

**2022-2026 CAPRA Required Document Reviews**

	Standard	Frequency Required	Date of Last Review	2022	2023	2024	2025	2026
1.1.2 10.4	Operating Guidelines for all advisory boards	5 years	varies	Percent for Arts, PFHY	CIL, AIPP	Arts Council, PAC, Park Board	n/a	n/a
1.2.1	PRCA Mission	5 years	4/2019	n/a	Y	n/a	n/a	n/a
1.4.1 2.5 10.1	PRCA Balanced Scorecard	1 year	11/16/2020	Y	Y	Y	Y	Y
1.5	PRCA Vision	5 years	4/2019	n/a	Y	n/a	n/a	n/a
2.4 10.1	2021-2024 PRCA Comprehensive Master Plan	5 years	1/2021	n/a	n/a	n/a	Y	n/a
2.5	Strategic Plan (2021-2024 PRCA Comprehensive Master Plan, Chapter 2)	5 years	1/2021	n/a	n/a	n/a	Y	n/a
<b>2.8</b>	<b>Cultural and Historical Management Plan</b>	<b>5 years</b>	<b>3/2020</b>	<b>n/a</b>	<b>n/a</b>	<b>Y</b>	<b>n/a</b>	<b>n/a</b>
3.4.3 6.4	Marketing & Communications Plan (2021-2024 PRCA Comprehensive Master Plan, Chapter 5)	5 years	1/21/2021	n/a	n/a	n/a	Y	n/a
3.6.1	Records Disaster Mitigation and Recovery Policy	5 years	2/2/2021	n/a	n/a	n/a	Y	n/a
4.1.14	Social Media staff training	3 years	2/2021	n/a	Y	n/a	n/a	Y
4.1.2	PRCA Employee Recruitment Campaign	1 year	2/24/2020	Y	Y	Y	Y	Y
4.4.1	Leadership Succession Plan	5 years	1/14/2021	n/a	n/a	n/a	Y	n/a
4.6.1	2020 PRCA Master Training Grid	1 year	11/18/2019	Y	Y	Y	Y	Y
4.6.2	Professional Certification and Organization Membership	1 year	2/2021	Y	Y	Y	Y	Y

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5.1.1	Comprehensive Revenue Policy	5 years	7/2018	Y	n/a	n/a	n/a	Y
5.1.1	Pricing Strategy Policy	5 years	4/2020	n/a	n/a	Y	n/a	n/a
5.1.1	Fair Share Policy	5 years	4/2018	Y	n/a	n/a	n/a	Y
5.1.2 7.7.2	Agency Acceptance of Gifts & In-Kind	5 years	7/2013	Y	n/a	n/a	n/a	Y
5.1.3	PRCA Grant Listing	1 year	1/2021	Y	Y	Y	Y	Y
5.1.4	PRCA Sponsorship Policy	5 years	4/2021	n/a	n/a	n/a	Y	n/a
5.1.4	PRCA Sponsorship Listing	1 year	1/2021	Y	Y	Y	Y	Y
5.3.3	Money Handling Procedures	5 years	2/2021	n/a	n/a	n/a	Y	n/a
6.1 6.2	Recreation & Arts Program Plan (2021-2024 PRCA Comprehensive Master Plan, Chapter 4)	5 years	1/2021	n/a	n/a	n/a	Y	n/a
6.3 10.5.2	Program Matrix	1 year	1/2021	Y	Y	Y	Y	Y
6.1.5	Free Meeting Room Space Policy	5 years	3/2016	Y	n/a	n/a	n/a	n/a
6.5	Participant Code of Conduct	3 years	3/2020	Y	n/a	n/a	Y	n/a
6.5.1	Concussion Protocol	5 years	11/2020	n/a	n/a	n/a	Y	n/a
7.1	Parkland Acquisition Procedures	10 years	7/26/16	n/a	n/a	n/a	Y	n/a
7.3	Defense Against Encroachment Procedures	5 years	4/2016	Y	n/a	n/a	n/a	Y
7.5	Park Maintenance Plan	5 years	3/2019	n/a	Y	n/a	n/a	n/a
7.5	Facility Work Order Procedures	5 years	1/21	n/a	n/a	n/a	Y	n/a
7.5.1	Facility Legal Requirements Matrix	2 years	2/8/2021	n/a	Y	n/a	Y	n/a
7.8 7.9.1	Kettering Environmental Action Plan	5 years	11/2020	n/a	n/a	Y	n/a	n/a

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8.5	PRCA General Security Plan	5 years	1/14/21	n/a	n/a	n/a	Y	n/a
9.1	Risk Management Policy	5 years	1/2021	n/a	n/a	n/a	Y	n/a
9.1.1 9.1.2	PRCA Risk Management Plan	5 years	2/2/2021	n/a	n/a	n/a	Y	n/a
9.1.2	Procedure for Filling Out Accident Reports	5 years	4/2020	n/a	n/a	Y	n/a	n/a
10.1.2	Staff Training on how to evaluate	2 years	2019	Y	n/a	Y	n/a	Y
10.3.1	Level of Service Standards	5 years	1/2021	n/a	n/a	n/a	Y	n/a
10.4	Needs Assessment	5 years	1/2021	n/a	n/a	n/a	Y	n/a
10.5.1	Recreation and Leisure Trends Analysis	5 years	1/2021	n/a	n/a	n/a	Y	n/a
10.5.2	Community Inventory	5 years	1/2021	n/a	n/a	n/a	Y	n/a