



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

Disposition of public records

Public records covered by records series within this records retention schedule (regardless of format) 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)” 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.

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 August 4, 2021.

Signature on File

For the State Auditor: Al Rose

Signature on File

For the Attorney General: Matt Kernutt

Signature on File

The State Archivist: Steve Excell



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 (LGRRS)</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> .
2.0	August 4, 2021	New Cultural Collections Management section with four (4) new series. Discontinued four (4) series covered by another series in schedule. Added descriptions to series in Parks and Recreation section. Formatted entire schedule. Minor revisions to descriptions.

For assistance and advice in applying this records retention schedule,
please contact your agency's Records Officer
or Washington State Archives at:
recordsmanagement@sos.wa.gov



TABLE OF CONTENTS

1.	CULTURAL COLLECTIONS MANAGEMENT	4
2.	FAIRS	6
3.	PARKS AND RECREATION	7
4.	ZOO MANAGEMENT	11
	GLOSSARY	13
	INDEXES	15



1. CULTURAL COLLECTIONS MANAGEMENT

The function of managing collections of art, archives, museum specimens/artifacts, and other objects which are owned by or on loan to the agency.

See *Local Government Common Records Retention Schedule (CORE) for Library Management*.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
PR2021-006 Rev. 0	<p>Accession and Control – Cultural Collections</p> <p>Records documenting the ownership and custody of museum/gallery items and collections owned by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Acquisition (e.g., through donation, purchase, transfer, etc.); • Transfers of physical custody (e.g., item/collection loans to another institution); • Intellectual rights possessed and given (e.g., reproduction rights, publication/use rights, etc.); • Disposition/deaccession (e.g., sale, donation, etc.) <p>Excludes records documenting the loan of items and collections to the museum/gallery by other entities, covered by <i>Contracts and Agreements – General (DAN GS50-01-11)</i>.</p>	<p>Retain for life of the agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
PR2021-007 Rev. 0	<p>Exhibit Files</p> <p>Records documenting the production and promotion of a museum exhibit.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Scripts; • Exhibit panels; • Flyers; • Images; • Promotional materials. 	<p>Retain for 6 years after exhibit ends <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
PR2021-008 Rev. 0	<p>Public Research Access Requests</p> <p>Records relating to requests for access to archival or museum records for research purposes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Research activity records/logs;• Correspondence/communications with the requester;• Other internal and external correspondence/communications related to the query. <p>Excludes records covered by <i>Public Disclosure/Records Requests (DAN GS2010-014)</i>.</p>	<p>Retain for 2 years after communication received or provided, <i>whichever is later then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
PR2021-009 Rev. 0	<p>Registration Forms</p> <p>Records documenting in-office registration forms for patron's onsite visits to cultural institutions and access to collections and areas that are generally restricted to the public.</p> <p>Excludes records covered by <i>Security Monitoring – Employee and Public Access (DAN GS50-06B-20)</i>.</p> <p><i>Note: Retention based on continued security of cultural collections.</i></p>	<p>Retain for 10 years after end calendar year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



2. FAIRS

The function of managing city and county fairs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
PR57-01-01 Rev. 1	<i>Exhibitor and Ribbon Winners – Summary Records</i> Records documenting the exhibitors and ribbon winners at a fair. Includes, but is not limited to: <ul style="list-style-type: none"> Exhibitor list showing name, category, dates, etc.; Ribbon winners list showing name of winner, category, and placement. 	Retain for 2 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
PR57-01-02 Rev. 1	<i>Exhibitor’s Entry Form/Show Sheets</i> Records documenting the entries and show sheets of the exhibitors. Includes, but is not limited to: <ul style="list-style-type: none"> Exhibitor’s name and address; Type of entry; Animal exhibited and vet check verification. 	Retain for 2 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
PR57-01-04 Rev. 1	<i>Ticketing – Summary Records</i> Records documenting the number of tickets sold. Excludes records covered by: <ul style="list-style-type: none"> <i>Financial Transactions – General (DAN GS2011-184);</i> <i>Forms – Accountable (DAN GS2010-011).</i> 	Retain 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> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3. PARKS AND RECREATION

The function of managing parks, recreational facilities, and recreation programs.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
PR50-13C-05 Rev. 1	<p><i>Gifts and Donations</i></p> <p>Records documenting donations and gifts to the agency for use in developing parks and recreation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Correspondence/communications to and from donor;• Disposition and deaccession information about gift;• Gifts and donations checklist;• Terms and agreements of the contribution made.	<p>Retain for 6 years after disposition of asset</p> <p><i>and</i></p> <p>6 years after fulfillment of agreement</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
PR50-13C-06 Rev. 1	<p><i>Horticulture Activity and Project Files</i></p> <p>Records relating to agency-sponsored horticulture activities and projects, such as:</p> <ul style="list-style-type: none"> • Developed landscapes, gardens, nurseries, and urban agriculture; • Horticulture education programs; • Landscape restoration programs; • Propagation and production programs. <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Assessments and analyses of plants; • Designs, specifications, and plans; • Photographs; • Plant inventory, lists, and locations. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Advertising and Promotion (DAN GS2011-165);</i> • <i>Contracts and Agreements – General (DAN GS50-01-11);</i> • <i>Establishment/Development History of Agency/Programs (DAN GS50-06F-02);</i> • <i>Media Releases and Coverage (DAN GS50-06F-07).</i> 	<p>Retain for 6 years after completion of project <i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
PR50-13C-19 Rev. 1	<p><i>Recreation Event Attendance Records</i> Records documenting the attendance of recreation classes, events, and programs. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Class/event/program rosters; • Emergency information; • Original sign-up sheets; • Parent/legal guardian permissions for individuals under the age of 18; • Registration forms; • Statistics on enrollment and participation; • Waiver of liability; • Worksheets. <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080 and RCW 4.16.190).</i></p>	<p>Retain for 3 years after class completion <i>and</i> 3 years after participant reaches age 18 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
PR50-13C-13 Rev. 1	<p>Recreation Program Records</p> <p>Records relating to the organizing and administering of agency-sponsored recreation programs.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Class/event/program schedules; • Posted locations and facility hours; • Program catalogs; • Policies, rulebooks, and regulations; • Summary of activities, events, and programs. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Advertising and Promotion (DAN GS2011-165);</i> • <i>Contracts and Agreements – General (DAN GS50-01-11);</i> • <i>Establishment/Development History of Agency/Programs (DAN GS50-06F-02);</i> • <i>Media Releases and Coverage (DAN GS50-06F-07);</i> • <i>Recreation Event Attendance Records (DAN PR50-13C-19).</i> 	<p>Retain until obsolete or superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
PR50-13C-16 Rev. 1	<p>Sports Leagues Permits</p> <p>Records documenting the permitting of sports leagues by the agency.</p>	<p>Retain for 6 years after expiration of permit <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



4. ZOO MANAGEMENT

The function of managing zoos.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
PR2012-051 Rev. 1	<i>Animal Collection Records</i> Records relating to acquisitions, deacquisitions, births and deaths of animals in the agency's collection.	Retain for 6 years after animal is no longer in collection <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
PR2012-052 Rev. 1	<i>Animal Health Record</i> 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"> • Medical history, nursery records (feeding, growth, etc.), visits/check-ups, treatment (medication, x-rays), etc.; • Reports (lab, immobility, necropsy, histopathology), etc.; • American Association of Zoo Veterinarians (AAZV) health certificate, shipping information, post-entry quarantine inspection, etc. 	Retain for 6 years after animal is no longer in collection <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
PR2012-053 Rev. 1	<p>Drug Management</p> <p>Records documenting the acquisition/requisition, transfer, inventory and reconciliation, use, and/or disposition of legend drugs or Schedule I, II, III, IV or V controlled substances under the control or possession of the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Drug Enforcement Agency (DEA) forms documenting disposal of medication, by whom, when and how; • DEA form used to purchase/acquire narcotics for use in Animal Health Unit; • Logs tracking the daily use of narcotics by Animal Health staff. <p><i>Note: Retention based on 2 year requirement for drug management records (21 CFR § 1304.04, 21 CFR § 1305.17 and WAC 246-886-080).</i></p>	<p>Retain for 2 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
PR2012-056 Rev. 1	<p>Lab Tests – Raw Data</p> <p>Records relating to the various tests conducted by lab technicians, such as:</p> <ul style="list-style-type: none"> • Bloodwork; • Cultures; • Parasitology; • Pathology; • Serology. <p>Excludes produced results, such as reports, included in <i>Animal Health Record (DAN PR2012-052)</i>.</p>	<p>Retain for 1 year after test completed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
PR2012-057 Rev. 1	<p>Necropsy Report Log</p> <p>Records relating to the 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 covered by <i>Animal Health Record (DAN PR2012-052)</i>.</p>	<p>Retain for 3 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met.

Archival (Permanent Retention)

Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation.

Disposition

Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction.

Disposition Authority Number (DAN)

Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series.

Essential Records

Public records that agencies must have in order to maintain or resume business continuity or to document the legal standing and rights of individuals and organizations. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster. Security backups of these public records should be created and may be deposited with the Archives in accordance with chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases, and other finding aids should also be transferred with the records.



Local Records Committee

Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee's three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor.

Non-Archival

Designation given to public records that do not possess sufficient historical value to be designated as "Archival." Agencies must retain these records for the minimum retention period specified by the appropriate current records retention schedule. Agencies should destroy these records after their minimum retention period expires, provided the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.

OFM (Office Files and Memoranda)

Public records not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

OPR (Official Public Records)

Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records.

Public Records

Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics.

Records Series

A group of records performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type or a number of different types of documents that are filed together to document a specific function.

State Records Committee

Committee established by RCW 40.14.050 to review and approve disposition of state government records. Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.



INDEXES

ARCHIVAL RECORDS INDEX

See the Local Government Common Records Retention Schedule (CORE) for additional "Archival" records.

FAIRS	Horticulture Activity and Project Files	8
Exhibitor and Ribbon Winners – Summary Records	Recreation Program Files	10
PARKS AND RECREATION	ZOO MANAGEMENT	
Gifts and Donations	Animal Collection Records	11

ESSENTIAL RECORDS INDEX

See the Local Government Common Records Retention Schedule (CORE) for additional "Essential" records.

CULTURAL COLLECTIONS MANAGEMENT	
Accession and Control – Cultural Collections	4

DISPOSITION AUTHORITY NUMBERS (DANs) INDEX

PR2012-051	11	PR2021-006	4	PR50-13C-06	8	PR57-01-02	6
PR2012-052	11	PR2021-007	4	PR50-13C-13	10	PR57-01-04	6
PR2012-053	12	PR2021-008	5	PR50-13C-16	10		
PR2012-056	12	PR2021-009	5	PR50-13C-19	9		
PR2012-057	12	PR50-13C-05	7	PR57-01-01	6		



SUBJECT INDEX

Note: The use in this index of CORE refers to the Local Government Common Records Retention Schedule.

A

accounting..... *see CORE*
 animal
 acquisitions..... 11
 births..... 11
 deacquisitions..... 11
 deaths..... 11
 health certificate 11
 animal collection..... 11
 animal health 11
 art galleries 4
 asset management..... *see CORE*
 attendance (parks/recreation)..... 9
 authorizations/certifications..... *see CORE*

B

benefits (human resources)..... *see CORE*
 bloodwork..... 12
 boards/councils/committees..... *see CORE*
 buildings..... *see CORE*

C

capital equipment..... *see CORE*

community relations..... *see CORE*
 construction..... *see CORE*
 contracts..... *see CORE*
 controlled substance
 inventories..... *see Drug Management*
 order forms..... *see Drug Management*
 county fairs 6

D

death
 necropsy reports..... 12
 design/construction..... *see CORE*
 drug
 accounting 12
 inventories..... 12
 logs..... 12
 management 12

E

electronic information systems *see CORE*
 executive communications *see CORE*
 exhibitors (fairs)..... 6
 exhibits (museums/galleries)..... 4

F

fairs 6
 financial..... *see CORE*
 fleet/motor pool *see CORE*

G

galleries..... 4
 gate receipts (fairs) 6
 gifts/donations (parks/recreation) 7
 glossary of terms..... *see CORE*
 governing bodies..... *see CORE*

H

health
 animal 11
 horticulture (parks/recreation)..... 8
 human resources *see CORE*

I

injury/disability (employees/volunteers)..... *see CORE*
 inspections *see CORE*



inventories
equipment *see CORE*

L

lab reports 12
legal (advice, litigation, legal affairs) *see CORE*

M

mail/delivery *see CORE*
maintenance *see CORE*
medical incidents
employee/volunteer *see CORE*
meetings *see CORE*
minutes *see CORE*
museums 4

N

necropsy reports 12

P

parks/recreation

gifts/donations 7
horticulture 8
programs/projects 10
sports leagues 10
pathology 12
payroll *see CORE*
permits
sports leagues 10
personnel *see CORE*
plans *see CORE*
property management *see CORE*
public
research 5
public disclosure *see CORE*

R

records management *see CORE*
recreation
event attendance 9
programs 10
sports leagues 10
remittance *see CORE*
reports
parks/recreation
event attendance 9
research (public access) 5
ribbon winners (fairs) 6

S

security *see CORE*
sports leagues 10
staff records *see CORE*

T

ticket sales (fairs) 6
training *see CORE*

V

volunteer
injury/disability claims *see CORE*

W

work assignments *see CORE*

Z

zoos 11