

# **RECREATION DIVISION**

## **ATTENDANCE RECORDS**

List of classes held and number of people attending

Active: 2 years

Disposition: destroy

## **CERTIFICATE LOGS**

List of certificates earned by participants at Recreation Division events

Active: 5 years

Disposition: destroy

## **CHILD CARE FILE -- CENTER**

Includes rosters, enrollment files, teacher and volunteer lists, special event planning, and other related documents

Active: 5 years

Disposition: destroy

## **CHILD CARE FILE -- INDIVIDUAL**

Includes health assessment, payment records, pick-up/release forms, field trip permission slips, individual program plan, and related documents on specific children in child care

Active: until child leaves program

Inactive: 5 years

Disposition: destroy

## **CHILD CARE FILE -- STAFF**

Includes physical, TB test result, background check, First Aid Certificate, Illness, Abuse and Neglect Certificate, annual course record sheet, and related documents

Active: while employee is under direct supervision

Inactive: 5 years

Disposition: destroy

## **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

## **COMPARISON REPORTS**

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

Active: 5 years

Disposition: destroy

### **COMPETITION SCHEDULES**

Includes brackets, heats, and finals for tournaments, Special Olympics, Senior Olympics, and other competition sponsored by Recreation Division

Active: 2 years after event  
Disposition: destroy

### **DISCIPLINARY HEARING FILES**

Actions taken against participants in events sponsored by Recreation Division

Active: retain while useful; but not less than 2 years after last action  
Disposition: destroy

### **DONOR INFORMATION**

List of names, addresses, and gifts of donors

Disposition: permanent -- 1 copy

### **EDUCATIONAL MATERIALS**

Documents prepared to instruct users of facility policies or rules of a given sport

Active: until superceded or obsolete  
Disposition: destroy

### **FACILITY CHECKLISTS**

List of rooms in facility and condition of rooms at set intervals during the day.

Keep sheets involving incidents for 5 years. Keep all others as follows:

Active: 1 year  
Disposition: destroy

### **FACILITY SIGN-IN SHEETS**

Also includes tee sheets

Active: retain while useful; but not more than 5 years  
Disposition: destroy

### **FACILITY USAGE APPLICATIONS**

Applications by groups to use facility for a program. See also Contracts

Active: 5 years  
Disposition: destroy  
Rationale: K.S.A. 60-511

### **FEE SCHEDULES**

List of user costs for various services

Disposition: permanent -- 1 copy

### **GOLF CLUB BOOK**

Includes records of contributions made by certain golfers and prizes won

Active: while individual has a balance  
Inactive: 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

### **HISTORIC STRUCTURE FILES**

Includes property at Ward-Meade Park

Disposition: permanent

### **INSPECTION REPORTS**

Includes fire, plumbing, electrical, and any other inspections which are posted

Active: 5 years  
Disposition: destroy

### **INSURANCE CERTIFICATES**

Copies of city policies that pertain to certain facilities and volunteer programs

Active: until expired or cancelled  
Disposition: destroy

### **INTERN FILES**

Includes evaluations, special projects, instructions, and other related documents

Active: 5 years  
Disposition: destroy

### **LESSON PLANS/SUBJECT FILES**

Designed instruction material for a certain topic or class

Active: while program exists  
Disposition: destroy

### **LICENSING FILES**

Information maintained about summer camp and child care as well as food service; includes inspection reports, administrative forms, and other related documents

Active: until license expires  
Inactive: 5 years  
Disposition: destroy

### **MAINTENANCE RECORDS -- PHYSICAL PLANT**

Includes Maintenance Requests, Work Orders and Project Completion Certificates

Active: 5 years  
Disposition: destroy

### **MAINTENANCE RECORDS -- VEHICLES AND EQUIPMENT**

Includes scheduled and unscheduled repairs to mowers, sprinklers, carts, etc.

Active: while item is in division  
Disposition: transfer with item

### **NATIONAL SENIOR GAMES ASSOCIATION REGULATIONS**

Sanctioning documents as well as minimum performance standards for qualifying for national competition

Active: until superceded or obsolete  
Disposition: destroy

### **OPERATION MANUALS**

Instructions on specific facilities

Disposition: permanent -- 1 copy

### **PARTICIPANT FILES**

Includes health assessments and workout program for Wellness Center as well as Liability Waiver and Emergency Medical Authorization Form, Individual Performance Plans, and registration forms for Special and Senior Olympics

Active: while current  
Inactive: 3 years  
Disposition: destroy

### **PARTICIPANT FORMS**

Includes Youth Sports Participant Forms, Tennis Participant Forms, and Aquatic Participant Forms

Active: 5 years  
Disposition: destroy

### **PERMIT FILES**

Includes fuel tank and cereal malt beverage permits for golf course and other permits

Active: until permit expires  
Inactive: 3 years  
Disposition: destroy

### **PETTY CASH RECORDS**

Documents related to petty cash accounting

Active: 3 years  
Disposition: destroy

### **PROGRAM INFORMATION FILES**

Record of specific programs or classes sponsored by Recreation. Keep one copy of final report and publicity created permanently. Keep other documents as follows:

Active: until program is discontinued  
Inactive: 2 years  
Disposition: destroy

### **PUBLICATIONS**

Includes brochures, booklets, fliers, posters, labels, newsletters, and other publications created by Recreation Division

Disposition: permanent - 1 copy

### **REFUND INFORMATION**

Listing of who received a refund and for which program

Active: 3 years  
Disposition: destroy

### **RESEARCH FILES**

Accumulated information on a certain topic designed to aid decision-making

Active: retain while useful  
Disposition: destroy

### **RESULT SHEET -- ORIGINAL**

Handwritten times and distances created at event site

Active: 2 years  
Disposition: destroy

### **RESULT SHEETS -- FINAL**

Times and distances which have been entered into the computer for the Senior Olympics

Active: 5 years; transfer data to diskette and delete from hard drive  
Disposition: destroy

### **ROYALTY LICENSE INFORMATION**

Includes license and completed form for each production

Active: 5 years  
Disposition: destroy

### **SALES RECORDS**

Includes concessions, pro shop, and other sales records

Active: 3 years  
Disposition: destroy

### **SCHOLARSHIP INFORMATION**

Information on applicant's finances, decision on scholarship, and award term

Active: until scholarship expired or cancelled

Inactive: 2 years

Disposition: destroy

### **SENIOR COMMUNITY EMPLOYMENT PROGRAM FILES**

Federal program for employing senior citizens; includes work schedule and other related documents

Active: while current

Inactive: 6 years

Disposition: destroy

### **SPECIAL EVENT/FUNDRAISING INFORMATION**

Includes brochures, planning information, final financial reports, press releases, and other related information. Retain one copy of publicity and final financial report permanently. Retain other documents as follows:

Active: while current

Inactive: 5 years

Disposition: destroy

### **SPECIAL INTEREST GROUP FILES**

Includes copies of annual contracts, minutes, correspondence, and other related documents

Active: retain while useful; but not more than 5 years

Disposition: destroy

### **SPEED/DISTANCE RECORDS**

Log of fastest times or longest distances for events and facilities in Topeka

Disposition: permanent

### **SPONSOR PRESENTATION BOOKLET**

Used by Senior Olympics to encourage corporate sponsorship. Contains historical data on previous games' participation

Disposition: permanent -- 1 copy

### **SPORTS ROSTERS**

Active: 5 years

Disposition: destroy

### **STAFF MEETING MINUTES**

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

Active: 5 years -- 1 copy

Disposition: destroy

### **STRATEGIC PLANNING DOCUMENTS**

Coordinated planning for Recreation Division

Active: until new plan is adopted

Inactive: 1 year

Disposition: destroy

### **SWIMMING POOL MAINTENANCE RECORDS**

Includes water quality tests and other related documents

Active: 5 years

Disposition: destroy

### **TOPEKA GOLF ADVISORY BOARD**

Maintain minutes, annual rosters, and official handouts permanently. Maintain all other documents as follows:

Active: retain while useful; but not more than 5 years

Disposition: destroy

### **TRANSFERS**

Form to indicate class or activity changes

Active: 2 years

Disposition: destroy

### **VENDOR REGISTRATION FORMS**

Used at Ward-Meade Park for placement of vendors at craft events

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

**WARD-MEADE PARK VOLUNTEER ADVISORY BOARD**

Planning documents for daily operations. See also Special Event/Fund Raising Information

Active: 5 years  
Disposition: destroy

**WELLNESS ACTION COMMITTEE INFORMATION**

Planning documents for daily operations of Wellness Center. See also Special Event/Fund Raising Information

Active: 5 years  
Disposition: destroy

**WELLNESS COORDINATING BOARD INFORMATION**

Includes minutes and annual roster

Disposition: permanent -- 1 copy