>	<p>After project is complete, place on CD permanent-forward copy of CD to MSA and 1 for department, dispose of paper copy.</p>
56	<p><u>Land Acquisition Files</u> Files categorized by former property owners and containing a chronology of actions from owner notification through deed recordation. Includes property acquired through 1990; after 1990 Department of Public Works Real Estate Services maintains official record.</p>	<p>Dept. Of Public Works maintains official record. Upon completion, place on CD for departmental use and discard paper copy.</p>
57	<p><u>Program Open Space Grant Files</u> Documents pertaining to State funding of Park planning, design, acquisition and construction.</p>	<p>Official record--After grant reimbursement, place on CD permanent; forward copy of CD to MSA and 1 for departmental use.</p>
58	<p><u>Capital Project Financial Files</u> Purchasing documents, contracts, invoices and payment vouchers for Capital Projects.</p>	<p>Retain for 3 years after final payment then destroy.</p>

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Agency **HOWARD COUNTY GOVERNMENT** Division/Unit **Recreation and Parks**

Item No.	Description	Retention
59	BUDGET ANNUAL BUDGETS - Copy of Annual Department of Recreation and Parks Budget. The Budget Office is the official office of records for budget documents.	Retain in office for 3 years, then destroy.
60	BUDGET WORKING PAPERS - Records created exclusively for and used in the preparation of the Annual Department of Recreation and Parks budget including budget requests and revenue estimates.	Retain in office for 3 years, then destroy.
61	GRANT DEVELOPMENT AND FINANCIAL FILES - Grant proposals and financial records for state and federal grants. Files include the final grant proposal and invoices developed to reimburse the Department of Recreation and Parks for expenses.	Retain in office for 3 years, then destroy.

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