

**GENERAL SCHEDULE #32 – Local Government Parks and Recreation
Departments**

This Retention and Disposal Schedule covers records that are commonly found in the **parks and recreation departments** within counties, cities, townships, villages, and local authorities. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.



Darrin Duisternars, President
Michigan Recreation and Park Association

11-17-09

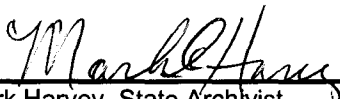
(Date)



Debra Gearhart, Director
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11/30/09

(Date)



Mark Harvey, State Archivist
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1/28/10

(Date)

APPROVED

State Administrative Board

4/20/2010

(Date)

**GENERAL RETENTION SCHEDULE #32
LOCAL PARKS AND RECREATION DEPARTMENTS
INTRODUCTION**

Public Records

The Michigan Freedom of Information Act (FOIA) ([MCL 15.231-15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Retention and Disposal Schedules

Michigan law (MCL [399.811](#) and [750.491](#)) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies the minimum amount of time that records must be kept to satisfy administrative, legal, fiscal and historical needs. Local situations may require retention beyond the periods listed, and nothing prevents an office from retaining records longer than the specified period of time. Schedules also identify when records may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation. *Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule.* All schedules are approved by the Records Management Services, the Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A “general schedule” will cover records that are common to a particular type of government agency, such as a parks and recreation department. General schedules may not address every single record that a particular office may have in its possession. *General schedules do not mandate that any of the records listed on the schedule be created.* However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.
- Any record that is not covered by a general schedule must be listed on an “agency-specific schedule” that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

This schedule supersedes General Schedule #8--Section 13 “Parks and Recreation Department” and General Schedule #10--Parks and Recreation.

Please note: The clerk is usually the official record keeper for land and contract records. These records are covered by General Schedules #6, #24 and #25. The local government’s human resources office is usually the official record keeper for all personnel records. These records are covered by General Schedule #26. The local government’s business/finance office is usually the official record keeper for all financial records. These records are covered by General Schedule

#31. As a result, the parks and recreation department is not required to retain most of these types of records, because their copies are duplicates that are used for reference purposes only (see General Schedule #1). If the parks and recreation department is the official record keeper, it should follow the retention periods listed on the schedules mentioned in this paragraph.

Unofficial Documents

General Schedule #1 addresses the retention of “nonrecord” materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Government agencies need to identify the “office of record” when multiple offices possess copies of the same record. The “office of record” is responsible for following the retention period that is specified, duplicates do not need to be retained. *For example, Treasurer’s are generally the official recordkeeper for investment records, but the Finance Office may have a copy.* A more comprehensive definition of “nonrecords” can be found in the approved schedule (available online at https://www.michigan.gov/documents/dtmb/RMS_GS1_640192_7.pdf).

Record Maintenance

Records can exist in a wide variety of formats, including paper, maps, photographs, microfilm, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that all of their records (regardless of format) are properly retained and remain accessible during this entire retention period. All records need to be stored in a secure and stable environment that will protect them from tampering, damage and degradation. Electronic records are dependent upon specific hardware and software to be accessed and used. It is important to understand that the original technology that is used to create electronic records will eventually become obsolete. As a result, government agencies should work with their information technology staff to develop preservation plans for retaining electronic records with long-term (more than 10 years) retention requirements. Various laws (including the Records Reproduction Act, [MCL 24.401-24.406](#)) identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Suspending Destruction

Government agencies must immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention and Disposal Schedule) if they receive a FOIA request, if they believe that an investigation or litigation is imminent, or if they are notified that an audit, investigation or litigation has commenced. If relevant records exist in electronic formats (such as e-mail, digital images, word processed documents, databases,

backup tapes, etc.), the agency may need to notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties.

Need more help?

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website

<http://www.michigan.gov/recordsmanagement/>, including records management manuals, general schedules, e-mail retention guidelines, microfilming standards and digital imaging standards, etc.

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Local Parks and Recreation Departments**

Item #	Series Title	Series Description	Retention Period	Approval Date
Parks				
100	Park Inventory	These records describe park assets such as land, structure and equipment, and any other large purchases. They may contain a description of the asset, purchasing information, asset location, etc. This record may be a paper file, a database, a spreadsheet, etc.	RETAIN UNTIL: Asset is disposed of THEN: Destroy	4/20/2010
101	Park Files	Separate files may be maintained on each park or facility to document its history, assets and maintenance. The files may contain information about the land, equipment, improvements, maintenance standards, landscaping, playground inspections, land use permits, news clippings, photographs, brochures, flyers, etc. <i>Note: Historical information should be retained permanently.</i>	RETAIN UNTIL: Park is owned by the parks and recreation department THEN: Destroy	4/20/2010
102	Park GIS Data	This data is maintained in a GIS system. It may document park features such as overall park design, trail design, tree locations, and location of neighboring private homes or commercial buildings.	RETAIN UNTIL: Superseded (overwritten) by newer data THEN: Destroy	4/20/2010
103	Photographs	These photographs document activities, programs, facilities, the history of the department, people, etc. They may be kept in analog or digital formats.	RETAIN UNTIL: No longer of reference value THEN: Destroy	4/20/2010
104	Maintenance Files	These files document the maintenance of parks, recreation facilities, cemeteries, and other department owned properties, including equipment and services being used. These files may include work orders, inspection checklists, cost, hours, repair history, product information, etc.	RETAIN UNTIL: Equipment and/or service is no longer in use PLUS: 5 years THEN: Destroy	4/20/2010
105	Pesticide/Herbicide Application	These records document the application of pesticide/herbicide chemicals in parks and on government owned golf courses. The file may include a work order and a schedule of spraying.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	4/20/2010
106	Hazardous Materials Safety Data Sheets	Material Safety Data Sheets (MSDS) are written or printed material concerning a hazardous chemical that contain safety and health information about the chemicals to which employees may be exposed. MSDS or some record of the identity of the substance or agent, such as the chemical name, if known, where it was used and when it was used must be maintained. Refer to Michigan Occupational Safety and Health Administration (MIOSHA) Part 470 "Employee Medical Records and Trade Secrets" for additional information.	RETAIN UNTIL: Hazardous material is in use or stored on the property PLUS: 30 years THEN: Destroy	4/20/2010

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Item #	Series Title	Series Description	Retention Period	Approval Date
107	Activity Reports	These periodic reports generated by the parks and recreation department and may contain narrative and statistical data about the department's programs, activities, services, customers, etc. They may be generated for the entire parks and recreation department or for a specific function program or facility, such as the golf course, nature center, historical property, park police, etc.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	4/20/2010
108	Improvement Project Files	These records document improvements made to the parks system. They may include meeting notes, plans, bids, correspondence, grant documentation, blueprints, drawings, maps, specifications, testing of materials, slides, photos, shop drawings, product manuals, warranties, as-built drawings, etc.	RETAIN UNTIL: Improvement is removed THEN: Destroy	4/20/2010
109	Cell Tower Files	These records document cell towers that are installed on park land. They may include lease agreements, licenses, contracts, easements, correspondence, etc.	Permanent	4/20/2010
110	Tree Files	These files contain information about trees planted and/or maintained by the department. They identify the type of tree, location, activity dates, damage, maintenance, etc.	RETAIN UNTIL: Tree is removed PLUS: 1 year THEN: Destroy	4/20/2010

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Item #	Series Title	Series Description	Retention Period	Approval Date
Recreation				
200	Recreation Data	This database tracks recreation programs including the usage of facilities, building activities, registration for recreation programs, fees, team rosters, etc.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/20/2010
201	Recreation Registrations	These files document registrations for recreation programs including teams, leagues, camp programs, special events, campgrounds, golf, etc. They may include registration forms, medical forms, invoices/receipts, "hold harmless" agreements, etc.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/20/2010
202	Program Files	These files document regular programs, special events, tours and camps held by the parks and recreation department. These files may cover programs held at various facilities including recreation centers, nature centers, historical properties, parks, golf courses, campgrounds, aquatic facilities, etc. They may include programs/itineraries, logistical planning documents, surveys, brochures, correspondence, evaluations, program content (including curriculum), etc.	RETAIN UNTIL: No longer of reference value THEN: Destroy	4/20/2010
203	Special Event Files	These records document legal responsibilities for events held on government property, including parades, fireworks, picnics, festivals, races, weddings, parties, etc. They may include permits, contracts, licensing, legal agreements (including, but not limited to, hold harmless agreements, releases and waivers), meeting minutes, correspondence, insurance, event-specific marketing, etc.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/20/2010
204	Facility Schedules	These records track usage for each facility. They may identify the reservation date, user, fees charged, special instructions, etc.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/20/2010
205	Rental/Use Agreements	These records document facility and equipment rentals to groups and the general public.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/20/2010
206A	Accident Reports/Claims-- Adults	Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on government property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/20/2010

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Item #	Series Title	Series Description	Retention Period	Approval Date
206B	Accident Reports/Claims-- Minors	Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on government property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc. <i>Note: pre-injury waivers effectuated by parents on behalf of their minor children are not presumptively enforceable. Specifically, within the context of Michigan's overriding policy, and in the absence of any specific legislative exceptions permitting the waiver of liability by parents in these situations, the release signed on behalf of a minor cannot be construed as valid. See MCL 600.5851-5852 and Michigan Court of Appeals Docket #275079.</i>	RETAIN UNTIL: Minor turns 18 years old PLUS: 3 years THEN: Destroy	4/20/2010
207	Waivers	These records are used for summer camps and other sponsored programs to release the government's liability. <i>NOTE: pre-injury waivers effectuated by parents on behalf of their minor children are not presumptively enforceable. Specifically, within the context of Michigan's overriding policy, and in the absence of any specific legislative exceptions permitting the waiver of liability by parents in these situations, the release signed on behalf of a minor cannot be construed as valid. See MCL 600.5851-5852 and Michigan Court of Appeals Docket #275079.</i>	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/20/2010
208	Training Records for Certifications	These classes prepare students for certification in water safety instruction, CPR, lifeguard, etc. These files document who attended the course, and whether they successfully completed the requirements for certification. The files may include exams, answer sheets, pass/fail grades, personal contact information, sign-in sheets, etc.	RETAIN UNTIL: Certification expires THEN: Destroy	4/20/2010
209	Team Records	These records document athletic teams participating in recreation programs run by the city each season. They may contain the team roster, game schedules and results of games.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/20/2010
210	Suspensions	These records document individuals or teams who are suspended from participating in recreation programs or entering facilities run by the parks department. They may contain departmental investigation files and suspension hearing documents.	RETAIN UNTIL: Suspension is no longer in effect or permanent, depending on length of suspension PLUS: 5 years THEN: Destroy	4/20/2010

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Item #	Series Title	Series Description	Retention Period	Approval Date
Cemetery				
300	Cemetery Records	These records document purchasers and occupiers of lots and burials. They may include maps, indexes (database), burial transit permits, certificates of title for burial rights, purchaser information, deeds for lots, deceased individual information, perpetual care and grounds records, interment and disinterment orders, etc. <i>Note: local governments are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.</i>	Permanent	4/20/2010
301	Cemetery Maintenance	These records document routine maintenance of the cemetery including deed authorizations, work orders, service requests, receipts, invoices, etc.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/20/2010

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Item #	Series Title	Series Description	Retention Period	Approval Date
Golf				
400	Golf Leagues	These records document who has participated in golf leagues. They may include rosters/lists, registrations, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	4/20/2010
401	Golf Activity	These records document use of the golf course, including season passes, sign-in sheets, statistics, expenses and revenue, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 1 year THEN: Destroy	4/20/2010

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Item #	Series Title	Series Description	Retention Period	Approval Date
Aquatic Facilities				
500	Water Quality Records	These records may document monthly and bi-monthly testing of recreation pools, beaches, drinking water, etc. The testing may be performed internally or by outside companies. These files may also document the application of aquacides.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/20/2010

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Item #	Series Title	Series Description	Retention Period	Approval Date
Campgrounds				
600	Campground Files	These files document the operation of campground facilities. They may include operating licenses, inspection records (both state and local), etc.	RETAIN UNTIL: Superseded by newer documents THEN: Destroy	4/20/2010

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Item #	Series Title	Series Description	Retention Period	Approval Date
Planning				
700	Capital Improvement Plans	These plans are created periodically (such as annually) to identify proposed improvements to the parks system. The files may contain architectural drawings, bid specifications, master instructions for equipment, correspondence, etc.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	4/20/2010
701	Master/Long Range Plans	These plans are updated on a scheduled basis to identify proposed improvements to the infrastructure of the parks system.	Permanent	4/20/2010

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Item #	Series Title	Series Description	Retention Period	Approval Date
Public Meetings				
800	Meeting Records--Open Sessions	These records document the proceedings of the public body that oversees or advises the department. They include the approved minutes and agenda packets containing any materials that are distributed to members for review (such as budgets, ordinances, resolutions, action items, policies, contracts, etc). They may include full transcriptions of the proceedings, and topical indexes. This series does not include meeting notices (see item #803), bulletins, clippings, or documentation of meeting-related expenditures. These records are preserved permanently to document the institutional memory of the community. The clerk may retain the official copy of the agenda packets and the minutes. If so, the department's copy would be a duplicate non-record (see General Schedule #1). <i>Note: local governments are encouraged to contact the Archives of Michigan for assistance if they cannot retain these records permanently.</i>	Permanent	4/20/2010
801	Meeting Notes and Audio or Video Recordings	Notes and audio or visual recordings of meetings of a public body made for the purpose of transcribing the minutes may be destroyed after the meeting at which the minutes are approved by the public body.	RETAIN UNTIL: Meeting minutes are approved PLUS: 1 day THEN: Destroy	4/20/2010
802	Meeting Records--Closed Session	These records consist of minutes taken during a closed session of the public body, including any audio or visual recordings. Approved closed session minutes must be sealed and retained by the clerk, are not available to the public, and shall only be disclosed if required by a civil action filed in circuit court or the court of appeals under sections 10, 11, or 13 of the Open Meetings Act.	RETAIN UNTIL: Approval of the minutes of the regular meeting at which the closed session was approved PLUS: 1 year, plus 1 day THEN: Destroy	4/20/2010
803	Notices of a Public Meeting	The Open Meetings Act requires public bodies to publish a notice to the public prior to holding a meeting or a hearing.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/20/2010

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Item #	Series Title	Series Description	Retention Period	Approval Date
Financial Records				
900	Department Budget	These records document the amount of money that is appropriated for each account/line item for the current and previous fiscal years for the department. They may include budget requests, statistics, budget amendments, budget summaries and balance sheets, etc.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	4/20/2010
901	Income Reports	These records document park usage and fees collected. They may identify the fees that are paid and what accounts they are applied to, as well as breakdowns of all accounts. These records may support official documentation maintained by the local government's business/finance office.	RETAIN UNTIL: Fiscal year ends PLUS: 2 years THEN: Destroy	4/20/2010
902	Usage Fees and Receipts	These records document financial transactions including registration fees, usage/rental fees, concessions, tickets and merchandise sales, etc. They may include receipts, logs, cash register daily report, bank deposits, external credit card issues, payment reversals, etc. These records may support official documentation maintained by the local government's business/finance office.	RETAIN UNTIL: Fiscal year ends PLUS: 2 years THEN: Destroy	4/20/2010
903	Concessions and Merchandise Inventories	These records document supplies and sales of food and merchandise. They may identify items in stock, quantity, purchasing information, value, amount sold, etc. These records may support official documentation maintained by the local government's business/finance office.	RETAIN UNTIL: Fiscal year ends PLUS: 2 years THEN: Destroy	4/20/2010
904	Grants	These files contain information related to grants received from state, federal and/or private sources to support the acquisition or maintenance of property or equipment and for the running of programs or special events. They may document that the community used the funds in accordance with the terms of the grant. The files may contain a copy of the grant, correspondence, purchases, expenses, and any other supporting documents. <i>Note: Final reports and products of the grant may be kept longer for use and reference purposes. If the grant was used to purchase a fixed asset, select documents may need to be retained until that asset is disposed of. If the grant was used to fund a park improvement project, select documents may need to be retained for the life of the improvement.</i>	RETAIN UNTIL: Audit or 5 years, whichever is later THEN: Destroy	4/20/2010
905	Donor Files	These files document groups or individuals who made donations (cash or property) to the department, including friends groups. They may include correspondence, certificates of gift, thank you letters, gift ledgers or logs, etc.	Permanent	4/20/2010
906	Endowment Fund Files	These records document activity on endowed funds. They may include statements, deposits, correspondence, planning, etc.	Permanent	4/20/2010

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Item #	Series Title	Series Description	Retention Period	Approval Date
907	Sponsorships	These records document funds received from sponsors for specific programs, activities or events. They may include correspondence, copies of contracts, financial/budgetary documents, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years THEN: Destroy	4/20/2010
908	Vehicle Files	These files document specialty vehicles owned by the parks and recreation department. They may contain ownership documents, maintenance records, driver log sheets, etc.	RETAIN UNTIL: Vehicle is sold or disposed of THEN: Destroy	4/20/2010
909	Fuel Usage	These records document the purchase of fuel. They may identify the equipment, dates, operator, account billed, etc. These records may support official documentation maintained by the local government's business/finance office.	RETAIN UNTIL: Fiscal year ends PLUS: 2 years THEN: Destroy	4/20/2010

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Item #	Series Title	Series Description	Retention Period	Approval Date
General Administrative Records				
1000	Subject Files	These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. <i>Subject files are generally organized alphabetically by topic.</i> Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files. <i>Note: some topical files may have historical value and should be preserved permanently.</i>	RETAIN UNTIL: Topic is no longer of interest for ongoing administration PLUS: 5 years THEN: Destroy	4/20/2010
1001	General Correspondence	General correspondence does not pertain to a specific issue and it <i>is often organized chronologically or by correspondent's name</i> . General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/20/2010
1002	Transitory Correspondence	Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. <i>Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.</i> Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records.	RETAIN UNTIL: Date received PLUS: up to 30 days THEN: Destroy	4/20/2010
1003	Freedom of Information Act (FOIA) Requests	This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information. Any written request for a public record is a Freedom of Information Act (FOIA) request, and a written request for information may be a FOIA request and should be handled as one. Each public body is required by the FOIA to designate a FOIA Coordinator. Copies of FOIA requests and other records related to FOIA requests may be filed with the FOIA Coordinator's records or maintained in a central administrative file.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	4/20/2010

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Item #	Series Title	Series Description	Retention Period	Approval Date
1004	Planners/Calendars	These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/20/2010
1005	Staff and Project Meeting Records	These records document staff meetings, meetings with other government agencies, etc. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files, if they relate to a specific project.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	4/20/2010
1006	Policies, Procedures and Directives	These records document the policies and procedures of the department.	RETAIN UNTIL: Superseded by a new version PLUS: 5 years THEN: Destroy	4/20/2010
1007	Publications	These records document efforts at advertising programs and services to the general public and marketing directly to regular parks and recreation program users. These records may include press releases, brochures, newsletters, mailing lists, annual reports and other items that are published by the office. E-newsletters may also be created and stored electronically. <i>Note: offices are strongly encouraged to keep one copy permanently for historical purposes.</i>	RETAIN UNTIL: No longer of reference value THEN: Destroy	4/20/2010
1008	Memorabilia	This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the department. <i>Note: departments are strongly encouraged to retain select items permanently for historical purposes.</i>	RETAIN UNTIL: No longer of reference value THEN: Destroy	4/20/2010