

## SECTION 22. PARKS, OPEN SPACE, TRAILS AND BUILDING GROUNDS RECORDS

Records relating to County-managed and maintained parks, open space, trails and building grounds.

### General Instructions

- 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. <b>AS-BUILT DRAWINGS AND SUPPORTING DOCUMENTATION.</b> As-built drawings and supporting documentation for parks, infrastructure improvements, trails and trailheads, etc.	Parks, Trails & Building Grounds	Permanent
2. <b>BUILDING GROUNDS MAINTENANCE RECORDS.</b>	See: Daily Activity Reports and Maintenance Records below	
3. <b>CONTRACTS, AGREEMENTS AND SUPPORTING DOCUMENTATION.</b>	See: Section 15 General Records – Agreements, Contracts and Supporting Documentation	
4. <b>CORRESPONDENCE AND GENERAL DOCUMENTATION.</b> Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation	
5. <b>DAILY ACTIVITY REPORTS.</b> Record of time worked and maintenance activities for parks, open space, trails and building grounds, such as snow removal, game cancellation, event staffing, maintenance work, etc.	Parks, Trails & Building Grounds  Open Space & Natural Resources	5 years + current
6. <b>FINANCIAL RECORDS.</b>	See: Section 13 Financial Records	
7. <b>GRANT RECORDS.</b>	See: Section 13 Financial Records	

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<b>8. MAINTENANCE RECORDS – PARKS, OPEN SPACE, TRAILS AND BUILDING GROUNDS.</b>		
<b>A. Chemical Applications.</b> Records documenting the application of chemicals such as pesticides, herbicides and fertilizers to County properties.	Parks, Trails & Building Grounds  Open Space & Natural Resources	3 years after pesticide application
<b>B. Chemical Inventory.</b> Record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used.	Parks, Trails & Building Grounds  Open Space & Natural Resources	At least 30 years
<b>C. Chemical Labels and Material Safety Data Sheets (MSDS).</b> Employers must have a MSDS on file for each hazardous chemical they receive and use and ensure copies are readily accessible to employees in their work area. Employer must keep records of chemicals used, where they were used and for how long [29 CFR 1910.1200].	Parks, Trails & Building Grounds  Open Space & Natural Resources	Until superseded or 1 year + current after chemical is disposed of or consumed, provided that the County retains some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used, for at least 30 years [See: Chemical Inventory above]
<b>D. Daily Activity Reports.</b>	See: Daily Activity Reports above	
<b>E. Fish Stocking Reports.</b>	See: Daily Activity Reports above	
<b>F. Fleet and Equipment Records.</b>	See: Section 14 Fleet and Equipment Records and Section 24 Personnel Records for CDL Records	
<b>G. Inspection Records.</b> Inspection forms and supporting documentation for periodic safety and condition inspections of parks, playgrounds, open space, trails and building grounds.	Parks, Trails & Building Grounds	3 years + current
<b>H. Pesticide Applicator Records.</b>		
<b>1) Public Applicator Registrations and Supporting Documentation.</b> Applicator and supervisor registrations with the State Department of Agriculture to apply restricted-used pesticides, and supporting documentation for the registration.	Parks, Trails & Building Grounds	3 years + current after expiration of registration
<b>2) Study Guides.</b> Pesticide application guides issued by the State.	Parks, Trails & Building Grounds	3 years + current after superseded

## Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<b>9. OPEN SPACE RECORDS.</b>		
<b>A. Daily Activity Reports.</b>	See: Daily Activity Reports above	
<b>B. Habitat Conservation Plans.</b> Plans for wildlife and natural habitat conservation in County open space and natural areas.	Open Space & Natural Resources	Permanent
<b>C. Habitat Monitoring Reports.</b> Periodic reports relating to condition of wildlife and natural habitat in County open space and natural areas.	Open Space & Natural Resources	3 years + current
<b>D. Maintenance Records.</b>	See: Daily Activity Reports and Maintenance Records above	
<b>E. Open Space Advisory Commission Operation Records.</b>	See: Section 2 Board, Commission and Authority Records	
<b>F. Open Space (History) Files.</b> Historical and informational records regarding each of the County-managed open space areas, including correspondence, architectural drawings, open space histories, photographs, open space acquisition or transfer records, accident and vandalism reports, etc.	Open Space & Natural Resources	<b>Records with Enduring Value:</b> Permanent  <b>Routine Nonpermanent Records:</b> Destroy in accordance with the County's records retention schedule for the specific type of record (Examples: bids, routine correspondence, copies of contracts and agreements, vandalism reports, etc.)
<b>G. Open Space Management Plans.</b> County plans for management of open space areas, including access and use plans, management of wildlife and natural habitat, etc.	Open Space & Natural Resources	Permanent
<b>H. Open Space Master Plans.</b> Long term strategic plans relating to County open space, constituting an element of the Comprehensive Plan.	Open Space & Natural Resources  See also: Section 25 Planning, Zoning and Land Use Records	Permanent
<b>I. Weed Management Records.</b>	See: Section 34 Weed and Vector Control Records	
<b>10. PARK RECORDS.</b>		
<b>A. Daily Activity Reports.</b>	See: Daily Activity Reports above	
<b>B. Development Review Files - Parks.</b> Reviews and departmental recommendations relating to development plans, provided to Planning in connection with development reviews.	Parks, Trails & Building Grounds	Permanent

## Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<b>C. Historic Property Records.</b> Records relating to archaeological and historical sites on County-owned parks or open space property.	Parks, Trails & Building Grounds  See also: Section 16 Historic Preservation Records	Permanent
<b>D. Maintenance Records.</b>	See: Daily Activity Reports and Maintenance Records above	
<b>E. Park Advisory Board Operation Records.</b>	See: Section 2 Board, Commission and Authority Records	
<b>F. Park (History) Files.</b> Historical and informational records regarding each of the County-managed parks, including correspondence, architectural drawings, park histories, photographs, park acquisition or transfer records, accident and vandalism reports, etc.	Parks, Trails & Building Grounds	<b>Records with Enduring Value:</b> Permanent  <b>Routine Nonpermanent Records:</b> Destroy in accordance with the County's records retention schedule for the specific type of record (Examples: bids, routine correspondence, copies of contracts and agreements, vandalism reports, etc.)
<b>G. Park Improvements Inventories.</b> Inventories of improvements that have been made to County parks.	Parks, Trails & Building Grounds	Until superseded
<b>H. Park Master Plans.</b> Long term strategic plans relating to location and development of County parks.	Parks, Trails & Building Grounds	Permanent
<b>I. Plan Sets (Copy).</b> Departmental copies of plan sets for construction of infrastructure such as wells, utilities and playground improvements in County parks, open space and trails.	Parks, Trails & Building Grounds	Permanent
<b>11. PARK RANGER RECORDS.</b> Records relating to the patrol function of the County's Park Rangers at parks, open space and trails.		
<b>A. Incident Reports and Supporting Documentation.</b> Reports relating to vandalism, vehicle accidents, emergency medical incidents and other types of incidents. Supporting documentation includes medical information, ongoing investigation documentation, photos, copies of summonses issued by Sheriff's Office, etc.	Open Space & Natural Resources	<b>Incidents Involving Felony Charges:</b> 10 years + current  <b>Incidents Involving Misdemeanor Charges:</b> 3 years + current after case file is closed
<b>B. Statistical Reports.</b> Periodic reports prepared to track Ranger activities.	Open Space & Natural Resources	5 years + current

## Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<b>12. PAYROLL AND PERSONNEL RECORDS.</b>	See: Section 23 Payroll Records Section 24 Personnel Records	
<b>13. PERMITS, RESERVATIONS AND SUPPORTING DOCUMENTATION.</b>		
<b>A. Reservations.</b> Records relating to reservations made for the use of parks and open space for permitted activities and events.	Open Space & Natural Resources	1 year + current after conclusion of activity or event
<b>B. Special Events Permits and Supporting Documentation.</b> Permits for special events on County open space; supporting documentation includes applications, proof of insurance coverage, etc.	Open Space & Natural Resources	1 year + current after conclusion of special event
<b>14. POLICIES AND PROCEDURES DOCUMENTATION.</b>	See: Section 15 General Records – Policies and Procedures Documentation	
<b>15. PROJECT FILES.</b> Design and construction project files, including as-built drawings; copies of construction contracts and supporting documentation; copies of invoices, purchase orders, project bonds, project team meeting minutes; etc.	Parks, Trails & Building Grounds  Open Space & Natural Resources	6 years + current after replacement, demolition or transfer of the improvement to another entity, except that routine material may be purged when eligible for destruction under this retention schedule and except that the records must be evaluated for continuing legal, administrative or historical value
<b>16. PROPERTY RECORDS – PARKS, TRAILS AND OPEN SPACE.</b>		
<b>A. Acquisition and Property Transfer Records.</b> Records relating to the acquisition or transfer of property for County parks, trails and open space purposes.	Parks, Trails & Building Grounds  Open Space & Natural Resources	Permanent
<b>B. Conservation Easements and Supporting Documentation.</b> Conservation easements held by the County are on private property and are done to restrict land uses.	Parks, Trails & Building Grounds  Open Space & Natural Resources	Permanent
<b>C. Deeds and Easements and Supporting Documentation.</b> Records of deeds and easements on property managed by the department.	Parks, Trails & Building Grounds  Open Space & Natural Resources	Permanent
<b>D. Lease Agreements and Supporting Documentation.</b>	See: Section 15 General Records – Contracts, Agreements and Supporting Documentation	

## Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
<b>17. PUBLICATIONS.</b>	See: Section 15 General Records – Publications	
<b>18. TRAIL RECORDS.</b>		
<b>A. Daily Activity Reports.</b>	See: Daily Activity Reports above	
<b>B. Maintenance Records.</b>	See: Daily Activity Reports and Maintenance Records above	
<b>C. Trail (History) Files.</b> Historical and informational records regarding each of the County-managed regional trail systems, including correspondence with enduring value, architectural drawings, trail histories, photographs, trail acquisition records, etc.	Parks, Trails & Building Grounds  Open Space & Natural Resources	<b>Records with Enduring Value:</b> Permanent  <b>Routine Nonpermanent Records:</b> Destroy in accordance with the County's records retention schedule for the specific type of record (Examples: bids, routine correspondence, copies of contracts and agreements, vandalism reports, etc.)
<b>19. WAIVERS AND RELEASE FORMS.</b>	See: Section 15 General Records – Program Records	