South Carolina Department of Archives & History
Division of Archives and Records Management
APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, Code of Laws of South Carolina, 1976, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

PART I — Office or Department

SPARTANBURG COUNTY
Local Government Subdivision

PARKS - RECREATION
Office or Department

42
Record Group Number

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods. Records series included in this approval are numbered: 16053 - 16054

7/3/2012
Date

Signature of Approving Authority

Interim Director
Title

PART II — Governing Body

I am authorized to act for the governing body of this local government subdivision and certify that the governing body has approved the Records Retention Schedule as described in Part I, above.

Date

Signature of Approving Authority

County Council Chairman
Title

PART III — Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in the schedule.

8-29-12
Date

Director, Department of Archives and History
The following guidelines describe basic terms related to records retention schedules and define the responsibilities associated with schedule approval and implementation.

**Records Retention Schedule** – A records retention schedule describes one or several records series and indicates the length of time records should be retained prior to final disposition. Schedules are issued to state agencies or local government subdivisions and must be approved in accordance with provisions of the Public Records Act, as amended. Upon approval, the latest retention schedule supersedes any schedule previously approved for the same records series or group of records series.

**Copies** – All official copies of state agency and local government subdivision records must be inventoried, appraised, and scheduled. Convenience and other extra copies do not need a records retention schedule and may be disposed of when no longer needed for reference.

**Legal Retention Requirements** – The approval of schedules by state agencies or local government subdivisions should include a legal review to ensure that retention periods are in compliance with all applicable laws and regulations. In addition, state agencies and local government subdivisions are responsible for ensuring that records are retained for any additional time necessary to fulfill special legal considerations or requirements, such as those related to pending litigation, government investigations, or court orders.

**Confidentiality and Restrictions** – State agencies and local government subdivisions should ensure that confidential records are properly filed, accessed, and disposed of in accordance with federal, state, and local legal requirements.

**Audit Requirements** – State agencies and local government subdivisions are responsible for ensuring that records are retained to comply with all audit requirements.

**Destruction of Records** – Non-microfilmed records destroyed in accordance with approved schedules should be reported to the Department of Archives and History by submitting a copy of the State and Local Government Report of Records Destroyed. A copy of each destruction report should be retained by the state or local office as documentation of records destroyed in accordance with the approved retention schedules.

**Records Storage** – Permanent records must be maintained, protected, and preserved in an appropriate environment as required by section 30-1-70 of the Public Records Act, as amended. The State Records Center will accept scheduled semi-active state agency records for temporary storage on a space available basis. It will also receive permanent records scheduled for transfer to the Department of Archives and History.

For further information on state or local records retention schedules, please contact the Records Services staff at (803) 896-6100.

March 2010
SPARTANBURG COUNTY

PARKS - RECREATION

16053  PARENT PAYMENT FORM

Description:

Forms used to track participant account balances. Information includes name, date, receipt number, check number, memos and balance.

Retention:

5 years, then destroy.

16054  PROGRAM REGISTRATION FORMS

Description:

Forms completed by family members to register program participants. Information includes participant name, age, address, email, driver's license number, physician, health information, and pickup permission release.

Retention:

5 years, then destroy.
South Carolina Department of Archives & History
Division of Archives and Records Management

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SPARTANBURG COUNTY
Local Government Subdivision

PARKS DEPARTMENT
Office or Department

42
Record Group Number

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16478 - 16506

1/31/2014
Date

Signature of Approving Authority

Interim Director

PART II — Governing Body

am authorized to act for the governing body of this local government subdivision and certify that the governing body has approved the Records Retention Schedule as described in Part I, above.

1/30/14
Date

Signature of Approving Authority

County Council Chairman

PART III — Department of Archives and History

he records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in the schedule.

2-4-14
Date

Director, Department of Archives and History
South Carolina Department of Archives and History
Records Management Division

Guidelines For Understanding And Implementing
Records Retention Schedules

The following guidelines describe basic terms related to records retention schedules and define the responsibilities associated with schedule approval and implementation.

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March 2010
SPARTANBURG COUNTY

PARKS DEPARTMENT

16478  ANNUAL REPORTS TO COUNTY COUNCIL

Description:

Annual reports of the status and statistics of the Parks Department that are submitted to County Council. Information includes written reports of activities and financial data for each year.

Retention:

2 years, then destroy.

16479  BUILDING SAFETY INSPECTIONS

Description:

Records used to periodically inspect buildings or components of buildings to document problems and repairs. Information includes Safety Checklist Form: name of recreation center building, date, inspected by, checked (Y/N), passed (Y/N), description of problems found, corrective action taken and comments.

Retention:

3 years, then destroy.

16480  DAILY/WEEKLY/MONTHLY COLLECTIONS

Description:

Department copies of records documenting the financial transactions involved in program registration and facility rentals.

Retention:

1 year, then destroy.
16481  EMPLOYEE ACCIDENT FORMS

Description:
Office copies of records used to document accidents involving employees of the Parks Department which are duplicated in the Risk Manager's Office. Information includes forms and other related records documenting the employee's injuries.

Retention:
1 year, then destroy.

16482  FACILITY RENTAL AGREEMENTS

Description:
Agreement forms completed by persons requesting to rent recreation centers owned or operated by the county. Information includes name and address of facility; customer/organization name and contact information; event name, date and location; start and end times; estimated number of guests; rental and security fees; amount of security deposit; conditions of agreement; name, signature and date of agreement acceptance; name and address for return of security deposit.

Retention:
3 years after agreement expires, then destroy.

16483  ROUTINE ADMINISTRATIVE CORRESPONDENCE

Description:
Record of incoming and outgoing correspondence with Parks Department Office and the county administration, senior appointed officials and/or elected officials. Information may include letters, memoranda and reports.

Retention:
5 years, then destroy.
16484  GROUNDS SAFETY INSPECTIONS

Description:
Forms used to periodically inspect the conditions of county parks. Information includes Maintenance Inspection Form: name of park, conditions, problems noted, repairs recommended and action taken.

Retention:
3 years, then destroy.

16485  LEAGUE REGISTRATION FORMS

Description:
Registration forms completed by persons who wish to participate in sports leagues such as adult softball, basketball, kickball, etc. Information includes name and address of participant, type of league requested, signature and date.

Retention:
2 years, then destroy.

16486  MEMORANDA OF UNDERSTANDING

Description:
Informal agreements used to outline working relationships between the Parks Department and other public or private-sector organizations.

Retention:
3 years after expiration of agreement, then destroy.

16487  MISCELLANEOUS PERSONNEL FILES

Description:
Office copies of forms and materials related to department employees. Information is forwarded to the County Human
Resources Department. Information includes annual performance evaluations, disciplinary notices and letters of commendation.

Retention:

1 year after records are filed in Human Resources, then destroy.

16488 MONTHLY REPORTS TO COUNTY COUNCIL

Description:

Written reports submitted to Administration and to County Council. Information includes monthly status reports and statistics.

Retention:

2 years, then destroy.

16489 PARK RESERVATION FORMS

Description:

Forms used to reserve specific parks or sections of parks for practice, etc. Information includes name of person or group reserving park and the time reserved.

Retention:

2 years, then destroy.

16490 PARKS CAPITAL PROJECTS

Description:

Records documenting park construction or park improvements. Information includes contracts, purchase orders, preliminary plans, construction documents, as-built plans, financial records and other project related information.

Retention:

PERMANENT.
16491 PARKS PARTNER AGREEMENTS

Description:

Contractual agreements between the Parks Department and other public and/or private entities allowing the entity's facility to be used for public recreation services. Information includes date, type of contract, explanation of agreement, and authorizing signatures.

Retention:

3 years after expiration of agreement, then destroy.

16492 PARTICIPANT INJURY FORMS

Description:

Office copies of records relating to injuries sustained by participants of the recreational programs. Information includes forms and other related documentation required by the Risk Manager to document injuries.

Retention:

1 year, then destroy.

16493 PERSONNEL ACTION FORMS

Description:

Department copies of forms and materials related to individuals employed with the Parks and Recreation Department. Official record copies of these files are retained in the County's Human Resources Department. Information includes records related to an employee's hiring, discipline and/or termination.

Retention:

1 year after records are filed in Human Resources, then destroy.
16494  PLANS/DIRECTIVES ADOPTED BY COUNTY COUNCIL

Description:
Records documenting improvement plans adopted by County Council. Information includes policies for the operation, maintenance and improvement of parks and recreation facilities.

Retention:
PERMANENT.

16495  PLAYGROUND SAFETY INSPECTIONS

Description:
Records used to periodically inspect playground equipment to document problems and the repairs made. Information includes site name and identification number, inspector name, date, start/finish times, repairer name, date and start/finish times, area inspected, equipment name, code, problem, action taken, work order number, supervisor signature and date.

Retention:
3 years, then destroy.

16496  PROCEDURES MANUAL

Description:
Department procedures manual as defined by Commission on Accreditation of Parks and Recreation Agencies. Information may include appendices and attachments which are updated periodically.

Retention:
Until superseded, then destroy.
16497  PURCHASE REQUISITIONS

Description:

Department copies of the forms related to the purchase of goods or services for the Parks Department. Official record copies are submitted to and retained by the County's Purchasing Department. Information includes number, department, delivery location, date, date required, item number, quantity, description, supplier name and authorizing signature.

Retention:

1 year, then destroy.

16498  RECREATION CONTRACTOR AGREEMENT

Description:

Agreements between the Parks Department and persons contracting to provide specific services for the Department. Information includes name of contractor, federal identification number or social security number, name of business (if any), terms of agreement, signature and date.

Retention:

3 years after expiration of agreement, then destroy.

16499  RECREATION PROGRAM FILES

Description:

Records concerning recreation programs promoted by the county. Information may include promotional brochures, participant registration forms and financial data.

Retention:

3 years, then destroy.
16500  SPECIAL EVENTS FILES

Description:
Documents special events promoted by the Parks Department. Information includes promotional brochures, participant registration forms and financial data, emergency plan, and safety checklists.

Retention:
3 years, then destroy.

16501  TIME SHEETS

Description:
Department copies of time sheets verifying the number of hours worked by employees. Information includes employee name, date and hours worked for each pay period.

Retention:
1 year, then destroy.

16502  TOURNAMENT AGREEMENTS

Description:
Contractual agreements with other public entities or private organizations requesting to use the park facilities for the purpose of hosting tournaments. Information includes name of parties involved, terms of agreement, dates of agreement and authorizing signatures.

Retention:
3 years after expiration of agreement, then destroy.

16503  VENDOR PERMIT FORMS

Description:
Forms completed by Vendors requesting permission to provide services or sell products during tournaments or other events sponsored by the Parks Department. Information includes name of
vendor, type of service/sales, date of event, associated fees and authorizing signature.

Retention:

2 years, then destroy.

16504 VOLUNTEER APPLICATION/REGISTRATION FORMS

Description:

Forms completed by persons volunteering to work in Parks Department Programs. Information includes name and address, health information, Waiver and Release of Liability form acknowledging that the county will not be responsible for injuries sustained during work.

Retention:

3 years, then destroy.

16505 VOLUNTEER RECREATION GROUP USE PERMITS

Description:

Forms signed by volunteer recreation groups to permit league play in parks owned or managed by the Parks Department.

Retention:

2 years, then destroy.

16506 VOUCHERS

Description:

Office copies of forms filed in the county finance office for payment of goods or services. Information includes date, name, check number, amount and approval signatures.

Retention:

1 year, then destroy.