



LIBRARY OF VIRGINIA

Archives, Records, and Collections Services
800 E. Broad St., Richmond VA 23219
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-11

COUNTY AND MUNICIPAL GOVERNMENTS

Parks and Recreation Records

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

APPROVED:

Sandra M. Trudewy

EFFECTIVE SCHEDULE DATE: 4-13-2017

POLICIES FOR RECORDS RETENTION AND DISPOSITION

- 1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the Code of Virginia for the retention and disposition of the records as stated on the attached page(s).
- 2. This schedule supersedes previously approved applicable schedules.
- 3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
- 4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to LVA.
- 5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
- 6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.

- 7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of the Virginia Administrative Code, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
- 8. Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
- 9. Under the Virginia Public Records Act, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
- 10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



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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