

PARKS & RECREATION ADMINISTRATION

COMMUNITY INVOLVEMENT FILES

Records of non-city agencies in which employees participate including, but not limited to committee documents, publicity, and related information

Active: 3 years

Disposition: destroy

DEEDS

Copies of deeds to City-owned parks

Active: while City owns park

Disposition: destroy

FOUNDATION DONATION LOG

List of all donations and location of dedicated items

Disposition: permanent

GOLF COURSE RECORDS

Includes daily receipts, sign-in sheets, gas cart rentals, and golf cart rentals

Active: 3 years

Disposition: destroy

GRANT ADMINISTRATIVE AND FINANCIAL FILES

Includes application, award notice, public hearing notices, RFP's, purchase orders, banking records, accounting ledgers, correspondence, reports, and other documents; maintained by project year. See also Grant Performance Report

Active: until project year is closed and audit is completed

Inactive: 5 years or until completion of any action, whichever is later

Disposition: destroy

GRANT INDEX

List of grants received and purpose for each

Disposition: permanent

GRANT PERFORMANCE REPORT

Disposition: permanent

INVENTORY COMPUTATION FOR CONCESSIONS

Used to reconcile concession sales

Active: 3 years

Disposition: destroy

NEWSPAPER FILES

Includes advertising tear sheets and news releases

Active: 5 years

Disposition: destroy

PARK PLANS

Includes specifications and drawings of park facilities and land

Active: while City owns park

Disposition: destroy

PARKS & RECREATION--TOPEKA ADVISORY BOARD GENERAL FILE

Includes handouts and other related documents not listed below

Active: 5 years

Disposition: destroy

PARKS & RECREATION--TOPEKA ADVISORY BOARD TRANSCRIPT FILE

Includes minutes, agendas, and annual roster detailing history of department

Disposition: permanent

PRINT PROJECTS

Includes specifications and bid information

Active: 5 years

Disposition: destroy

SCHOLARSHIP INFORMATION

Application for current catalog

Active: 2 years

Disposition: destroy

STAFF MEETING MINUTES

Minutes of weekly meetings containing an overview of activities. See also Parks and Recreation of Topeka Advisory Board Transcript File

Active: 5 years – 1 copy

Disposition: destroy

STRATEGIC PLANNING DOCUMENTS

Files used in preparation of strategic plan

Active: until adoption of subsequent strategic plan

Disposition: destroy

TOPEKA PARKS & RECREATION FOUNDATION BOARD GENERAL FILE

Includes handouts and other related documents not listed below

Active: 5 years

Disposition: destroy

**TOPEKA PARKS & RECREATION FOUNDATION BOARD TRANSCRIPT
FILE**

Includes minutes, agendas, and annual roster

Disposition: permanent

TRANSFERS

Form to indicate class or activity changes

Active: 2 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