

HARTFORD PARKS AND RECREATION DEPARTMENT**RECORDS MANAGEMENT**

All central records (files) pertaining to the parks and recreation department are kept in the main administrative office of the department, in our shared Recreation Drive, or scanned to Laserfiche. Everything is filed in the “direct method”, alphabetically according to name or subject without first having to refer to a cross-index file.

A. Informational Files (A – Z)

These files represent the past history and current activities and/or contacts of the department. Examples listed:

1. Businesses
2. Organizations
3. Governmental agencies
4. Inter-office memorandums
5. Purchase orders
6. Personal contacts (used by personnel)
7. Schools

B. Administrative Files

These files represent the department’s organizational management. Examples listed:

1. Ordinances
 - a. Parks
 - b. Vendors
2. Policies
 - a. Refunds
 - b. Trees
 - c. Zero Tolerance
3. Procedures
 - a. Lightning
4. Program Administration
 - a. Marketing
 - b. Evaluations

C. Seasonal Recreational Programs

These files represent the programs that are offered each season per the department’s “Program Guide” and their related backup files. *(Current and the past year’s files are kept in the office. All other files are kept in storage. We keep our files for at least three years, which meets Vermont State Statutes)*

Examples listed:

1. School Contracts
2. Instructor Contracts
3. Coach Solicitations
4. Sponsor Solicitations
5. Program Registration Forms and/or Information
6. Specific Events and/or Programs (examples listed)
 - a. Tennis
 - b. Volleyball
 - c. Basketball
 - d. Fourth of July
 - e. Covered Bridges Half Marathon

D. Arena (Wendell A Barwood Arena)

These files are broken down into two categories: general and rental information. Examples of both listed:

1. General Information
 - a. Banners and/or Signs Advertising
 - b. Concession Stand
 - c. Electricity Usage
 - d. Refrigeration System
 - e. Walk-way
 - f. Zamboni
2. Rental Information
 - a. Rink Rules
 - b. Rental Agreements
 - c. Billing Policy
 - d. Rental Contracts
 - e. Renter Correspondence

E. Parks

These files pertain to the specific parks themselves (history and correspondence) and the usage of and/or request to use specific parks. Examples listed:

1. Parks Use Forms
2. Maintenance Schedules
3. VAST @ Clifford Park
4. Hurricane Watershed Forest Management
5. Maxfield Property
6. Ratcliffe Park Shelter
7. Watson Playground Agreement

F. Pool

These files pertain to the operation of the pool and the miscellaneous reports kept on file. Examples listed:

1. American Red Cross Records
2. Pool Accident Reports
3. Pool Incident Reports
4. Pool Director's Reports
5. Pool's Daily Attendance
6. Pool Staff Correspondence
7. Swim Lesson Evaluations

G. Skate Park, Engine 494 and Glory Days

These three items are kept separate from the Informational and/or Seasonal Programs files because of their importance and "on-going" status of operation and management. Examples listed:

1. Engine 494
 - a. Restoration Project
 - b. Grants
 - c. History
 - d. Mission Statement
2. Glory Days (of the Railroad)
 - a. Trade Mark
 - b. Web site
 - c. Event planning information
 - 1) Logistics
 - 2) Committee meetings
 - 3) Press releases / mailings
 - 4) Volunteers
 - 5) Crafters / Vendors

H. Catalogs

These files are maintained by subject and are updated regularly, with new material as it arrives. Many of our catalogs have been purged for our move, but we are able to access almost all of our suppliers by visiting their websites. Examples of typical catalogs listed:

1. Arts and Crafts
2. First Aid
3. Flags and Banners
4. Flooring
5. Games
6. Lighting

7. Maintenance
8. Nature
9. Outdoor Furniture
10. Pool supplies
11. Signs
12. Sports Equipment
13. Sweepers
14. Trophies and Awards

I. Miscellaneous

These files are forms used by the department. Examples listed:

1. I9 / W4 / W9
2. Accident Report Forms
3. Applications
4. Coaches
5. Full Time
6. Instructors
7. Officials
8. Volunteers
9. Contracted Service Employee Outline
10. Directions and Maps
11. Equipment Loan Forms
12. FAX Cover Sheets
13. Insufficient Funds Request Forms
14. Key(s) Loan Forms
15. Local News Media Labels
16. Purchase Orders (blank)
17. Schools' Facilities Rental Application and Agreement Forms

J. Job Descriptions / Personnel

In these files you can find a job description for all the positions that pertain to the parks and recreation department and the personnel files (inter-office) for all of our full time employees.

K. Photographs

Photographs are filed in the photograph file boxes on top of the file cabinets and in an electronic folder on our shared Recreation drive. Each box or folder represents a season, in which photographs are arranged alphabetically per subject and date.

L. Payroll / Labor Distribution and Purchase Journal Reports

These reports are filed accordingly in the Town's shared MuniSmart Software System, accessible by the Department Director.

M. Computer Share Folder System

The department computer allows for a shared information system. Material generated on the computer at any given computer station can be filed into one central location. The material is backed up each evening on the server.

N. Commission / Board Minutes and Notes

The Parks and Recreation Commission and Tree Board minutes and correspondence are kept in the Recreation Office and electronically.

O. Communications

All initial phone calls are channeled through the main office. Messages are filed in designated slots and/or forwarded to the voice mail for each employee. Email messages, when appropriate, are copied and filed.

P. Current – Ongoing Files

During any given season, a filing system is kept of all the current ongoing activities. The seasonal files consist of:

1. Youth Athletic Team information
2. WABA Ice Rental information
3. Current Program Instructor information
4. Field and Facility Use Schedules