



## Arizona State Library, Archives and Public Records

### General Records Retention Schedule for Counties; Municipalities; and State Agencies, Boards and Commissions Parks and Recreation Records

Schedule Number:

000-12-60

#### Authorization and Approval

Pursuant to ARS §41-151.12, the retention periods listed herein are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is illegal. Records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept for a shorter time than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to set records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

\_\_\_\_\_  
Lisa Maxwell, Director  
Records Management Division  
Arizona State Library, Archives and Public Records

Date Approved: *June 27, 2012*

**Records Retention Schedule for  
Counties; Municipalities; and State Agencies, Boards and Commissions  
Parks and Recreation Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
1.	Archaeology Records	Permanent	Preserve pursuant to ARS §39-101
2.	Federal and State Safety Report Records (regarding safety status and recommendations for improvement)	3	After created or received
3.	Group Campground Rosters	1	After superseded or obsolete
4.	Land Acquisition Records		
	a. Phase I Environmental records	7	After date of simple acquisition
	b. Appraisal Reports and other records needed to acquire parcels through condemnation	15	After condemnation settled and related legal cases closed
	c. Deeds and Title Insurance Policies	-	After property sold, abandoned or transferred
	d. Acquisition related correspondence	1	After acquisition completed or abandoned
5.	Licensed Site Records		
	a. Court records regarding custody	3	After completed
	b. Program participant records (including illness documentation and prescription authorization forms)	5	After end of school year created or received
	c. Required records (including attendance sign-in sheets and payment authorization)	5	After end of school year created or received
6.	Maintenance Records	3	After created or received
7.	Park and Trail Development and Planning Records (including site programming records, meeting records, public input records, surveys, preliminary budgets and cost planning records)	10	After created or received
8.	Park Pass Information Records (including annual passes)	1	After superseded or obsolete
9.	Park Plans and Blueprints		
	a. Historical	Permanent	Preserve pursuant to ARS §39-101

**Records Retention Schedule for  
Counties; Municipalities; and State Agencies, Boards and Commissions  
Parks and Recreation Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
	b. All other records	-	After property no longer serves as a park or is no longer owned by the public body
10.	Park Ranger Daily Logs	5	After created
11.	Permits (including parks, basins, preserve and outdoor facilities)	1	After created or received
12.	Pesticide/Herbicide Records (including herbicide and pesticide spray records. <b>Records documenting employee exposure or potential exposure to hazardous substances should be transferred to Human Resources for retention with Employee Medical and Exposure Records</b> )	5	After work completed
13.	Preserve Improvement Project Records (including bids, plans and specifications for trails and access areas, and other related records)	3	After construction completed
14.	Recreation, Activity and Event Records (including schedules, advertisements, promotions, brochures, rosters, log books, and other related records)	2	After created or received
	a. Attendance records	1	After date of program
	b. Development records	2	After superseded or obsolete
	c. Registration records	3	After created or received
	d. Schedules	1	After superseded or obsolete
15.	Reservation Records (including tennis courts, baseball diamonds, ramadas and other park areas)	6	After date of reservation
16.	Safety Inspection Records (including inspection records for playground equipment, sports field equipment, skate parks, surfacing and other records)	6	After created or received

Lisa Maxwell, Director   
Records Management Division  
Arizona State Library, Archives and Public Records

**Records Retention Schedule for  
Counties; Municipalities; and State Agencies, Boards and Commissions  
Parks and Recreation Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
17.	Sports Complex Records a. Spring Training Records (records created during the preparation and operation for spring training) b. Off-Season Use Records (including short term or seasonal facility rentals for sports or special events in the off-season)	3	After end of season
		6	After date of reservation
18.	Swimming Pool Records (including water quality/ph reading and other related records)	2	After created or received
19.	Vandalism Reports (including records for vandalism which requires a substantial amount of staff time or other resources to remedy)	-	After administrative value has been served
20.	Youth Development Records (including Jobs Training Partnership Act (JPTA) records, X-Tattoo Removal records, First Offender records, Stop Crime Remove Urban Blight (SCRUB) records, Student Truancy Reduction Initiative Valuing Education (STRIVE) records, Young First Offender records, and other related records)	7	After completion of program

**Supersedes schedule Counties/Parks and Recreation dated November 5, 2001 and Municipalities/Parks and Recreation dated October 10, 2001**