

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

Schedule No. *C/086*

Page 1 of 11

Agency **Howard County Government** Division/Unit **Recreation and Parks**

Item No.	Description	Retention

Schedule Approved by Department, Agency, or Division Representative.

Date **April 23, 2010**

Signature *[Signature]*

Typed Name **Gary J. Arthur, Director**

Title **Department of Recreation and Parks**

Schedule Approved by County Records Management Representative.

Date *April 23, 2010*

Signature *[Signature]*

Schedule Authorized by State Archivist

Date **1 July 2010**

Signature *[Signature]*

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

Schedule No. **C1086**

Page 2 of 11

Agency Howard County Government Division/Unit Recreation and Parks

Item No.	Description	Retention
	CORRESPONDENCE AND MISCELLANEOUS	
1	ADMINISTRATIVE – 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 3 years and then destroy.
2	<u>READER FILES</u> – Written documents – Gary J. Arthur	Review annually. Retain in office as 3 years and 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 in office for 5 years then forward to MSA for permanent retention.
4	<u>INDIVIDUAL FULL 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).	Retain in office for 3 years beyond end of employment, then destroy.
5	<u>Personnel files</u> on <u>part-time</u> employees (The Department of Recreation and Parks is the designated official record keeper). Also, <u>part-time</u> volunteer applications and paperwork.	Retain in office for 3 years beyond end of employment, then destroy.

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

Schedule No. **C1086**

Page 3 of 11

Agency HOWARD COUNTY GOVERNMENT Division/Unit Recreation and Parks

Item No.	Description	Retention
6	<u>EMPLOYEE APPEAL CASE FILES AND EMPLOYEE RECLASSIFICATION FILES</u>	Keep in office for 2 years (after resolution), then destroy.
7	<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.	Keep in office for 2 years, then destroy.
8	<u>OFFICIAL LEAVE REQUESTS</u> – Requests and authorization for travel by County employees.	Retain in office for 2 years after fiscal year of request, then destroy.
9	<u>PERSONNEL REQUISITIONS</u> – Copies of full time positions.	Retain for 2 years in office, then destroy.
10	<u>JOB ANNOUNCEMENTS</u> – for part-time staff.	Retain for 1 year in office, then destroy.
11	<u>RESULTS OF JOB INTERVIEW FILES</u>	Retain in locked file cabinet in the Department for 3 years, then destroy.

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

Schedule No. *C1086*

Page 4 of 11

Agency HOWARD COUNTY GOVERNMENT Division/Unit Recreation and Parks

Item No.	Description	Retention
12	<u>ACCOUNTS PAYABLE RECORDS</u> – Copies of Purchase Orders, Procurement card statements and receipts, Sub-Orders, Direct Payment Claims, Employee Expense Claims.	Department of Finance is official record holder. Retain a total of 3 years, then destroy.
13	<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 5 years, then destroy. (Critical reports faxed to Risk Management).
14	<u>PAYROLL RECORDS</u> <u>Part-Time Staff Time Cards</u>	Retain for 1 calendar year with hiring contractor, then destroy.
15	<u>Copies of Timesheet submitted to Office of Payroll and Corresponding Payroll Records</u> These sheets are maintained by Payroll for 3 years, so storing these duplicates is not necessary.	Retain for 1 calendar year in main office, then destroy.
16	<u>Full Time Payroll Time Sheets</u> Sheets are employee time sheets.	Retain for 3 years, then destroy.

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

Schedule No. **C1086**

Page 5 of 11

Agency	HOWARD COUNTY GOVERNMENT	Division/Unit	Recreation and Parks
Item No.	Description	Retention	
17	<u>Lease Agreements</u> Department of Recreation and Parks is official record holder.	Retain until no longer active. Retain in office 3 years after expiration, then destroy.	
18	<u>Contracts with Independent Contractors for Programs</u>	Destroy 2 years after expiration of contract, then destroy.	
19	<u>Internal Audit Reports</u>	Retain for 2 years after expiration of contract, then destroy.	
	<u>RENTALS</u>		
	<u>Pavilion Rental</u>		
20	Copy of application and payment received. Also any other necessary records.	Keep for 5 fiscal years, then destroy.	
21	<u>Ball fields</u> Application any payment received for youth and adult groups.	Keep for 5 fiscal years, then destroy.	
22	<u>Light fee</u> Payment received broken down to youth and adult groups.	Keep for 5 fiscal years, then destroy.	
23	<u>All other rentals</u> Camp fire ring, horse ring, conference rooms, etc. Payment receipts and applications.	Keep for 5 fiscal years, then destroy.	
24	<u>Van Maintenance</u> Schedule of van maintenance and application and staff cost to use.	Keep for 5 fiscal years, then destroy.	

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

Schedule No. *C1086*

Page 6 of 11

Agency HOWARD COUNTY GOVERNMENT Division/Unit Recreation and Parks

Item No.	Description	Retention
25	<u>Rentals</u> AV, canopy – records who and when used	Keep for 1 fiscal year, then destroy.
26	<u>Warehouse Records</u> Internal transactions for warehouse	Keep for 3 fiscal year, then destroy.
27	<u>FAICS Tag Information</u> Track FAICS tag numbers and purchases	Review annually. Retain in office 3 years and then destroy.

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

Schedule No. *C1086*

Page 7 of 11

Agency HOWARD COUNTY GOVERNMENT Division/Unit Recreation and Parks

Item No.	Description	Retention
28	<u>Community Service Records</u> Names, addresses, time of service	Keep for 5 years and then destroy.
29	<u>Log In, Log Out Books</u> When purchases purchased and received	Keep for 5 years and then destroy.
30	<u>Registration</u> <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. Contract for all RLC (Recreation Licensed Child Care) registrants.	All records must be maintained for 3 years due to IRS requirements, then destroy.
31	<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 all checks returned to the customers. Receipt book-receipts given to registrants for cash payment or upon request for payment by check.	All records must be maintained for 3 years due to IRS requirements, then destroy.

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

Schedule No. *C1086*

Page 8 of 11

Agency HOWARD COUNTY GOVERNMENT Division/Unit Recreation and Parks

Item No.	Description	Retention
32	<p>RECREATION LICENSED CHILD CARE <u>Accident & Incident Reports</u> Contains copies of accident and incident reports written on children enrolled in the program.</p>	<p>Retain for 21 years, then destroy.</p>
33	<p><u>Ratio Logs</u> Contain number of children and staff present each day at the program and required in case of lawsuit, per Risk Management</p>	<p>Retain for 21 years, then destroy.</p>
34	<p><u>Children's Files</u> Contains emergency information, physical and immunization forms on each child in the program.</p>	<p>Retain until child is 21, then destroy.</p>
35	<p><u>Employee File</u> Contain licensing paperwork on employee, evaluations, and disciplinary actions. Human Resources maintains the official file.</p>	<p>Review annually. Retain in office 3 years and then destroy.</p>
36	<p><u>Attendance Sheets</u> Contains names of children and days they attend the program.</p>	<p>Review annually. Retain in office 3 years and then destroy.</p>
37	<p><u>Sign-In, Sign-Out Sheets</u> Contains a record of who drops off & picks up a child in the program.</p>	<p>Review annually. Retain in office 3 years and then destroy.</p>
38	<p><u>Training Attendance/Agenda</u> Contains record of staff participating in training and agenda.</p>	<p>Review annually. Retain in office 3 years and then destroy.</p>
39	<p><u>Staff Pattern for Full Day</u> Contains staff assigned to work optional full day program</p>	<p>Retain for 16 years, then destroy.</p>

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

Schedule No. *C1086*

Page 9 of 11

Agency HOWARD COUNTY GOVERNMENT

Division/Unit

Recreation and Parks

Item No.	Description	Retention
RECREATION LICENSED CHILD CARE – CONTINUED		
40	<u>Program Plans</u> Contains daily scheduled activities for each program.	Retain for 5 years, then destroy.
41	<u>Parent & Staff Manuals/Coupon Book</u> Contains one copy of each for each year.	Review annually. Retain in office for 3 years, then destroy.
42	<u>Budget Record</u> Annual Budget	Retain for 3 years, then destroy.
43	<u>Budget Record</u> Seasonal Budget	Retain for 3 years then destroy.
44	<u>Center Files</u> Contains copy of license, staffing patterns, and inspection checklist from DHR.	Retain for 2 years, then destroy.

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

Schedule No. **C/1086**

Page 10 of 11

Agency HOWARD COUNTY GOVERNMENT Division/Unit Recreation and Parks

Item No.	Description	Retention
45	<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 years update is published, retain prior plan in Electronic Record System and forward copy to MSA for permanent retention.</p>
46	<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>Retain complete project file in County's Electronic Records System. Forward a copy of electronic file along with paper originals to MSA every two years for permanent retention.</p>
47	<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 Work Real Estate Services maintains official record.</p>	<p>Retain complete project file in County's Electronic Records System. Forward a copy of electronic file along with paper originals to MSA every two years for permanent retention.</p>
48	<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, retain work papers for 5 years, then dispose of work papers. Retain prior files in Electronic Records System and forward copy with originals to MSA for permanent retention.</p>

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

Schedule No. *C1086*

Page 11 of 11

Agency HOWARD COUNTY GOVERNMENT Division/Unit Recreation and Parks

Item No.	Description	Retention
49	<u>CAPITAL PROJECT FINANCIAL FILES</u> Purchasing documents, contracts, invoices and payment vouchers for Capital Projects.	Official Record – After grant reimbursement, retain work papers for 5 years, then destroy
50	<u>BUDGET</u> <u>ANNUAL BUDGETS</u> – 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.
51	<u>BUDGET WORKING PAPERS</u> – Records created exclusively for and used in the preparation of the Annual Department of Recreation and Parks budget including budgets requests and revenue estimates.	Retain in office for 3 years, then destroy.
52	<u>GRANT DEVELOPMENT AND FINANCIAL FILES</u> – 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.
53	<u>THERAPEUTIC RECREATION /ACCOMMODATION SERVICES</u> Assessments – Contains confidential information about the specific disability, medical condition or other condition that would require a type of accommodation or therapeutic recreation service.	Retain in office for 7 years past last participation or until a child is 21 then destroy.
54	<u>ACCIDENT/INCIDENT REPORTS</u> – Contains copies of accident and incident reports written on children and adults enrolled in therapeutic recreation programs or receiving accommodation services.	Retain in office for 7 years past last participation or until a child is 21 then destroy.