

**DEM8 Division of Parks and Recreation**

**DEM8.1 State Recreational Facilities Attendance Records**

Year round and seasonal records documenting number of visitors to state parks, beaches, and other state recreational facilities. Records consist of attendance records. Records document level of use. Data may be used to prepare annual attendance reports or to respond to external requests for use statistics.

Retention: Retain ten (10) years.

**DEM8.2 Entrance and Use Records**

Parks and Recreation issues passes to several classes of users and permits for various uses of state park areas and other state recreational facilities. In addition to resident and non-resident seasonal passes, free passes are offered to eligible senior citizens and disabled persons. DEM personnel collect fees for park or beach day admittance, parking and for each type of use permit. Types of use may include, but are not limited to, beaches, camping, shelters, golf, picnic and other recreational activities and special event permits. Documents include information related to attendance and use.

Retention: Retain ten (10) years, or one year after audit, whichever is sooner.

**DEM8.3 Claims Records**

Documentation concerning Parks and Recreation settlement of claims for property damage sustained by members of the public while on Parks and Recreation grounds. Documentation includes claims forms. May also include documentation related to legal action on property damage.

Retention: Retain ten (10) years after settlement of claims.

**DEM8.4 Lease and License Agreement Files**

Parks and Recreation offers contracts to food concessions and other vendor services to operate on Parks and Recreation property. Files include agreements authorizing the use of state park buildings and other facilities. Documentation includes lease agreements and contracts.

Retention: Retain seven (7) years after expiration of lease, agreement, or contract, and/or seven (7) years after final disposition of legal case.

**DEM8.5 Park Ranger Reports**

Shift logs or daily logs completed by park supervisors. Logs document daily tasks and activities and responses to alarms, vandalism, disturbances, and complaints. Logs are kept in custody of regional managers.

Retention: Retain five (5) years.

**DEM8.6 Lifeguard Certification Records**

All individuals employed as lifeguards at bathing areas within the State of Rhode Island must hold an active state lifeguard certification card as issued by the Division of Parks and Recreation. Lifeguards holding surf cards may be employed at either surf or non-surf bathing areas. Lifeguards holding non-surf cards may be employed only at non-surf bathing areas. All certification cards are active during the season of their employment and until the following June 30, unless suspended or revoked by the Division of Parks and Recreation. Records document individual taking of test, test results, type of certification, documentation of required training, and may also include letters of suspension or revocation.

Retention: Retain for six (6) years.

**DEM8.7 Swimming Facility Inspection Records**

Department is authorized and empowered to adopt and prescribe rules of procedure and regulations and make any orders and perform any actions that it may deem necessary to the proper administration and supervision of drowning prevention, lifesaving, first aid and safety personnel and equipment. This authority covers all camps, camp grounds, bathhouses, bathing resorts, beachside motels or boarding houses, beachside parking areas, swimming pools, other beach and swimming areas, surfing areas, amusement parks, and skiing areas which serve all and/or any part of the general public by fee, membership, or invitation. Parks and Recreation is responsible for inspection of swimming facilities and sites. Records include inspection reports as well as orders issued by Parks and Recreation in cases of finding of non-conformity and documentation of compliance with orders. May also include legally related documents for facilities that fail to comply with orders. (Does not apply to facilities maintained by a person without charge or assessment to the general public and which are for the sole use of their family, private guests, or tenants.) RIGL §23-22.5-1

Retention: Retain ten (10) years or one year after resolution of legal case.

**DEM8.8 Certificates of Records Destruction**

Certification of Records Destruction forms (PRA 003) signed by the authorized agency official and submitted to, and signed by the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable records retention schedules. (RIGL §38-1-10, §38-3-6(j), and §42-8.1-10.)

Retention: Permanent.