

This schedule applies to: State Parks and Recreation Commission

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of the Parks and Recreation Commission relating to the unique functions of the development, operations and stewardship of state parks and recreational spaces. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.

Disposition of public records

Public records covered by records series within this records retention schedule (regardless of format) 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 state resources.

Public records designated as “Archival (Permanent Retention)” 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.

Revocation of previously issued records retention schedules

All previously issued records retention schedules to the State Parks and Recreation Commission are revoked. The State Parks and Recreation Commission must 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 State Records Committee in accordance with RCW 40.14.050 on August 1, 2018.

Signature on File

**For the State Auditor:
Al Rose**

Signature on File

**For the Attorney General:
Sharon James**

Signature on File

**For the Office of Financial Management:
Gwen Stamey**

Signature on File

**The State Archivist:
Steve Excell**

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	September 7, 2016	Consolidation of all existing disposition authorities (with some minor revisions).
1.1	August 1, 2018	Minor changes to Asset Management, Enforcement and Passes/Permits sections, addition of Safety Inspections section.

For assistance and advice in applying this records retention schedule,
please contact the State Parks and Recreation Commission's Records Officer
or Washington State Archives at:
recordsmanagement@sos.wa.gov

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1. ASSET MANAGEMENT

This section covers records relating to agency’s assets, including physical assets (facilities, land, equipment, technology vehicles, supplies, etc.) and maintenance and inspections not covered under the *State Government General Records Retention Schedule (SGGRRS)*. Excludes financial assets covered in the Financial Management section of *SGGRRS*.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
86-12-39064 Rev. 4	<p>Water Bacterial Analysis</p> <p>Records relating to water quality analysis performed on park drinking water systems.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Tests and analysis performed; • Results of water quality. <p>Excludes records covered by <i>Water Bacteriological – Records of Corrective Action (DAN 16-09-69013)</i>.</p> <p>Reference WAC 246-290-480.</p>	<p>Retain for 5 years from date of document if corrective action was not required</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
16-09-69013 Rev. 0	<p>Water Bacteriological – Records of Corrective Action</p> <p>Records relating to actions taken to correct violations of primary drinking water standards.</p> <p>Reference WAC 246-290-480(b).</p>	<p>Retain for 10 years after corrective action taken</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-09-69014 Rev. 1	<p><i>Weapons (Agency-Issued)</i></p> <p>Records relating to the purchasing, issuance, inspection and maintenance of weapons issued by and/or handled by agency enforcement personnel.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Records of inspection, maintenance and certification; • Primary and backup weapons. <p>Excludes records relating to personally owned weapons covered by <i>Authorization to Use Personal Equipment/Devices for Work Purposes (DAN GS 03047)</i>.</p>	<p>Retain for 3 years after disposal of weapon <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

2. ENFORCEMENT

This section covers records relating to the protection of visitors and law enforcement within the park’s jurisdiction, including marine.

2.1 CASE MANAGEMENT

The activity involved in managing criminal cases under enforcement jurisdiction.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-09-68999 Rev. 0	<p>Case Files – Criminal</p> <p>Detailed records pertaining to criminal cases pertaining to criminal offenses committed within park boundaries and in which prosecution occurred.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Arrest reports, citations, and general criminal case files; • License suspensions, revocations and reinstatements; • Property and evidence files. 	<p>Retain for 10 years after case is closed <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
16-09-69000 Rev. 0	<p>Case Files – Juvenile Offenders</p> <p>Case reports and files assembled by enforcement staff pertaining to criminal offenses allegedly committed by juveniles within park boundaries and in which prosecution occurred.</p> <p><i>Reference RCW 13.50.050.</i></p>	<p>Retain until juvenile attains 23 years of age <i>or</i> notification of destruction eligibility is received by the juvenile court, <i>whichever is sooner</i> <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

2.1 CASE MANAGEMENT

The activity involved in managing criminal cases under enforcement jurisdiction.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-09-69001 Rev. 0	<p>Case Files – Notorious/Significant</p> <p>Case reports and files assembled by enforcement program in the course of investigating incidents which have gained contemporary public notoriety or significance, such as cases:</p> <ul style="list-style-type: none"> • Receiving significant media coverage; • Affecting a large portion of the community; • Resulting in larger than normal restitution amounts; • Resulting in development/utilization of new investigation methods or technologies; • Resulting in changes in laws, rules or agency policies. <p>Excludes records covered by <i>Case Files – Juvenile Offenders (DAN 16-09-69000)</i>.</p>	<p>Retain for 10 years after case is closed <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
16-09-69004 Rev. 0	<p>Court Orders – Warrants and Writs</p> <p>Writs and warrants received from courts requiring law enforcement action and which have not been served, fulfilled or recalled.</p> <p><i>Note: Once served, warrants and writs are to be retained with the pertinent case file.</i></p>	<p>Retain until served, recalled, or cancelled <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

2.2 CITATIONS AND VIOLATIONS

The activity involved in enforcing laws and ordinances and citing violations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-09-42766 Rev. 1	<p><i>Boating Accidents</i> Records relating to the investigations and reporting of boating accidents as required by the U.S. Coast Guard. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Initial report and findings; • Investigations. 	<p>Retain for 6 years after date of accident <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
16-09-69002 Rev. 0	<p><i>Citations/Notices of Infraction Forms Issued to Officer</i> Records relating to the issuance of blank, pre-numbered citations/notices of infractions to officers in accordance to RCW 46.64.010. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Voided citations/tickets; • Receipt for books and/or devices issued; • New and unused books issued to enforcement; • Citation books turned into enforcement after being issued to commissioned staff. <p>Excludes individual citations issued related to an incident.</p>	<p>Retain for 3 years after date issued <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
16-09-69003 Rev. 0	<p><i>Citations/Notices of Infractions Issued</i> Records relating to criminal and non-criminal citations and infractions issued to alleged violators. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Originals and/or duplicates of issued citations and infractions; • Documentation of disposition of the charge when applicable. 	<p>Retain for 3 years after date of issuance <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

2.2 CITATIONS AND VIOLATIONS

The activity involved in enforcing laws and ordinances and citing violations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
88-07-42552 Rev. 2	<p>Incident Reports</p> <p>Records relating to incidents occurring within park jurisdictional boundaries such as vandalism and noise complaints, wildlife or domestic animal complaints/encounters, accidents with no reported injury, disasters, use of force, and assistance to local law enforcement for minor infractions and/or criminal activity.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Official reports/violations; • State Parks' copies of citations/infractions issued; • Findings and witness statements; • Final outcomes and disposition of the charge/violation. <p>Excludes incidents where injury occurs.</p>	<p>Retain for 3 years after date of issuance <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
16-09-69005 Rev. 0	<p>Incident Reports – Injury (Age 18 and Older)</p> <p>Records relating to accidents/incidents with visitor injuries occurring within park jurisdictional boundaries involving adults.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Initial reports and findings; • Final outcomes. <p>Excludes incident reports where NO injury has occurred.</p> <p><i>Note: Criminal offenses are covered under Case Management files.</i></p>	<p>Retain for 3 years after date of incident <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

2.2 CITATIONS AND VIOLATIONS

The activity involved in enforcing laws and ordinances and citing violations.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-09-69006 Rev. 0	<p><i>Incident Reports – Injury (Under Age 18)</i></p> <p>Records relating to accidents/incidents with visitor injuries occurring within park jurisdictional boundaries involving minors.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Initial reports and findings; • Final outcomes or referrals for further action. <p>Excludes incident reports where NO injury occurred.</p> <p><i>Note: Criminal offenses are covered under Case Management files.</i></p>	<p>Retain for 3 years after individual reaches age 18 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
16-09-69008 Rev. 1	<p><i>Park Diaries/Notebooks</i></p> <p>Diaries and notebooks used by commissioned enforcement staff and communications officers to take notes while on duty.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

2.3 PROPERTY AND AUCTION MANAGEMENT

The activity involved in confiscating, seizing, acquiring and/or auctioning non-agency property as mandated by statute, ordinance or court order.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-09-69009 Rev. 1	<i>Physical Property Seizure/Disposal</i> Records relating to the seizure and/or disposal of non-agency physical property.	Retain for 6 years after disposal of property <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

3. HUMAN RESOURCE MANAGEMENT

This section covers records relating to the management of the agency’s workforce where not covered by the *State Government General Retention Schedule (SGRRS)*.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-09-69007 Rev. 0	<i>Law Enforcement Commission Card – Decommissioned</i> Law enforcement authorization document relinquished by Park Rangers when either leaving employment with Washington State Parks or acceptance of a non-commissioned appointment with the agency.	Retain for 3 years after termination of commission <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR

4. PARKS DEVELOPMENT

This section covers records relating to the planning and development of parks and recreational spaces not covered by the *State Government General Records Retention Schedule (SGGRRS)*.

4.1 ENVIRONMENTAL REVIEW AND COMPLIANCE			
<i>The activity of review and compliance in accord with local, state and federal government regulations.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
95-06-54962 Rev. 2	<p>Notifications – Proposed Construction and Development of Sites</p> <p>Records relating to notifications of proposed or recommended federal or state funded, licensed, and permitted construction or development projects for the determination of any potential adverse effects upon state-owned lands managed by the Commission.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Declarations and notices of proposed or recommended projects; • Description of project including any blueprints and drawings of proposed development/project; • State Environmental Policy Act (SEPA) or Environmental Impact Statement (EIS) submittals; • Determinations by Parks and Recreation Commission. <p>Excludes SEPA reviews determined to have no adverse effect covered by <i>State Environmental Policy Act (SEPA) Reviews – No Adverse Effect (DAN 16-09-69011)</i>.</p>	<p>Retain for 7 years after initial review/determination <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR
16-09-69011 Rev. 0	<p>State Environmental Policy Act (SEPA) Reviews – No Adverse Effect</p> <p>Documentation submitted to agency that upon Commission review is determined to not pose an adverse effect upon state-owned lands managed by the Commission.</p> <p>Excludes SEPA reviews found to have an adverse effect covered by <i>Notifications – Proposed Construction and Development of Sites (DAN 95-06-54962)</i>.</p>	<p>Retain for 90 days after Parks and Recreation Commission review <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

4.2 PRESERVATION

The activity of the preservation of historic and significant buildings and facilities within a park's jurisdiction.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-09-69012 Rev. 0	<p><i>State and National Register Nomination Applications</i></p> <p>Records relating to the applications of park property for historic, archaeological or architectural merit for listing in the State and/or National Register of Historic Places.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications; • Supporting research and historic documentation; • Letters of acceptance or denial. <p><i>Note: Archaeological site location information is exempt from public disclosure in accordance with RCW 42.56.300.</i></p>	<p>Retain for 5 years after date application approved or denied</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p>

5. PASSES/PERMITS

This section covers records relating to the issuance of passes and permits for use in parks and recreational spaces.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
16-09-69010 Rev. 2	<p><i>Recreational Passes/Permits</i></p> <p>Records relating to the issuance of passes required for parking/access/use of park grounds and facilities such as Sno-Park or Discover passes and for discounted passes that reduce or waive day use, camping, moorage, watercraft launches and trailer dump fees for eligible individuals.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications; • Supporting documentation for eligibility verification. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Financial Transactions – General (DAN GS 01001);</i> • <i>Forms – Accountable (DAN GS 12004).</i> 	<p>Retain until pass/permit is expired <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

6. SAFETY INSPECTIONS

This section covers records relating to safety inspections.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
73-12-03274 Rev. 1	<p><i>Ski Facility and Recreational Conveyance Equipment Inspections</i></p> <p>Records relating to required safety inspections and load testing of winter recreational facilities and conveyance equipment including ski lifts, ski tows, j-bars, t-bars, ski-mobiles, chairlifts and similar devices and equipment.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Safety inspection reports; • Load testing. <p><i>Reference Chapter 79A.40 RCW and statutory requirements for load testing.</i></p>	<p>Retain until after completion of next load test <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
18-08-69309 Rev. 0	<p><i>Recreational Conveyance Equipment Approval and Certification</i></p> <p>Records relating to review and approval of new recreational conveyance equipment submitted by owner or operator in accordance with RCW 79A.40.010.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Engineering certifications; • Drawings and specifications for construction; • Related correspondence/communication. <p><i>Note: Retention based on 7-year cycle for load testing.</i></p>	<p>Retain for 7 years after approved/denied <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their current administrative, legal and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

Public records will be evaluated, sampled and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.

Archival (Permanent Retention)

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as “Archival (Permanent Retention)” other than the removal of duplicates.

Disposition

Actions taken with records when they are no longer required to be retained by the agency.

Possible disposition actions include transfer to Washington State Archives and destruction.

Disposition Authority Number (DAN)

Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.

Essential Records

Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.

Non-Archival

Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in Chapter 40.10 RCW.

OFM (Office Files and Memoranda)

Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”

OPR (Official Public Records)

Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any

agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”

Public Records

RCW 40.14.010 – Definition and classification of public records.

“... The term "public records" shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business...”

Records Series

A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.

State Records Committee

The committee established by RCW 40.14.050 to review and approve disposition of state government records.

Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.

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