

Filing and Retention of ADA Reasonable Accommodation Requests and Response Letters

For all ADA Accommodation Requests, whether verbal or submitted on a Reasonable Accommodation Request Form, Seattle Parks and Recreation will keep written records of all discussions with the requester and any materials submitted by the requester. These records, the request for reasonable accommodation and a copy of the letter informing the requester of the decision on the request will be kept in the ADA coordinator's files for at least six years.

If the ADA Accommodation Request decision is appealed, the ADA Coordinator will keep written records of all discussions with the requester, any materials submitted with the appeal, and a copy of the letter informing the requester of the decision on the appeal. These records will be kept in the ADA Coordinator's files for at least six years.

If an ADA grievance is filed, the ADA coordinator will keep written records of the steps taken to address the grievance, all communications with the grievant, and any materials submitted with the grievance. These records and the final written decision by the Recreation Director will be kept in the ADA coordinator's file and kept for at least six years.