

Summary of Changes

Parks, Recreation, and Culture Records Retention Schedule v.2.0 (August 2021)

New Records Series Added

- Four (4) new records series have been added to this records retention schedule:
 1. **Accession and Control – Cultural Collections (DAN PR2021-006) p.4**
“Life of the agency (Non-Archival)”
 2. **Exhibit Files (DAN PR2021-007) p.4**
“6 years after exhibit ends (Non-Archival)”
 3. **Public Research Access Requests (DAN PR2021-008) p.5**
“2 years after communication received or provided, whichever is later (Non-Archival)”
 4. **Registration Forms (DAN PR2021-009) p.5**
“10 years after end of calendar year (Non-Archival)”

Retention Changes

- Five (5) records series have changes to their retention period/cutoff:
 1. **Animal Collection Records (was Animal Collection) (DAN PR2010-051) p.11**
Updated from “until no longer needed for agency business (Archival – Appraisal Required)” to “6 years after animal is no longer in collection” (Archival – Appraisal Required)
Rationale: Retention based on Association of Zoos and Aquariums requirements.
 2. **Drug Management (DAN PR2012-053) p.12**
Decreased from “6 years after disposal of drug(s) (Non-Archival)” to “2 years after end of calendar year (Non-Archival)”
Rationale: Retention based on 2 year requirement for drug management records (21 CFR § 1304.04, 21 CFR § 1305.17 and WAC 246-886-080).
 3. **Gifts and Donations (was Gifts and Donations Information Files) (DAN PR50-13C-05) p.7**
Increased from “until no longer needed for agency business (Archival – Appraisal Required)” to “6 years after disposition of asset and 6 years after fulfillment of agreement (Archival – Appraisal Required)”
Rationale: Retention based on contracts and agreements.
 4. **Lab Tests – Raw Data (DAN PR2012-056) p.12**
Changed from “1 year after entry to animal health record (Non-Archival)” to “1 year after test completed (Non-Archival)”
 5. **Recreation Event Attendance Records (DAN PR50-13C-19) p.9**
Decreased from “6 years after class completion (Non-Archival)” to “3 years after class completion and 3 years after participant reaches age 18 (Non-Archival)”

Rationale: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080 and RCW 4.16.190).

Other Minor Changes

- Thirteen (13) records series have changes to their title and/or description:
 1. **Exhibitor and Ribbon Winners – Summary Records** (*was* Exhibitor Lists) **(DAN PR57-01-01) p.6**
 2. **Exhibitor’s Entry Form/Show Sheets** **(DAN PR57-01-02) p.6**
 3. **Ticketing – Summary Records** (*was* Ticket Summary Record) **(DAN PR57-01-04) p.6**
 4. **Gifts and Donations** (*was* Gifts and Donations Information Files) **(DAN PR50-13C-05) p.7**
 5. **Horticulture Activity and Project Files** **(DAN PR50-13C-06) p.8**
 6. **Recreation Event Attendance Records** (*was* Recreation Class Attendance Records) **(DAN PR50-13C-19) p.9**
 7. **Recreation Program Records** (*was* Recreation Program Files) **(DAN PR50-13C-13) p.10**
 8. **Sports Leagues Permits** **(DAN PR50-13C-16) p.10**
 9. **Animal Collection Records** (*was* Animal Collection) **(DAN PR2010-051) p.11**
 10. **Animal Health Record** (*was* Animal Health Files) **(DAN PR2010-052) p.11**
 11. **Drug Management** (*was* Drug Disposal Files) **(DAN PR2012-053) p.12**
 12. **Lab Tests – Raw Data** (*was* Lab Reports) **(DAN PR2012-056) p.12**
 13. **Necropsy Report Log** **(DAN PR2012-057) p.12**
- Minor changes made to the formatting throughout the schedule to align with current Washington State Archives practices.

Essential Designation Changes

- None

Archival Designation Changes

- None

Archival Series Being Revoked

- One (1) “Archival” records series is being revoked as it is covered by another “Archival” records series:
 1. **Ribbon Winners List** **(DAN PR57-01-03)** covered by Exhibitor and Ribbon Winners – Summary Records (DAN PR57-01-01)

Non-Archival Series Being Revoked

- A total of three (3) “Non-Archival” records series are being revoked.

- One (1) “Non-Archival” records series is being revoked as it is covered by another “Archival” records series:
 1. **Program Schedules (DAN PR50-13C-09)** covered by Recreation Program Files (DAN PR50-13C-13)
- Two (2) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Drug Purchase Files (DAN PR2012-054)** covered by Drug Management (DAN PR2012-053)
 2. **Drug Use Log (DAN PR2012-055)** covered by Drug Management (DAN PR2012-053)

No Change in the Number of Records Series (17 Series)