

City of Henderson Records Retention Schedule Parks and Recreation Department

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Disposition Information:

- Unscheduled records can NOT be destroyed. A local governmental entity shall not dispose of any public record except in accordance with a schedule for the retention of such records approved by the State Library and Archives Administrator pursuant to - NAC 239.155 Disposal of public record restricted; procedures for proposal and adoption of schedules for retention of public records.
- Unless otherwise specified, a Certificate of Destruction is required to be completed prior to destroying any records regardless of media. See City of Henderson ROP-004 Destruction of Public Records for more information.
- In the event there is any pending litigation, suspend any destruction of records including deletion, overwriting, or any other destruction or alteration of electronic and/or hardcopy information relevant to the dispute until the case is closed and the City Attorney's Office has given approval to proceed.
- Unless otherwise specified, permanent records should be transferred to the City Archives as soon as possible.
- Convenience copies and duplicates must NOT be retained longer than the Record Copy.
- To protect the confidentiality of records of local governments that are declared by law to be confidential, such records must be destroyed in accordance with the applicable schedule by shredding in a manner that ensures the information cannot be reconstructed, by burning if allowed by federal, state and local regulations, or as required by the laws, regulations, established standards, policies and procedures of the State or Federal Government. An electronic record must be destroyed in accordance with the applicable schedule in a manner that ensures the information cannot be retrieved or reconstructed, including, without limitation, overwriting, degaussing, and the physical destruction of the storage media – NAC 239.165 (1) (2) Destruction of confidential records, electronic records and copies of records. Also see, City of Henderson Records Directive No. 9 Confidentiality of Personal Information/Social Security Numbers.

Definitions:

Business Essential (BE) Record - A record or record series that are critical to continuing or reestablishing operations during an emergency or after a disaster, or that are necessary to protect rights and interests.

Convenience Copy – A copy of a record or series that consists of reference, informational, or copies of other records and are usually kept to be made available for distribution to individuals, departments, boards, commissions, committees, remote locations, etc.

LRDA – Local Government Records Disposition Authority control number assigned to a record series by the Nevada State Library and Archives. The Local Government Records Retention Schedules can be found here: <http://nsla.libguides.com/local-governments/retention-schedules>

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Record - Information that is created or received pursuant to a law or ordinance, or in connection with the transaction of the official business of any office or department of a local governmental entity, including, without limitation, all documents, papers, letters, unpublished books, maps, charts, blueprints, drawings, photographs, films, computer printouts, newspapers received pursuant to NRS 247.070, artifacts entered as exhibits in any proceeding in any court, information stored on a magnetic tape, computer, laser disc or optical disc, or on material which is capable of being read by a machine, including microforms and audio and visual materials, and any other evidence, including all copies thereof. NAC 239.101 "Record of a local government" defined.

Approved by Records Committee: 8/12/2021

Approved by State Archivist: NA (Last approved 1/11/19)

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General		
Record Series/ Description	Custodian/ Filing Method and Format	Retention/Disposition
Accreditation May include Agency Accreditation Self-Assessment Manual and Report, Visitation Team Reports, Commission for Accreditation of Park and Recreation Agencies (CAPRA) Annual Report, and other similar documents providing proof of accreditation.	Business Manager By year (PowerDMS and ShrdPK)	Permanent - Maintain in department for six (6) years or until superseded, then transfer to City Archives for permanent retention.
Accreditation Backup Material May include Accreditation application, backup documentation regarding agency authority/responsibility, planning, organization and administration, human resources, finance, programs and service management, facility and land use management, security and public safety, risk management, evaluation & research.	Business Manager By accreditation Criteria (PowerDMS)	Length of current Accreditation cycle plus two (2) years.
Accident/Incident Reports Reports of incidents/accidents at a park/facility.	Admin Assistant III By last name (ShrdPK)	Three (3) calendar years from the end of the calendar year to which the record pertains, if no action is pending. LRDA: 20070920 Accidents Occurring During a Program Which Result in Personal Injury or Death.
Application to Lease/Rent a Picnic Area/ Facility/Room Includes application, waiver, reservation forms, fee schedules and permit issued for park or facility use.	Outdoor Recreation Services Supervisor By date and facility (RecTrac)	Until annual audit is completed. LRDA: 20070904 Application to Rent or Lease Facilities
Community Service Program Records Documentation on persons performing community service.	Parks Coordinator or Recreation Supervisor By location (Paper)	Two (2) years after completion of service. Original timesheets and documents required by the court are forwarded to the Municipal Court or agency requiring the service.
Daily Reconciliation Reports Daily reconciliation report generated by each office, including change bag, and forwarded to the Administration Office.	Admin Assistant III By date (Paper)	Until annual audit is completed. Record Copy maintained by Finance. LRDA: 20070923 Payment Records, Participants
Deposit Records Loomis and Wells Fargo.	Recreation Services Supervisor	Until annual audit is completed. Record copy is maintained by Finance.

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General		
Record Series/ Description	Custodian/ Filing Method and Format	Retention/Disposition
	Originating office (copy) by date of deposit (Paper)	LRDA: 20071311 Bank Transaction Records
Employee Files - Department Contains Acknowledgement Receipts, Performance Evaluations/Appraisals, Disciplinary Actions, Letters of Commendation, New Employee Orientation Acknowledgement, training records, transmittals, completed interview, etc.	Employee Supervisor By employee name or number (ShrdPK or Paper)	One (1) calendar year from the end of the calendar year in which employee is terminated. Close file when employee terminates. Forward to HR Liaison. HR Liaison maintains inactive files for 1 calendar year and then destroys with a Certificate of Destruction. If employee returns prior to destruction, HR Liaison pulls file and activates it as a re-hire file.
Facility Checklist Used to ensure tasks are performed prior to arriving/leaving a facility on a daily basis. Used to document a walk-through to identify arriving condition of facility.	Recreation Services Supervisor By Date (Parks and Rec SharePoint)	Beginning of the following school year.
Insurance Policies Insurance policies submitted for rental of park/facility.	Outdoor Recreation Supervisor By Date (ShrdPK)	Six (6) calendar years after policy expires. LRDA: 20070062 Policies of Insurance
Park/Facility Inspection Records Periodic inspections of parks and facilities to check for damage and recommend repairs and maintenance. Inspection worksheets or checklists, maintenance request and repair reports, correspondence, and related documents.	Admin Assistant III - Parks By facility/date (Survey 1,2,3)	Six (6) calendar years from the date of the inspection. LRDA: 20071579 Park and Facility Inspection Records
Park/Facility Inventories, Property and Equipment Property and equipment records and inventories; may contain, but is not limited to, copies of purchase orders, property reports, descriptions of items, manufacturers model and serial number, fiscal reports related to original cost, value, commodity codes, memos, correspondence, and other related records. (BE)	Business Analyst III By facility/date (Finance SharePoint)	One (1) fiscal year after updated or superseded. Capital Assets record copy is maintained by Finance. LRDA: 20070917 Park/Facility Inventories, Property and Equipment
Schedules for Use of Facilities Documents the scheduling of parks and recreation facilities for use by individuals or groups.	Recreation Services Supervisor By date (Paper)	One (1) calendar year from date scheduled. LRDA: 20070926 Schedules for Use of Facilities
Volunteer Program Records	Business Analyst I By last name. (Volgistics)	Refer to City-wide Administration retention schedule, Volunteer Records.

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Communication and Marketing		
Record Series/ Description	Custodian/ Filing Method and Format	Retention/Disposition
Cultural Events Files (Summer Concert Series, Shakespeare in the Park, etc.) File contains material documenting the development of City of Henderson sponsored cultural events. File includes duplicate copies of contracts and letters of agreements.	Recreation Program Coordinator By Event/Date (ShrdPK)	Retain records which document significant aspects of the event permanently. Retain other records related to the event for a minimum period of two (2) fiscal years from the year to which it pertains. LRDA: 20070041 Special Event and Celebration Records
Cultural Events Ticket Stubs	Outdoor Recreation Supervisor By Event/Date (RecTrac)	Until annual audit is completed. LRDA: 20070923 Programs: Payment Records, Participants
Movie and Music Licensing Records Records of semi-annual fees in lieu of paying licensing fees per event to music licensing agencies (ASCAP, BMI) of performers who performed at a City of Henderson Cultural Event.	Recreation Services Manager By Date (ShrdPK)	Six (6) fiscal years from the end of the fiscal year in which the payment was made.
Wrap-Up Reports Reports generated for the review and summary of the planning and implementation of an event.	Outdoor Recreation Supervisor By event and date (ShrdPK)	Retain records which document specific aspects of the event permanently. Retain other records related to the event for a minimum of two (2) fiscal years from the year to which it pertains. LRDA: 20070041 Special Event and Celebration Records

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Park Planning		
Record Series/ Description	Custodian/ Filing Method and Format	Retention/Disposition
Cash in Lieu of Contract Files Documentation on allocations of funds received from developers and applicants in lieu of performing construction required as a condition of project approval.	Park Project Manager By project name (Paper)	One (1) fiscal year after project completed. LRDA: 20070992 Projects, Reports of Expenditures
Construction/Project Management Files Files contain project manuals, transmittal forms to and from contractors, schedules, meeting minutes, as-built drawings, copies of meeting minutes, copies of drawings, etc. (BE)	Park Project Manager By project number/name (ShrdPK or Paper)	Six (6) calendar years after construction completed or abandoned. Maintain in office until no longer needed for business purposes. Purge file of routine correspondence and forward file to City Clerk's Office to review for historical value. LRDA: 20070906 Construction of Facilities
Developer Turn Key Project Files Files contain documents related to projects built by developers or outside agencies for which the city will ultimately acquire responsibility. May contain, but is not limited to, submittals for benches, turf, park equipment, etc. May also contain copies of permits, plans, inspections, etc. submitted through the Development Services Center.	Park Project Manager By project name and date (ShrdPK or Paper)	Ten (10)* years after project completed. Review for historical value before destruction. LRDA: 20070995 Project Files-External Agency/Developer * State minimum retention is three (3) calendar years after completed.
Park Design (Master Plan) File Contains copies of public outreach, professional service agreements and change orders, minutes of board/committee meetings, project budget estimates, billing and payments to consultants; external correspondence with consultants, internal correspondence, miscellaneous information related to park design, and documents of transfer to Public Works.	Park Project Manager By park project name (Paper)	Six (6) calendar years after construction completed or abandoned. LRDA: 20070906 Construction of Facilities, Proposed or Completed

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Parks		
Record Series/ Description	Custodian/ Filing Method and Format	Retention/Disposition
Accident/Incident Reports		Refer to General section of this schedule.
Celebrate Life Program Records Applications for placing memorial trees and benches honoring occasions and individuals.	Admin Assistant III – Parks By Drive/Memorial program/Year (ShrdPK)	Permanent. LRDA: 20081752 In Memorial Records
Park Activity Reports <ul style="list-style-type: none"> • Daily Reports – generated by park staff • Weekly Reports – generated by Park Coordinators • Monthly Reports – generated by Managers • Quarterly Reports – generated by Park Superintendent • Activity reports generated by park staff documenting park activities such as work completed and reports of vandalism. 	Admin Assistant III – Parks By park and date (Paper)	Refer to City-wide Administration retention schedule, Activity Reports/Logs.
Park Maintenance Records Records of park maintenance and improvements.	Parks Manager By park name and date (Paper)	Life of park. Review files annually. Purge file of records no longer needed in active file. Send inactive records to Administration Office.
Swimming Pool Operating Records Documents the operation of local government operated swimming pools. This series may include but is not limited to water quality test and analysis reports, incident reports, copies of accounting documents, inspection and maintenance requests and reports, attendance counts, correspondence, and similar documents.	Facilities Maintenance Supervisor By date by pool (ShrdPK or Paper)	Three (3) calendar years from the end of the calendar year to which the record pertains, or for the period required by the Health Authority, whichever is longest. Retain copies of related accounting documents until completion of an annual audit. LRDA: 20071673 Swimming Pool Operating Records

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Recreation		
Record Series/ Description	Custodian/ Filing Method and Format	Retention/Disposition
ABC Preschool Program Records Includes registration forms, applications, participant questionnaires, late charge notices, health statements, information release forms, emergency contact forms, participant shot records, etc. (BE)	Recreation Services Supervisor By name and date (Paper)	Three (3)* calendar years after program ends. LRDA: 20070922 (*1 calendar year) Programs: Participant Registration and Attendance Records; 20070921 (*until program is complete) Programs: Descriptions of Programs; 20070923 (*after annual audit) Programs: Payment Records, Participants 20070927 (*2 years) Statements or Waivers Releasing a Park or Recreation Department from Liability for Personal Injury. *State minimum retention
Bird Preserve Visitor Release of Liability Waiver of liability.	Outdoor Recreation Supervisor By Year (Paper)	Two (2) calendar years from the cessation of activity for which the release/waiver was signed, if no action is pending. LRDA: 20070927 Statements or Waivers Releasing a Park or Recreation Department from Liability for Personal Injury
CCSD Facility Use Permit A joint use contract/agreement with the school system.	Business Analyst I By Contract Number (OnBase)	Refer to City-wide Administration retention schedule, Contracts/Agreements.
CCSD Food Vendor Billing Bill received from School District verified from sites and Milk/Snack accounting worksheet or Daily Meal Count Form.	Recreation Services Supervisor By Month/Year (Paper)	Three (3) fiscal years from the fiscal year which the document pertains. LRDA: 20071650 Federal Programs: Summer Food Program
Contractors, Records of Persons Hired as Instructors Records of instructors hired. Original contract is filed separately in administration office. Centers maintain copies.	Recreation Services Supervisor/Business Analyst I By Contract Number (OnBase)	Three (3) fiscal years from the completion of the project. LRDA: 20070908 Contractors, Records of Persons Hired
Equipment/Supply Request Form Forms used to request equipment or supplies for events.	Outdoor Recreation Supervisor By date (ShrdPK)	One (1) fiscal year from the end of the fiscal year to which the record pertains, or after the annual audit, whichever is longer. LRDA: 20070910 Equipment Use Requests
Excursion Records Expense Sheet, Daily Reconciliation, and Field Trip Sign-in Sheet.	Outdoor Recreation Supervisor By Excursion (ShrdPK or Paper)	Until annual audit is completed. LRDA: 20070923 Programs: Payment Records, Participants

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Recreation		
Record Series/ Description	Custodian/ Filing Method and Format	Retention/Disposition
Facility Schedules For use of facilities, racquetball courts, pools, and athletic fields.	Recreation Services Supervisor By facility by date (RecTrac)	One (1) calendar year from the date scheduled. LRDA: 20070926 Schedules for Use of Facilities
Fire Drill and Shelter in Place Reports Reports of Drills for Fire and Shelter in Place.	Recreation Services Supervisor By year (ShrdPK or Paper)	Two (2) calendar years from the date of the drill. LRDA: 20071491 Reports of Drills
Lifeguard/CPR Certifications Certifications obtained through StarGuard Elite and American Safety and Health Institute for lifeguards and other aquatic personnel.	Recreation Services Coordinator By last name (StarGuard Online Database and Paper - Office Copies maintained on site)	Refer to "Certifications Required for Position" series on City-wide Administration Schedule.
Program Records <ul style="list-style-type: none"> • Bird Preserve • Sports • Summer Food Service • Therapeutic Recreation and Inclusion Services • Youth <ul style="list-style-type: none"> • Safekey • Kids Zone • Jr. Kids Zone • Teen Zone • Traveling Teens • Specialty Camp • CAP/Teen Club • Rec Pals • Teen Trek • Summer Magic • Kids Corner • Senior Programs • Meals on Wheels • Adult Lounges • Gymnasiums • Game Rooms May include descriptions of program, registration forms, release forms, transportation records, excursion logs, driver schedules, verification forms, and	Recreation Services Supervisor By year at facility/ recreation centers (ShrdPK or RecTrac)	Three (3)* fiscal years after the fiscal year in which the program/season is completed. If action is pending, maintain waivers until action is resolved + two calendar years. LRDA: 20070921 Programs: Descriptions of Programs (*until program is completed); 20070922 Programs: Participant Registration and Attendance Records (*1 calendar year); 20070923 (*until audit is complete) Programs: Payment Records, Participants 20070927 *(2 calendar years) Statements or Waivers Releasing a Park or Recreation Department from Liability for Personal Injury. *State retention requirements

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Recreation		
Record Series/ Description	Custodian/ Filing Method and Format	Retention/Disposition
participation and attendance records, sign in/out sheets. Envelopes which contain waivers and receipts, payment information, respite records, youth participant information form, medical forms, field trip release form, behavior management information, health statements, participant shot records, trip log, class evaluations, etc. Therapeutic Recreation Services Support may include observation report, follow-up reports and plan. Sports Programs may include score cards, umpire ejection reports, protest forms, official rating cards, team rosters, etc. (BE)		
Financial Assistance Scholarship Applications Application for City of Henderson Scholarship.	Business Analyst I By year and name (ShrdPK)	Three (3) calendar years from the year application is submitted. LRDA: 20161937 Scholarship Applications
Special Event Files File contains material documenting the development of City of Henderson special events such as grand openings, groundbreakings, out of state excursions, etc. File may contain donation request letters, copies of contracts, thank you letters, copies of invoices, site layouts, copies of communication and marketing material, etc.	Recreation Program Coordinator By Event (ShrdPK)	Two (2) fiscal years after the event to which it pertains, then transfer to City Clerk's Office to review for historical value. LRDA: 20070041 Special Event and Celebration Files
Specialized Program Participant Files Includes annual information forms, enrollment forms, sign-in/sign-out waivers, scholarship applications, etc. (BE)	Therapeutic Recreation Supervisor By program and name (ShrdPK or Paper)	Two (2)* fiscal years after the fiscal year in which the program is completed. LRDA: 20070922 Programs: Participant Registration and Attendance Records (*1 calendar year); 20070927 Statements or Waivers Releasing a Park or Recreation Department from Liability for Personal Injury (*2 calendar years). *State minimum retention