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Archives, Records, and Collections Services
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RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-11

COUNTY AND MUNICIPAL GOVERNMENTS

Parks and Recreation Records

EFFECTIVE SCHEDULE DATE:

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Accident and Incident Files</u> This series documents accidents involving both individuals and property. This series may include, but is not limited to: reports and logs.	008080	3 Years after closed	Confidential Destruction
<u>Cemetery Records</u> This series documents individuals buried in locality-owned and/or -operated cemeteries. This series may include, but is not limited to: Burial Cards, Deed Stubs, Interment Books, Lot Owner Cards, and Plot Diagrams.	200245		Permanent, Archives
<u>Development Records: Master Plans</u> This series documents the planning, design, and construction of public park property and facilities. This series may include, but is not limited to: master plans and as-built drawings.	008086		Permanent, Archives
<u>Development Records: Supporting Documentation</u> This series consists of the supporting documentation for the planning, design, and construction of public park property and facilities, and may include, but is not limited to: preliminary plans, drainage/resource maps, aerial maps, site-analysis drawings, and construction plans.	200246	3 Years after project completion	Non-confidential Destruction
<u>Program Planning and Development</u> This series documents the planning, development, publication, and execution of various recreational programs offered by individual parks and recreation departments. This series may include, but is not limited to: lesson plans, course/program descriptions, and instruction manuals.	008089	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Sports Program Rosters</u> This series documents the individuals who participate on adult and youth sports teams that are run through a parks and recreation department. This series may include, but is not limited to: rosters and directories.	008092	3 Years after audit	Non-confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Swimming Pool Operations</u> The series documents the operations of locality-run swimming pools, specifically noting water clarity, cleanliness, pH levels, and other information related to the health and safety of the bathers. This series may include, but is not limited to: logs, reports, and inspection forms. 12VAC5-460-270	008093	1 Year after end of state fiscal year	Non-confidential Destruction
