Summary of Changes

*Parks, Recreation, and Culture Records Retention Schedule v.2.0 (August 2021)*

**New Records Series Added**

- Four (4) new records series have been added to this records retention schedule:
  1. **Accession and Control – Cultural Collections** (DAN PR2021-006) p.4
     “Life of the agency (Non-Archival)”
  2. **Exhibit Files** (DAN PR2021-007) p.4
     “6 years after exhibit ends (Non-Archival)”
  3. **Public Research Access Requests** (DAN PR2021-008) p.5
     “2 years after communication received or provided, whichever is later (Non-Archival)”
  4. **Registration Forms** (DAN PR2021-009) p.5
     “10 years after end of calendar year (Non-Archival)”

**Retention Changes**

- Five (5) records series have changes to their retention period/cutoff:
  1. **Animal Collection Records** (was Animal Collection) (DAN PR2010-051) p.11
     Updated from “until no longer needed for agency business (Archival – Appraisal Required)” to “6 years after animal is no longer in collection” (Archival – Appraisal Required)
     *Rationale: Retention based on Association of Zoos and Aquariums requirements.*
  2. **Drug Management** (DAN PR2012-053) p.12
     Decreased from “6 years after disposal of drug(s) (Non-Archival)” to “2 years after end of calendar year (Non-Archival)”
     *Rationale: Retention based on 2 year requirement for drug management records (21 CFR § 1304.04, 21 CFR § 1305.17 and WAC 246-886-080).*
  3. **Gifts and Donations** (was Gifts and Donations Information Files) (DAN PR50-13C-05) p.7
     Increased from “until no longer needed for agency business (Archival – Appraisal Required)” to “6 years after disposition of asset and 6 years after fulfillment of agreement (Archival – Appraisal Required)”
     *Rationale: Retention based on contracts and agreements.*
  4. **Lab Tests – Raw Data** (DAN PR2012-056) p.12
     Changed from “1 year after entry to animal health record (Non-Archival)” to “1 year after test completed (Non-Archival)”
  5. **Recreation Event Attendance Records** (DAN PR50-13C-19) p.9
     Decreased from “6 years after class completion (Non-Archival)” to “3 years after class completion and 3 years after participant reaches age 18 (Non-Archival)”
Rationale: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080 and RCW 4.16.190).

Other Minor Changes

- Thirteen (13) records series have changes to their title and/or description:
  1. Exhibitor and Ribbon Winners – Summary Records (was Exhibitor Lists) (DAN PR57-01-01) p.6
  2. Exhibitor's Entry Form/Show Sheets (DAN PR57-01-02) p.6
  3. Ticketing – Summary Records (was Ticket Summary Record) (DAN PR57-01-04) p.6
  4. Gifts and Donations (was Gifts and Donations Information Files) (DAN PR50-13C-05) p.7
  5. Horticulture Activity and Project Files (DAN PR50-13C-06) p.8
  6. Recreation Event Attendance Records (was Recreation Class Attendance Records) (DAN PR50-13C-19) p.9
  7. Recreation Program Records (was Recreation Program Files) (DAN PR50-13C-13) p.10
  8. Sports Leagues Permits (DAN PR50-13C-16) p.10
  9. Animal Collection Records (was Animal Collection) (DAN PR2010-051) p.11
  10. Animal Health Record (was Animal Health Files) (DAN PR2010-052) p.11
  11. Drug Management (was Drug Disposal Files) (DAN PR2012-053) p.12
  12. Lab Tests – Raw Data (was Lab Reports) (DAN PR2012-056) p.12

- Minor changes made to the formatting throughout the schedule to align with current Washington State Archives practices.

Essential Designation Changes

- None

Archival Designation Changes

- None

Archival Series Being Revoked

- One (1) “Archival” records series is being revoked as it is covered by another “Archival” records series:
  1. Ribbon Winners List (DAN PR57-01-03) covered by Exhibitor and Ribbon Winners – Summary Records (DAN PR57-01-01)

Non-Archival Series Being Revoked

- A total of three (3) “Non-Archival” records series are being revoked.
• One (1) “Non-Archival” records series is being revoked as it is covered by another “Archival” records series:
  1. Program Schedules (DAN PR50-13C-09) covered by Recreation Program Files (DAN PR50-13C-13)

• Two (2) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
  1. Drug Purchase Files (DAN PR2012-054) covered by Drug Management (DAN PR2012-053)
  2. Drug Use Log (DAN PR2012-055) covered by Drug Management (DAN PR2012-053)

No Change in the Number of Records Series (17 Series)