

Revised 2/2005

**Municipal Records Retention Schedule M14
PARKS AND RECREATION RECORDS**

Item Number	Record Series Title	Minimum Retention Required	Disposition
(M8-065)	Permission slips (to participate in sporting activities)	3 years	destroy ¹
(M7-050)	Permit applications	1 year after expiration of permit	destroy ¹
M14-020	Program registration records (includes registration forms, financial records, and waiver of responsibility)	3 years or until audited, whichever comes later	destroy ¹
M14-030	Recreational equipment loan records	3 years or until audited, whichever comes later	destroy ¹
M14-040	Schedule of use (calendar)	until superceded	destroy ¹
M14-050	Ticket stubs for events	2 months	destroy ¹
M14-060	Waiver of Responsibility (included as part of permission slip)	3 years or until audited, whichever comes later	destroy ¹

¹ Municipalities may destroy records only after receiving the signed approval form (RC-075, rev. 2/2005) from the Public Records Administrator. Retention periods established on this schedule are *minimum retention requirements*. Records may be retained for longer periods of time.