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

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of Approval</th>
<th>Extent of Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>November 29, 2012</td>
<td>New sector schedule created from records series imported from version 5.2 of the <em>Local Government General Records Retention Schedule (LGGRRS)</em>, 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 <em>Local Government Common Records Retention Schedule (CORE)</em>.</td>
</tr>
</tbody>
</table>

For assistance and advice in applying this records retention schedule, please contact Washington State Archives at: recordsmanagement@sos.wa.gov or contact your Regional Archivist.
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## 1. FAIRS

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

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR50-13C-05 Rev. 0</td>
<td>GIFTS AND DONATIONS INFORMATION FILES</td>
<td>Retain until no longer needed for agency business then Transfer to Washington State Archives for appraisal and selective retention.</td>
<td>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td>PR50-13C-06 Rev. 0</td>
<td>HORTICULTURE ACTIVITY AND PROJECT FILE</td>
<td>Retain for 6 years after completion of project then Transfer to Washington State Archives for appraisal and selective retention.</td>
<td>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td>PR50-13C-09 Rev. 0</td>
<td>PROGRAM SCHEDULES</td>
<td>Retain until no longer needed for agency business and completion of State Auditor’s examination report then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td>PR50-13C-19 Rev. 0</td>
<td>RECREATION CLASS ATTENDANCE RECORDS</td>
<td>Retain for 6 years after class completion then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
</tbody>
</table>

May include class rosters, original sign-up sheets, registration forms, worksheets, reports, emergency information, waiver of liability, etc. Used for attendance and refund purposes.
<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR50-13C-13 Rev. 0</td>
<td>RECREATION PROGRAM FILES</td>
<td>Retain until obsolete or superseded then Transfer to Washington State Archives for appraisal and selective retention.</td>
<td>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td>PR50-13C-16 Rev. 0</td>
<td>SPORTS LEAGUES PERMITS</td>
<td>Retain for 6 years after expiration of permit then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
</tbody>
</table>
### 3. ZOO MANAGEMENT

<table>
<thead>
<tr>
<th>DISPOSITION AUTHORITY NUMBER (DAN)</th>
<th>DESCRIPTION OF RECORDS</th>
<th>RETENTION AND DISPOSITION ACTION</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR2012-051 Rev. 0</td>
<td>Animal Collection</td>
<td><strong>Retain</strong> until no longer needed for agency business then <strong>Transfer</strong> to Washington State Archives for appraisal and selective retention.</td>
<td>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td></td>
<td>Animal Collection</td>
<td><strong>Retain</strong> for 6 years after animal is no longer in collection then <strong>Destroy</strong>.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td>PR2012-052 Rev. 0</td>
<td>Animal Health Files</td>
<td><strong>Retain</strong> for 6 years after last drug acquisition/log entry then <strong>Destroy</strong>.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td></td>
<td>Animal Health Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Retain</strong> for 6 years after disposal of drug(s) then <strong>Destroy</strong>.</td>
<td></td>
</tr>
<tr>
<td>PR2012-053 Rev. 0</td>
<td>Drug Disposal Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drug Disposal Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drug Purchase Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drug Purchase Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISPOSITION AUTHORITY NUMBER (DAN)</td>
<td>DESCRIPTION OF RECORDS</td>
<td>RETENTION AND DISPOSITION ACTION</td>
<td>DESIGNATION</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-------------------------</td>
<td>----------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>PR2012-055 Rev. 0</td>
<td><strong>Drug Use Log</strong></td>
<td>Retain for 6 years after end of calendar year then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OPR</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PR2012-056 Rev. 0</td>
<td><strong>Lab Reports</strong></td>
<td>Retain for 1 year after entry to animal health record then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td></td>
<td>Reports for various tests conducted by lab technicians – parasitology, serology, pathology, cultures, bloodwork, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PR2012-057 Rev. 0</td>
<td><strong>Necropsy Report Log</strong></td>
<td>Retain for 3 years after end of calendar year then Destroy.</td>
<td>NON-ARCHIVAL NON-ESSENTIAL OFM</td>
</tr>
<tr>
<td></td>
<td>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, Animal Health Files.</td>
<td></td>
<td></td>
</tr>
</tbody>
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For assistance and advice in applying this records retention schedule, please contact Washington State Archives at: recordsmanagement@sos.wa.gov or contact your Regional Archivist.