



**This schedule applies to: Parks, Recreation and Culture Providers**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of public records of agencies relating to the functions of providing recreational, cultural and/or leisure facilities and activities to the public, such as parks, campgrounds, golf courses, stadiums, hunting and fishing areas, senior citizen/community centers, museums, zoos, fairs, and agricultural & arts exhibitions. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies. *CORE* can be accessed online at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

**Disposition of public records**

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention) or Non-Archival (with a retention period of "Life of the Agency" or "Permanent") must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

**Revocation of previously issued records retention schedules**

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

**Authority**

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on November 29, 2012.

  
For the State Auditor: Cindy Evans

  
For the Attorney General: Sharon Payant

  
The State Archivist: Jerry Handfield



## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGGRS)</i> , which has been dismantled. 6 new series covering Zoo Management created. All disposition authority numbers (DANs) have been assigned a prefix of "PR" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .

# SUPERSEDED

For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

or contact your Regional Archivist.



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## 1. FAIRS

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
PR57-01-01 Rev. 0	EXHIBITOR LISTS Concise lists of all exhibitors at a fair, showing name, category, dates, etc. Generated annually.	<b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
PR57-01-02 Rev. 0	EXHIBITOR'S ENTRY FORM/SHOW SHEETS Information on each exhibitor and animal exhibited, showing name, type of entry, address, vet check verification, etc. Generated annually.	<b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
PR57-01-03 Rev. 0	RIBBON WINNERS LIST Concise lists of winners of events, shows name of winner, category, and placement. Generated annually. Data is sent to local newspapers for publication.	<b>Retain</b> for 2 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
PR57-01-04 Rev. 0	TICKET SUMMARY RECORD A record of season passes; gate receipts, commercial passes, complementary passes, and voided tickets. Generated annually.	<b>Retain</b> for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

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## 2. PARKS AND RECREATION

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
PR50-13C-05 Rev. 0	GIFTS AND DONATIONS INFORMATION FILES	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
PR50-13C-06 Rev. 0	HORTICULTURE ACTIVITY AND PROJECT FILE	<b>Retain</b> for 6 years after completion of project <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
PR50-13C-09 Rev. 0	PROGRAM SCHEDULES	<b>Retain</b> until no longer needed for agency business <u>and</u> completion of State Auditor's examination report <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
PR50-13C-19 Rev. 0	RECREATION CLASS ATTENDANCE RECORDS May include class rosters, original sign-up sheets, registration forms, worksheets, reports, emergency information, waiver of liability, etc. Used for attendance and refund purposes.	<b>Retain</b> for 6 years after class completion <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
PR50-13C-13 Rev. 0	RECREATION PROGRAM FILES	<b>Retain</b> until obsolete or superseded <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
PR50-13C-16 Rev. 0	SPORTS LEAGUES PERMITS	<b>Retain</b> for 6 years after expiration of permit <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

**SUPERSEDED**



### 3. ZOO MANAGEMENT

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
PR2012-051 Rev. 0	<b>Animal Collection</b> Records relating to acquisitions, deacquisitions, births and deaths of animals in the agency's collection.	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
PR2012-052 Rev. 0	<b>Animal Health Files</b> Records relating to tracking and monitoring the health of animals or animal groups (snakes, frogs, etc.) owned by the zoo or on loan to the zoo. May include preventative medicine, critical care, emergency care or elective medicine. Includes, but is not limited to: <ul style="list-style-type: none"><li>• Medical history, nursery records (feeding, growth, etc.), visits/check-ups, treatment (medication, x-rays), etc.;</li><li>• Reports (lab, immobility, necropsy, histopathology), etc.;</li><li>• American Association of Zoo Veterinarians (AAZV) health certificate, shipping information, post-entry quarantine inspection, etc.</li></ul>	<b>Retain</b> for 6 years after animal is no longer in collection <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
PR2012-053 Rev. 0	<b>Drug Disposal Files</b> Records relating to the disposal of outdated drugs for the Drug Enforcement Agency. Includes DEA forms documenting disposal of medication, by whom, when and how.	<b>Retain</b> for 6 years after disposal of drug(s) <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
PR2012-054 Rev. 0	<b>Drug Purchase Files</b> Drug Enforcement Agency form used to purchase/acquire narcotics for use in Animal Health Unit.	<b>Retain</b> for 6 years after last drug acquisition/log entry <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
PR2012-055 Rev. 0	<b>Drug Use Log</b> Logs tracking the daily use of narcotics by Animal Health staff. Includes amount used, when, by whom, how used, on what animal, disposal of excess amount, etc.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
PR2012-056 Rev. 0	<b>Lab Reports</b> Reports for various tests conducted by lab technicians – parasitology, serology, pathology, cultures, bloodwork, etc.	<b>Retain</b> for 1 year after entry to animal health record <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
PR2012-057 Rev. 0	<b>Necropsy Report Log</b> Log of necropsy reports and results indicating reason of death for animal. May be used to create annual reports for Association of Zoos and Aquariums (AZA). Excludes the reports and results, which are covered by PR2012-052, <i>Animal Health Files</i> .	<b>Retain</b> for 3 years after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM





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please contact Washington State Archives at:  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)  
or contact your Regional Archivist.