

SCHEDULE 9 – RECREATION DEPARTMENT

Section 1: Recreation Records

9.101: CLASS ROLLS

These sheets record participation in recreational programs sponsored by the municipality (e.g., crafts, nutrition, and exercise). They include program or activity title, date, and participant's name.

RETENTION - Retain for 1 year, then destroy

9.102: CONSTRUCTION PROJECT FILES

These project files document the actual construction for park development, park renovation, and other recreational facility improvements. They are used for reference while projects are in progress and after completion. They include final drawings of all park/recreational facility development projects along with specifications, as-built construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

RETENTION – Permanent, may be transferred to the State Archives after park closure

9.103: MAINTENANCE COMPLAINTS

These files contain a record of complaints or requests received from the general public concerning municipal parks and recreational facilities. They are used to verify that action was taken to resolve issues. They include date, name, telephone, and address of requesting person; type of request; and comments of foreman handling request.

RETENTION - Retain for 1 year after resolution of complaint, then destroy

9.104: PARKS AND RECREATION FACILITY FILES

These files contain information concerning each of the city parks. They are used to maintain a record of construction projects in each park for historical and informational purposes. They include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual parks, and photographs.

RETENTION - Permanent, may be transferred to the State Archives

9.105: RECREATION PROGRAM FILES

These program files document specific municipally sponsored recreation programs. They are used for reference in developing future programs. They include flyers of specific programs, reservation records, and copies of receipts for fees paid. They also include an accounting of

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participants and receipt numbers.

RETENTION - Retain for 2 years, then destroy

9.106: RECREATIONAL ACTIVITY RELEASE RECORDS

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. They include individual's name, team name, sport, date, medical insurance company, and signature.

RETENTION - Retain for 2 years or until all litigation is resolved, then destroy

9.107: RECREATIONAL FACILITY FILES

These files document each municipal recreational facility (i.e., parks, golf courses, fair grounds). They are used to maintain a record of construction and renovation projects in each facility for historical and informational purposes. They may include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual facilities, safety reports, and photographs.

RETENTION – Permanent, may be transferred to the State Archives after closure of park

9.108: RECREATIONAL FACILITY MAPS

These maps document the layout of all parks, trails, open spaces, recreational facilities, and golf courses. They are used for planning purposes.

RETENTION - Permanent, may be transferred to the State Archives

9.109: REGISTRATION RECORDS

These forms are used to register for municipal recreational programs. They include 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.

RETENTION - Retain for 2 years, then destroy

9.110: RESERVATION RECORDS

These files contain the actual request forms submitted by the general public. They are used as a record to schedule park facilities and/or sports facilities (e.g., baseball, softball, football, soccer).

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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.

RETENTION - Retain for 1 year, then destroy

9.111: SPECIAL EVENTS PERMITS

These applications are completed by persons requesting permits to hold special events (i.e., film crews, races, parades) on the municipal right-of-way. They include application number; event type and description; sponsoring group's name; admission fee; event date; event times; promotional agency name; contact person's name; address; and telephone number; proposed location or route; whether a fee waiver is requested; estimate number of participants and spectators; authorizing signature and date; date to appear on city council agenda; police department's and local health department's recommendations; decisions; and authorizing signatures.

RETENTION - Retain for 1 year after event, then destroy

9.112: SPORTS TEAMS RECORDS

These records document the sponsorship of adult and/or youth team sport activities (e.g., baseball, basketball, volleyball, soccer, softball). They include information on teams, participants, and sponsors; regular play schedules; and tournament schedules.

RETENTION – Retain for 2 years, then destroy

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9.201: ANNUAL MEMBERSHIP FORMS

These forms are filed annually to establish or renew membership at the Senior Center for a set fee. Forms contain information like name, contact phone number and/or email, residential address, etc. and expire December 31 each year. Membership is open to all individuals 55 years of age and older without restriction as to race, religion, creed, sex, national origin, political belief, or income.

RETENTION - Retain for 2 years, then destroy

9.202: LIFETIME / GOLDEN MEMBERSHIP RECORDS

Members reaching the “golden age” of 80 years are considered Golden Members and are not required to pay a membership due.

RETENTION – Retain until member deceased

9.203: PUBLIC PRESENTATION FILES

Speeches, addresses, and comments. Remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies.

RETENTION - Permanent

9.204: SENIOR CENTER ATTENDANCE ROLLS

These are created by instructors or administrators to track class or activity attendance.

RETENTION – Retain for 1 year, then destroy

9.205: SENIOR CENTER EMERGENCY CARDS

These are cards on all senior center members. They are used to contact senior center member's next of kin. They include member's name, address, birth date, telephone, whether they are a member, health information, name and telephone number of next of kin.

RETENTION - Retain for 2 years, then destroy

9.206: SENIOR CENTER FOOD DELIVERY REPORT

This is a report on the condition of foods delivered to senior centers. It is used for compiling reports and for future planning. The report includes center name, date, time food arrived at center, temperatures for milk and hot and cold foods, homebound and congregate meals, time

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homebound meals left kitchen, a list of any missing items, a list of any additional foods, any comments from center staff and clients, and suggestions.

RETENTION – Retain until completion of publication or report, then destroy

9.207: SENIOR CENTER MEAL RESERVATION LIST

This list records reservations made for meals served at senior centers. It is used for meal planning and to create reports. The form includes center's name, dates, participant's names, days of week, indication of dates reservations made, whether meal served, and whether individual is a volunteer.

RETENTION – Retain for 1 year after final action, then destroy

9.208: SENIOR CENTER'S MONTHLY REPORT

This is a monthly report on senior center activities. It is used to compile quarterly reports for the Mountainland Association of Governments (MAG). This report includes senior center name, date, actual service units provided, service (general category access service, in-home, community service, other services, meals, and transportation), year-to-date budget, actual budget, and current budget

RETENTION - Retain for 4 years, then destroy

9.209: SENIOR CENTER PARTICIPANT CARDS

These are cards on all participants in senior center programs. These programs include both those held at the center and any others provided (e.g., friendly visits, homebound meals, reassurance calls). The cards record the individual's participation for four quarters. They are used to compile an annual report. They include participant's name, quarter and year, and code for services provided.

RETENTION – Retain for 2 years, then destroy

9.210: TITLE V PERSONNEL CASE FILES

These files document the participation of persons in the Senior Service Employment Program under 20 CFR 641 (2008). This program provides for the hiring of low-income persons over the age of fifty-five. The files include income certification form, client intake form, any related correspondence, and if applicable termination forms.

RETENTION - Retain for 4 years after separation, then destroy

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9.211: TITLE V QUARTERLY REPORT

This is a quarterly report that is submitted to the U.S. Department of Health and Human Services on persons employed through the Senior Community Service Program. It includes the sponsor's name and address, month and year, program number, agreement number, subproject number, project period, number of enrolled positions established, unsubsidized placement goal, number of enrollees and enrollment levels, job inventory, categories indicating services to general community and services to elderly community, enrollee characteristics (sex, education, race/ethnic group, income, age), signature, date, and may include an attached narrative report.

RETENTION – Retain for 2 years after final action, then destroy

9.212: VAN DRIVER'S STATEMENT

This is a form signed by all senior center van drivers. It is used to inform the driver of all driving policies. The statement includes a listing of driving policies, general statement on van insurance information, comments on winter driving, driver's signature and date.

RETENTION - Retain for 1 year after separation, then destroy

9.213: VOLUNTEER CALENDAR

This calendar documents the scheduling of volunteers at the senior centers. It is a monthly calendar containing notations indicating volunteer's name and specific times scheduled to work at center.

RETENTION – Retain for 1 year, then destroy