

City of Medford Records Destruction Log

Enter information on records to be destroyed and save the file with the following naming convention *mm-dd-yy rec dest*. Then email the form to the City Recorder for approval PRIOR to destroying records.

Date: 1/4/16

Dept: Parks and Recreation

Staff Name: Beverly Power

Retention Series Title	Retention Series No.	Description of Document(s)	Date of Document(s)
Administrative	166-200-0235(9)	Summer Camp Files	2011
Administrative	"" "" ""	Summer Camp Files	2012
Payroll	166-200-0295(3) (b)	Payroll Records	2011
Administrative	166-200-0235(9)	Spring/Summer/Winter Softball	2011 and 2012
"	"" "" "	Spring/Winter Volleyball	2011 and 2012
"	"" "" ""	Basketball	2011 and 2012
"	"" "" "" 200-0235(17)	Soccer/Futsal	2011 and 2012
Administrative	166-200-0035(17)	Softball/Volleyball Surveys	2008 thru 2012
Prop Mgmt	166-200-0345(9) (b)	Park Maint Log Sheets	Sept-Dec 2013
Scheduling	166-200-0255(2)	Brandon Meyer Phone call Logs	2008 thru 2011

Sport documents may include participant info and scoresheets

Bev A. Power

From: Karen M. Spoons
Sent: Thursday, January 07, 2016 11:34 AM
To: Bev A. Power
Subject: RE:

I added the sub nbr to

~~166-200-0295 (3)(b)~~

Changed the nbr of Admin (8 down) to ~~166-200-0235 (17)~~

And 166-200-0345(9)(b) put sub b although was not sure.

Okay to toss.

Karen M. Spoons, MMC

City Recorder - City of Medford - 411 W. 8th Street - Medford, OR 97501 - 541-774-2088

From: Bev A. Power
Sent: Wednesday, January 06, 2016 4:50 PM
To: Karen M. Spoons
Subject: RE:

Bev. Power
541-774-2405
Medford Parks and Recreation
Santo Community Center
701 N. Columbus Avenue
Medford, OR 97501



From: Karen M. Spoons
Sent: Wednesday, January 06, 2016 4:45 PM
To: Bev A. Power
Subject: RE:

Bev, can you resend? I thought I printed this; when I tried it again I receive an server error message.

From: Bev A. Power
Sent: Monday, January 04, 2016 9:06 AM
To: Karen M. Spoons
Subject: