

## SCHEDULE 10 – PARKS AND RECREATION RECORDS

Series	Series Title	Description	Retention
10.1	<b>Equipment Loans</b>	Records used to document recreational equipment loaned in connection with facilities. They are used to maintain a record of location of equipment. They include name of group; name, address, telephone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.	1 year
10.2	<b>Facilities Reservation Records</b>	Documents used for rental of parks and recreational facilities including sports facilities ( such as ball fields). The files include date of request, name of group, number of people, name, address, and telephone number of requesting person, area and park requested, time, date, and amount paid.	2 years
10.3	<b>Parks and Recreation Facilities Records - Construction and Maintenance</b>	Construction and maintenance of nature trails, playgrounds, and other facilities maintained by municipality, except for municipally owned and operated buildings.	Until 6 years after facility ceases to be operated
10.4	<b>Parks and Recreation Facilities Records - Historical</b>	Records retained for historical and information purposes, including how the park or facility was created and any significant renovations which had an impact on the municipality. Records may include, but not limited to: correspondence, architectural drawings and specifications, photographs, maps, significant news stories.	Permanent
10.5	<b>Recreation Programs</b>	Records kept to document specific municipally sponsored recreation programs. These records may be used for reference in developing future programs. Records may include, but not limited to: flyers of specific programs, reservation summaries, copies of receipts for fees paid and other related program records.	3 years
10.6	<b>Registration Records</b>	These forms are used to register for municipal recreational programs such as arts and crafts classes, sports clinics, summer/day camps, animal obedience classes, library programs, parenting classes, CPR training, and any other events for which the public can register to participate or attend. Information may include, but not limited to, registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.	2 years
10.7	<b>Release Forms</b>	This form is completed by individuals participating in municipal recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in municipal recreational activities. Information may include: Release, dates of activity, name of participant, name/signature of parent/guardian, insurance documentation.	2 years