

SECTION 12. FAIRGROUNDS RECORDS

Records relating to the operations of the County Fairgrounds.

General Instructions		
<ul style="list-style-type: none"> ▪ The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.). ▪ Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy. ▪ No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold. 		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
1. AS-BUILT DRAWINGS. Copies of Fairgrounds as-built drawings.	Fairgrounds	Permanent
2. CONTRACTS, AGREEMENTS AND SUPPORTING DOCUMENTATION.		
A. Contracts, Agreements and Supporting Documentation for Services.	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation	
B. Rental Contracts and Supporting Documentation. Rental contracts for events at the Fairgrounds. Supporting documentation includes proof of insurance, security and parking plans, fire department permits, and proof of required tax, alcohol beverage and business licenses.	Fairgrounds	3 years + current after conclusion of the event
3. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation	
4. EVENT FILES.		
A. Event Schedules. Records of Fairgrounds event schedules, including one-time events.	Fairgrounds	5 years + current
B. Recurring Events. Records of promotion and organization of recurring events, such as the County Fair.	Fairgrounds	<p><i>Routine Event Records:</i> 3 years + current after event concludes</p> <p><i>Event Records with Enduring Reference or Historical Value:</i> Permanent</p>

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
5. FACILITIES AND EQUIPMENT RECORDS. Departmental records relating to facility maintenance and equipment. <i>See also: As-Built Drawings above.</i>	Fairgrounds See also: Section 11 Facilities Records and Section 14 Fleet and Equipment Records	Until no longer needed for reference
6. FINANCIAL RECORDS.	See: Section 13 Financial Records	
7. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records	
8. POLICIES AND PROCEDURES DOCUMENTATION.	See: Section 15 General Records – Policies and Procedures Documentation	
9. REPORTS.	See: Section 15 General Records – Reports	
10. RESERVATION DATA. Rental data (electronic) retained in the Fairgrounds Reservation System.	Fairgrounds	3 years + current