

# **PARK FIELD OFFICE**

## **CAPITAL IMPROVEMENT PLAN FILE**

Active: until CIP is completed  
Inactive: 1 year  
Disposition: destroy

## **COMPARISON REPORTS**

Weekly or monthly reports showing receipts, activity, and other statistical information. Retain final report each year permanently. Retain others as follows:

Active: 3 years  
Disposition: destroy

## **FORESTRY RECORDS -- TREES**

Active: 2 years after removal, if no litigation  
Disposition: destroy

## **MAINTENANCE RECORDS**

Includes equipment, parks, recreation, and horticulture maintenance

Active: while item is under maintenance  
Inactive: 1 year  
Disposition: destroy

## **MAPS/PLANS**

Includes all parks, swimming pools, and structures supported by Park Field Office

Active: while city owns property  
Disposition: destroy

## **MEMORIAL INDEX**

List of all items donated for a memorial as well as location

Disposition: permanent

## **STAFF MEETING MINUTES**

Minutes of weekly meetings containing an overview of activities. Additionally includes strategic planning/staff retreat documents. Historical record is kept in Parks and Recreation Administration

Active: 5 years -- 1 copy  
Disposition: destroy

## **SWIMMING POOL MAINTENANCE RECORDS**

Includes water quality tests and other related documents

Active: 5 years  
Disposition: destroy

**VOLUNTEER RECORDS**

Includes application, job description, training, recruitment records, recognition, KBI background check, Liability Waiver and Emergency Medical Authorization Form, schedule, accomplishments, health screening, address, and related documents

Active:           while current  
Inactive:        2 years  
Disposition:    destroy

**VOLUNTEER TIME SHEETS**

Active:           5 years  
Disposition:    destroy