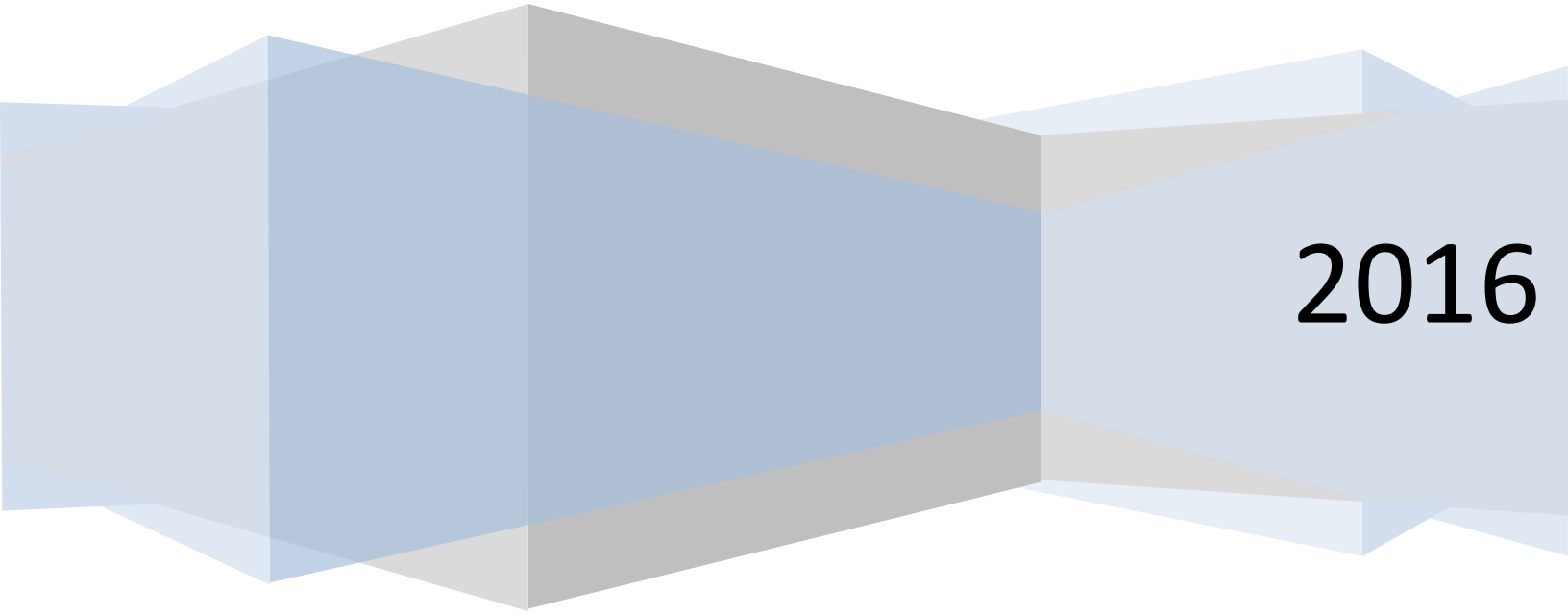
Nevada State Library, Archives and Public Records

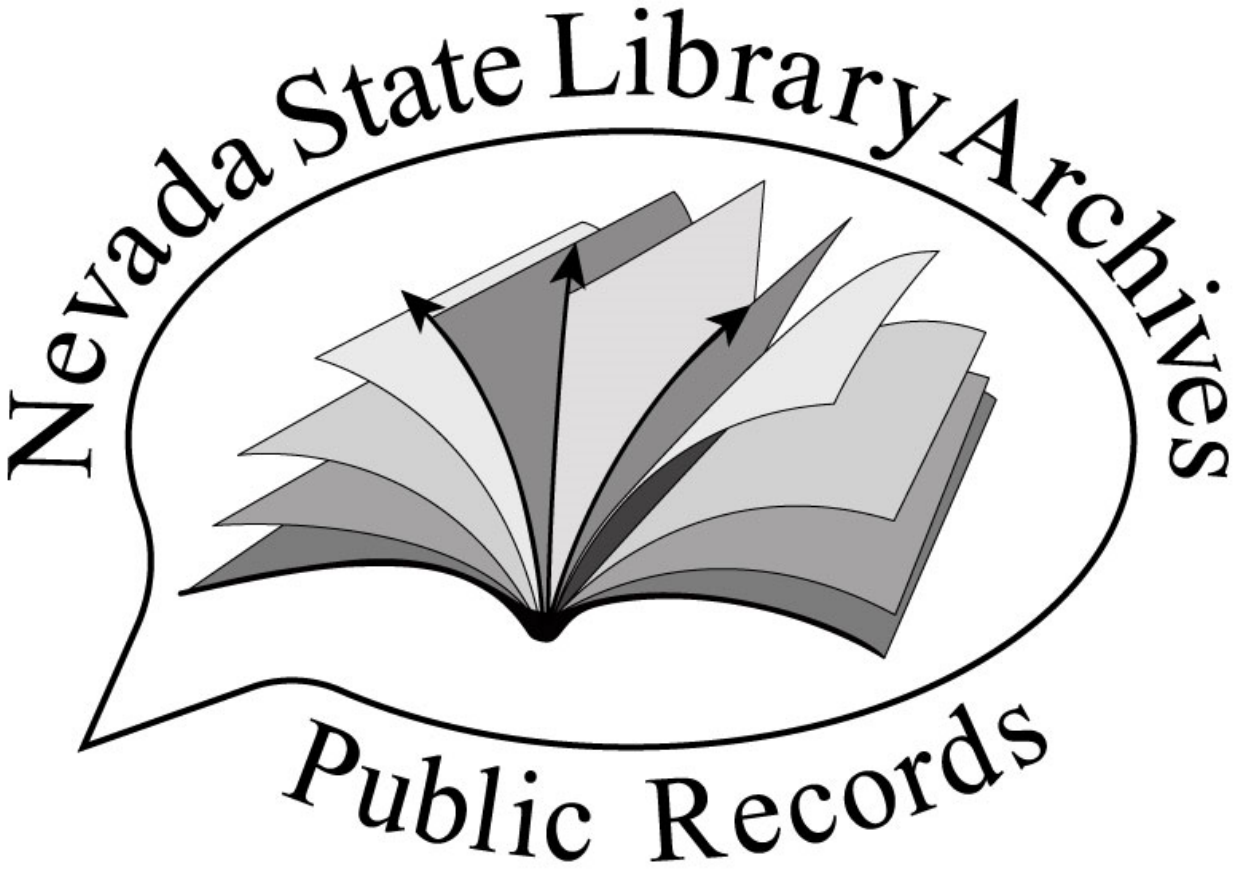
Local Government Records Management Program Manual

Revised

State Records Program



2016


Nevada State Library Archives
Public Records

Contents

Introduction 1

Nevada State Library, Archives and Public Records 1

- State Records Services 1
- State Archives 1
- Imaging and Preservation Services 2
- Library Services 2

Records Management Program Manual 2

Retention and Disposition of Records 3

- Local Approval of Manual 3
- Unique Records Series 3
- Manual Updates 4
- Exceptions and Limitations 4
- Retention Schedule Descriptions 5
- Event-based Records Retention Rules 5

What is a Record? 6

- Can Records be Destroyed? 6

Nevada Revised Statutes (NRS) 7

- Disposal of Obsolete Records 7

NEVADA ADMINISTRATIVE CODE (NAC) 7

- Records of Local Governmental Entities 7
- Minutes of Public Bodies 9
- Records Management 9

Glossary of Records Management Terms 12

Additional Resources 13

- Professional Associations 13
- NAGARA - Local Government Records Management Technical Bulletins 13
- Library Catalog 14

Introduction

The Nevada State Library, Archives and Public Records (NSLAPR) is pleased to present the Records Management Program Manual for use by all local governments in the State of Nevada. This manual provides instructions and guidelines for public records management based on the provisions of NRS Chapter 239, NRS Chapter 378, and NAC Chapter 239. This narrative section of this manual serves as a guide to the laws and regulations for recordkeeping in Nevada. The 2016 manual supersedes all previous versions.

The State Library, Archives and Public Records is a division of the Department of Administration. The Division's Local Governmental Records program is under the authority of NRS 239.125.

NRS 239.125 Local governmental records: Program for management; regulations of State Library, Archives and Public Records Administrator.

1. A local governmental entity may establish a program for the management of records, including the adoption of schedules for the retention of records and procedures for microfilming, which must be approved by the governing body and comply with the applicable provisions of this chapter and any regulations adopted pursuant thereto.

2. The State Library, Archives and Public Records Administrator shall adopt regulations to carry out a program to establish and approve minimum periods of retention for records of local governments. The proposed regulations or any amendment thereto must be submitted to the Committee on Local Government Finance, established pursuant to NRS 354.105, for its advice and recommendations.

Nevada State Library, Archives and Public Records

The Nevada State Library, Archives and Public Records (NSLAPR) is a Division of the Department of Administration. The NSLAPR exists to meet the information and research needs of State government; to coordinate and supplement a State network of library resources for Nevada; and to preserve, maintain and coordinate State and local government records and archives. Archives and Records works with the State Historical Records Advisory Board and the State Records Committee to ensure proper maintenance of and access to Nevada government records.
Web site: http://nsla.nv.gov/

State Records Services

The Records Management program provides expertise and assistance to local governments on managing records and information in the most effective, cost efficient, and legally compliant manner. If sufficient funds are available, State Records program staff can provide on-site classes on records management.
Web site: http://nsla.nv.gov/Records/Records_Management/
Local Government Web site: http://nsla.nv.gov/Records/Local/Local_Main/

Nevada State Library, Archive and Public Records
State Records Program
Hours: 8:00-12:00 and 1:00-5:00
100 N. Stewart Street Carson City, NV 89701 7
755-684-3411 / Fax 775-684-3425
800-922-2880 (in-state)
records@admin.nv.gov

State Archives

The State Archives program preserves the records that document the history of Nevada State government dating back to 1851. It has custody over the historical records of the territory and state as defined in state statute.

As part of this collaborative project original hand created documents, dating from 1851 to 1931, have been scanned and are available in the Historical Nevada Collections. More recent publications produced by state and local government agencies covering a range of topics such as agriculture, healthcare, wildlife, and law are featured in the Historical State Publications Collections. http://www.nsladigitalcollections.org/

If sufficient funds are available, the Archives' team, responds to collections-related requests from local governments such as:

- Examine records for archival/historical purposes
- Teach conservation treatment for the long-term stability of records; and
- Essential records recovery training.

Website: http://nsla.nv.gov/Archives/Nevada_State_Archives/

Imaging and Preservation Services

The Imaging and Preservation Services program provides microfilming and imaging production services, including source-document digital scanning and microfilming, output of digital information to microfilm, scanning of microfilm images to digital, information redaction services, and microfilm processing and duplication. For additional information call the Micrographics and Imaging program at 775-684-3319.

Web site: http://nsla.nv.gov/Imaging_Preservation/IPS_Home_Page/

Library Services

All of the reference materials listed in this publication are in the State Library and are available for loan. The Library directly loans materials to visitors who are Nevada citizens with a valid Nevada library card. The Library provides distance loans of materials from its collections when requested by another library that subscribes to the Interlibrary Loan Code. In addition, the Library provides in-depth reference and research services to Nevada State government personnel, local governments, and Nevada citizens.

- **Reference and Research Services:** A staff of professional librarians provides reference and research services by utilizing its collections, databases, and other information sources to supply requested information NRS 378.080(d). For additional information call the Library Reference desk at 775-684-3360 or you may complete their Ask-a-Librarian form on their web page, http://nsla.nv.gov/Library/Library_Services/Ask-A-Librarian(1)/ .
- **State Publications Distribution Center**: The Library provides a State Publications Distribution Center to acquire, index and distribute State, city and county publications. Every local government shall, upon release, deposit with the State Publications Distribution Center at least six copies of each of its publications. If the publication is in an electronic format or medium, the state agency or local government shall notify the State Publications Distribution Center of such release and provide the Center with access to the Publication. Web site: http://nsla.nv.gov/Library/GovPubs/Government_Publications_Home_Page/
- **Nevada State Data Center**: The Library, through contract with the U.S. Bureau of Census, is the State Data Center for Census information. The Library and State Data Center affiliates receive and disseminate census information to State government agencies, local governments and citizens.

Web site: http://nsla.nv.gov/Library/Library_Services/State_Library_Services/

Records Management Program Manual

Records are a significant government asset. They contain valuable information used to support decision-making, sustain communications, control the delivery of services, substantiate citizen entitlement, and ensure accountability. All employees of a local government have a responsibility to manage records. This recordkeeping

responsibility is especially important for the government leaders who make the decisions that establish public policy and guide program direction. This manual can meet these recordkeeping obligations.

The manual contains the schedule for records most commonly found in Nevada local governments. This schedule list collections of records, known as records series or Local Government Disposition Authorizations (LRDAs). The schedule indicates the minimum length of time governmental officials must keep for administrative, legal, fiscal, or historical purposes.

In developing this schedule, no attempt was made to identify all of the records in any one city or county nor to list all records that could possibly exist in all entities. Rather, functional categories common to the majority of entities were identified. The minimum retention periods take into account requirements of the Nevada Revised Statutes (NRS), the Nevada Administrative Code (NAC), and federal law. In cases where no law exists concerning appropriate retention periods, state and local officials who work with the records were consulted.

Not every record series listed in this schedule will be created, received or maintained by an entity. Because a record series is identified does not mean the record series, or all of the records described within a records series, must be created or reside within an office.

This manual meets the obligations established in NAC 239.161.

NAC 239.161 Dissemination of schedules for retention of records; minimum period for retention of original record.

1. The State Library, Archives and Public Records Administrator will:

(a) Publish the schedules for the retention of records established pursuant to NRS 239.125 in the *Local Government Records Management Program Manual*; and

(b) Provide a current copy of the *Manual* to each local governmental entity.

2. The periods established in the *Local Government Records Management Program Manual* indicate the minimum length of time that a record of a local governmental entity must be retained in legal custody by the custodian of the record, regardless of its physical location.

Retention and Disposition of Records

The Records Retention Schedule is the core document of a records management program. This schedule details the life cycle of a record. It identifies the record series and prescribes how long series must be maintained, as well as their ultimate disposition of either destruction or preservation. Retention schedules must be approved by the Administrator of the State Library, Archives and Public Records. A general records schedule has been approved and is included as a part of this manual.

Local Approval of Manual

This Manual should be adopted under the legal mechanism the local governmental entity has established for adopting ordinances or rules. Once legally adopted, the record retention schedule governs disposition of the record series and adherence to the schedule is necessary for legal accountability. Any local government who adopts this Manual may regularly dispose of any of its records that appear on this schedule without seeking further approval from the State Library, Archives and Public Records.

Unique Records Series

It should be noted that because some local governments are very large and perform unique functions from other local governments, it is impractical to include all of the unique series in this schedule. In such case, the unique records must be appraised for the appropriate retention period and submitted to the Administrator of the State Library, Archives and Public Records for approval. These new schedules may also be considered for inclusion in future Manual updates.

The State Records Program reviews schedules for appropriateness of retention periods, and clarity of terms used. The schedule is also reviewed for material worthy of preservation for historical or research purposes. Titles, descriptions, and treatment of records listed listed on a schedule must be written in an uncomplicated style that can be understood by persons unfamiliar with the business process of the submitting local governmental entity.

It must be noted that additional approval from State Records is not needed if the local governmental entity simply adopts the records series (LRDAs) set forth in this manual. Local Governments are not required to submit non-substantive changes that do not affect the retention period or disposition of a record. Examples of non-substantive additions are customizing the narrative, adding office of record, or adding media format.

Manual Updates

Because the laws pertaining to the retention and disposal of records change, this Manual will require periodic updating in order to continue to be effective. The State Records program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

NAC 239.155 Disposal of record restricted; procedures for proposal and adoption of schedules for retention of records.

1. A local governmental entity shall not dispose of any record except in accordance with:

(a) A schedule for the retention of the record approved by the State Library, Archives and Public Records Administrator; or

(b) The schedule for the retention of the record set forth in the Local Government Records Management Program Manual published by the State Library, Archives and Public Records Administrator pursuant to NAC 239.161.

2. Except as otherwise provided in subsection 5, before adopting a schedule for the retention of records, a local governmental entity shall submit the proposed schedule to the State Library, Archives and Public Records Administrator for review and approval.

3. The proposed schedule must include:

(a) The title of each record series;

(b) A brief description of the contents and purpose of each record series;

(c) The proposed minimum period of retention for each record series; and

(d) The proposed method of disposition.

4. After review, the State Library, Archives and Public Records Administrator will return the proposed schedule to the local governmental entity with a signed and dated cover sheet.

5. A local governmental entity may adopt a schedule for the retention of a record without the approval of the State Library, Archives and Public Records Administrator if the local governmental entity adopts the schedule for the retention for the record that is set forth in the *Local Government Records Management Program Manual* published by the State Library, Archives and Public Records Administrator pursuant to NAC 239.161.

6. The local governmental entity shall adopt a schedule by ordinance or regulation.

Exceptions and Limitations

The schedule establishes only a *minimum* period of retention. Local government offices may retain any of their records beyond the retention periods set by the schedule as they deem necessary. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of obsolete records can be expensive in space and filing equipment and may expose the office to costly public records access and potential discovery requirements.

This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation, audits or public records requests. All records deemed relevant are to be placed on a Legal Hold and destruction is to be suspended until after the matter has been wholly or partially resolved and legal counsel releases the Legal Hold and issues instruction to return to routine records destruction.

These schedules generally reflect audit requirements in its prescribed retention periods, but audits are frequently not completed in a timely fashion. Note, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in this Manual.

Retention Schedule Descriptions

The schedule is divided into a functional list. Each functional list is assigned a Section number.

- The records series are listed in the section in alphabetical order by series name.
- Each record series is assigned an LRDA number which is a unique item number that identifies the series. The item numbers are not necessarily sequential, since record series can be added and deleted over time.
- Record Series Descriptions give more information about the content of the record series and may include examples of the types of documents typically found within the records series.
- Minimum Retention Period give the total time the records are to be retained, regardless of their location.
- Legal Citations identify the laws or regulations upon which the retention periods or disposition requirements are based.
- The Legal Notes column identifies if the record is confidential and should be destroyed securely. This destruction is to be in compliance with NAC 239.165.
- The Notes column is a field for additional notes on the records series that may be helpful to the local government.

EXAMPLE

City Clerk [**Functional Section]**				
Agreements [**Record Series Title**]			**LRDA** Number 2007255	
Description	**Minimum Retention Period**	**Legal Citations**	**Legal Note**	**Note**
This record series documents the negotiation execution, completion, and termination of legal agreement between a local government and other parties.	Six (6) years after termination or expiration of agreements	NRS 11.190 (1)(b), NRS 266.480	None	None

Event-based Records Retention Rules

Event dates are included in retention period statement. An event “triggers” the clock to start toward a defensible disposition. Sometimes these retention periods are dictated by law or regulation; sometimes they are established because of business requirements. Typical events associated with records retention include, but are not limited to, termination of employment, expiration of contract, settlement of legal matter and completion of tax audit, payment-in-full, and closure are common events. Some events relate to the records themselves - such as supersession or obsolescence.

The local entity should review the current triggering events in its retention schedule and to see if they are clear or if updates should be made. Communicate your issues with State Records who can then spearhead this activity so that the change will work with other stakeholders.

Examples of an event date Retention Statement
"3 years after *expiration of the warranty*"
“1 year after *the tap is disconnected*."

What is a Record?

This manual sets the retention periods for the business records of a local governmental entity that meets the definition of record as defined in NAC 239.101:

NAC 239.101 "Record of a local governmental entity" and "record" defined.

"Record of a local governmental entity" or "record" means information that is created or received pursuant to a law or ordinance, or in connection with the transaction of the official business of any office or department of a local governmental entity, including, without limitation, all documents, papers, letters, bound ledger volumes, maps, charts, blueprints, drawings, photographs, films, newspapers received pursuant to NRS 247.070, recorded media, financial statements, statistical tabulations and other documentary materials or information, regardless of physical form or characteristic.

This definition includes public accessible records and confidential records. Materials that meet the definition of Nonrecords (NRS 239.051) are not included in a retention schedule.

NAC 239.051 "Nonrecord materials" defined.

"Nonrecord materials" means published materials printed by a governmental printer, worksheets, unused blank forms except ballots, brochures, newsletters, magazines, catalogs, price lists, drafts, convenience copies, ad hoc reports, reference materials not relating to a specific project and any other documentation that does not serve as the record of an official action of a local governmental entity.

Can Records be Destroyed?

State law and regulation require the use of retention schedules when disposing of records. Without a schedule in place, there is no legal authority to dispose of records.

Confidential records must be destroyed in a manner that ensures the records cannot be retrieved or reconstructed (NRS 239.165). Nonconfidential records can be destroyed in any manner as approved by the local governmental entity.

NAC 239.165 Destruction of confidential records.

To protect the confidentiality of the records of a local governmental entity that are declared by law to be confidential, such records must be destroyed in accordance with the applicable schedule for the retention of the record and:

1. In the manner required by the laws, regulations, established standards, policies and procedures of the State or Federal Government; or
2. If no laws, regulations, established standards, policies or procedures are applicable, in a manner that ensures the information contained in the record cannot be retrieved or reconstructed.

Unauthorized destruction of, or tampering with, official records can have serious consequences; a public officer or employee guilty of destroying public records. The NRS established a Class C penalty (NRS 239.300) if a person willfully and knowingly destroys a record prematurely from the period defined within the approved Records Retention Schedule.

NRS 239.300 Stealing, altering or defacing records, documents or instruments.

A person who:

4. Steals, alters, defaces or falsifies any minute, document, book or any proceedings of or belonging to any public office within this state,

➥ is guilty of a category C felony and shall be punished as provided in NRS 193.130.

Nevada Revised Statutes (NRS)

Disposal of Obsolete Records

NRS 239.121 **Local governmental records: Definitions**. As used in NRS 239.121 to 239.125, inclusive:

1. "Custodian of records" means any person authorized to have the care, custody and control of any documents, instruments, papers, books, pamphlets or any other records or writings of a local governmental entity.

2. "Governing body" means the governing body of a local governmental entity.

3. "Local governmental entity" means a county, an incorporated city, an unincorporated town, a township, a school district or any other public district or agency designed to perform local governmental functions.

4. "Old records" means documents, instruments, papers, books, pamphlets or any other records or writings of a local governmental entity which are retained for any purpose by the local governmental entity beyond the minimum period for retention established by the Division or for 5 years or more, whichever is earlier.

NRS 239.123 Local governmental records: Submission to Division; accounting; return or reclamation.

1. As an alternative to the destruction of old records, the records, with the consent of the governing body and the State Library, Archives and Public Records Administrator, may be submitted to the Division.

2. The custodian of records shall maintain an accounting of all old records disposed of pursuant to subsection 1, indicating the nature or identity of the records as well as the date of submission to the Division.

3. The Division may return the records so submitted, or any part thereof, if they have no historical or permanent value.

4. Records so submitted may be reclaimed, in whole or in part, by the local government if:

(a) The Division did not acquire title to them in an agreement between the State Library, Archives and Public Records Administrator and the local government; and

(b) The local government serves written notice upon the Division of its intention to reclaim the records and pays the cost of transportation for the return.

NRS 239.124 Local governmental records: Exclusive procedures for destruction. The procedures set forth in NRS 239.051, 239.110and 239.123, and any procedure specifically authorized by the special charter of an incorporated city, constitute the procedures for disposition by a local governmental entity of any old records which have been retained by the entity for any purpose. The disposition thereof must not occur except in compliance with one of those procedures.

NRS 239.125 Local governmental records: Program for management; regulations of State Library, Archives and Public Records Administrator.

1. A local governmental entity may establish a program for the management of records, including the adoption of schedules for the retention of records and procedures for microfilming, which must be approved by the governing body and comply with the applicable provisions of this chapter and any regulations adopted pursuant thereto.

2. The State Library, Archives and Public Records Administrator shall adopt regulations to carry out a program to establish and approve minimum periods of retention for records of local governments. The proposed regulations or any amendment thereto must be submitted to the Committee on Local Government Finance, established pursuant to NRS 354.105, for its advice and recommendations.

NEVADA ADMINISTRATIVE CODE (NAC)

Records of Local Governmental Entities

NAC 239.011 Definitions. As used in NAC 239.011 to 239.165, inclusive, unless the context otherwise requires, the words and terms defined in NAC 239.019 to 239.106, inclusive, have the meanings ascribed to them in those sections.

NAC 239.019 "Convenience copy" defined. "Convenience copy" means a duplicate record.

NAC 239.022 "Division" defined. "Division" means the Division of State Library, Archives and Public Records of the Department of Administration.

NAC 239.041 "Legal custody" defined "Legal custody" means all rights and responsibilities of access to and maintenance of a record which are vested in an office or department of a local governmental entity and with the official or head of the department charged with the care, custody and control of that record.

NAC 239.045 "Local governmental entity" defined. "Local governmental entity" has the meaning ascribed to it in NRS 239.121.

NAC 239.051 "Nonrecord materials" defined. "Nonrecord materials" means published materials printed by a governmental printer, worksheets, unused blank forms except ballots, brochures, newsletters, magazines, catalogs, price lists, drafts, convenience copies, ad hoc reports, reference materials not relating to a specific project and any other documentation that does not serve as the record of an official action of a local governmental entity.

NAC 239.061 "Office or department" defined. "Office or department" means an office, department, board, commission, committee, agency or any other subdivision of a local governmental entity where records are made, received or kept.

NAC 239.101 "Record of a local governmental entity" and "record" defined. "Record of a local governmental entity" or "record" means information that is created or received pursuant to a law or ordinance, or in connection with the transaction of the official business of any office or department of a local governmental entity, including, without limitation, all documents, papers, letters, bound ledger volumes, maps, charts, blueprints, drawings, photographs, films, newspapers received pursuant to NRS 247.070, recorded media, financial statements, statistical tabulations and other documentary materials or information, regardless of physical form or characteristic.

NAC 239.103 "Record series" defined. "Record series" means records that are kept or filed in a unified or sequential arrangement, having similar characteristics or relating to a similar function or activity.

NAC 239.106 "Records management" defined. "Records management" means the systematic control and management of a record throughout the life cycle of the record, including, without limitation, the creation, use, maintenance, retention and ultimate disposition of the record.

NAC 239.131 Destruction of nonrecord materials. Nonrecord materials may, if not otherwise prohibited by law, be destroyed at any time by an official or the head of a department without being scheduled for destruction by the State Library, Archives and Public Records Administrator.

NAC 239.145 Records management program: Documentation and standards required. If a local governmental entity establishes a records management program pursuant to NRS 239.125, the program must:

1. Document its organization, functions, policies, decisions, procedures and essential transactions; and
2. Include the standards established in the *Local Government Records Management Program Manual* published by the State Library, Archives and Public Records Administrator pursuant to NAC 239.161.

NAC 239.155 Disposal of record restricted; procedures for proposal and adoption of schedules for retention of records.

1. A local governmental entity shall not dispose of any record except in accordance with:

(a) A schedule for the retention of the record approved by the State Library, Archives and Public Records Administrator; or

(b) The schedule for the retention of the record set forth in the *Local Government Records Management Program Manual* published by the State Library, Archives and Public Records Administrator pursuant to NAC 239.161.

2. Except as otherwise provided in subsection 5, before adopting a schedule for the retention of records, a local governmental entity shall submit the proposed schedule to the State Library, Archives and Public Records Administrator for review and approval.

3. The proposed schedule must include:

(a) The title of each record series;

(b) A brief description of the contents and purpose of each record series;

(c) The proposed minimum period of retention for each record series; and

(d) The proposed method of disposition.

4. After review, the State Library, Archives and Public Records Administrator will return the proposed schedule to the local governmental entity with a signed and dated cover sheet.

5. A local governmental entity may adopt a schedule for the retention of a record without the approval of the State Library, Archives and Public Records Administrator if the local governmental entity adopts the schedule for the retention for the record that is set forth in the *Local Government Records Management Program Manual* published by the State Library, Archives and Public Records Administrator pursuant to NAC 239.161.

6. The local governmental entity shall adopt a schedule by ordinance or regulation.

NAC 239.161 Dissemination of schedules for retention of records; minimum period for retention of original record.

1. The State Library, Archives and Public Records Administrator will:

(a) Publish the schedules for the retention of records established pursuant to NRS 239.125 in the *Local Government Records Management Program Manual*; and

(b) Provide a current copy of the *Manual* to each local governmental entity.

2. The periods established in the *Local Government Records Management Program Manual* indicate the minimum length of time that a record of a local governmental entity must be retained in legal custody by the custodian of the record, regardless of its physical location.

NAC 239.165 Destruction of confidential records. To protect the confidentiality of the records of a local governmental entity that are declared by law to be confidential, such records must be destroyed in accordance with the applicable schedule for the retention of the record and:

1. In the manner required by the laws, regulations, established standards, policies and procedures of the State or Federal Government; or

2. If no laws, regulations, established standards, policies or procedures are applicable, in a manner that ensures the information contained in the record cannot be retrieved or reconstructed.

Minutes of Public Bodies

NAC 239.850 Transfer for archival preservation and public access; maintenance in Nevada; legal custody; return from archival repository.

1. For the purposes of subsection 2 of NRS 241.035, the minutes of a public body, including agendas, exhibits and other related records, may be transferred for archival preservation and continued public access to:

(a) For a state agency, the State Archives.

(b) For the Nevada System of Higher Education, an archival program or special collections of the Nevada System of Higher Education.

(c) For a local governmental entity, an archival repository that:

(1) Has been approved by the governing body that created the minutes or its successor; and

(2) Is located in this State.

2. Except for the purposes of display or special exhibits, minutes created in accordance with NRS 241.035 must remain in this State.

3. An archival repository that accepts minutes from a public body pursuant to subsection 1 receives legal custody of the minutes.

4. If an archival repository has accepted minutes from a public body pursuant to subsection 1 and finds itself no longer able to retain those minutes, the archival repository shall return the minutes to the public body from which the minutes originated or to the successor of that public body. If the public body or its successor ceases to exist, the records must be transferred to an archival repository pursuant to the provisions of subsection 1.

5. As used in this section:

(a) "Archival repository" means a facility, professional staff and written program established to select, preserve and provide access to records containing research or archival value.

(b) "Local governmental entity" has the meaning ascribed to it in NRS 239.121.

(c) "State agency" has the meaning ascribed to it in NAC 239.690.

Records Management

NAC 239.900 Definitions. As used in NAC 239.900 to 239.945, inclusive, unless the context otherwise requires, the words and terms defined in NAC 239.902 to 239.930, inclusive, have the meanings ascribed to them in those sections.

NAC 239.906 "Electronic record" defined. Electronic record" means a record of a governmental entity that is stored by the governmental entity in an electronic format, such that a computer or machine is required to access or process the record.

NAC 239.908 "Governmental entity" defined "Governmental entity" means:

1. A local governmental entity;

2. A state agency; or

3. The Board of Regents of the University of Nevada.

NAC 239.910 "Historical value" defined. "Historical value" has the meaning ascribed to it in NAC 239.597.

NAC 239.912 "Local governmental entity" defined. "Local governmental entity" has the meaning ascribed to it in NRS 239.121.

NAC 239.914 "Migration" defined. Migration" means the transfer of an electronic record from one hardware, software or database structure to another or from one generation of computer technology to another for the purpose of assuring the preservation, usability and integrity of the record.

NAC 239.918 "Record" defined. "Record" includes, without limitation, a record of a local governmental entity and an official state record.

NAC 239.920 "Record of a local governmental entity" defined. "Record of a local governmental entity" has the meaning ascribed to it in NAC 239.101.

NAC 239.922 "Records management" defined. "Records management" means the systematic control and management of a record throughout the life cycle of the record, including, without limitation, the creation, use, maintenance, retention and ultimate disposition of the record.

NAC 239.924 "Records officer" defined. Records officer" means:

1. In the case of a state agency, the person designated pursuant to NAC 239.700 by the head of the state agency; or
2. In the case of the Board of Regents of the University of Nevada or a local governmental entity, a person, if any, designated to manage the records of the Board or the local governmental entity.

NAC 239.926 "Schedule" defined. "Schedule" means, as applicable:

1. A schedule for the retention of records approved by the State Library, Archives and Public Records Administrator pursuant to NAC 239.155; or
2. A schedule for the retention and disposition of official state records developed by a state agency and approved by the Committee pursuant to NRS 239.080.

NAC 239.935 Sealed records.

1. If a governmental entity is required by law or a court of competent jurisdiction to seal a record which is in its legal custody, the governmental entity must make the record accessible only to authorized personnel of the governmental entity, a person possessing a court order authorizing the person to access the record or any other person authorized by law to access the record.
2. A governmental entity shall:

(a) Place a sealed record in a place which is not accessible to the general public, such as a filing cabinet or drawer which can be locked; or

(b) Send a sealed record to:

(1) The records center; or

(2) A space or facility that meets the requirements set forth in NAC 239.742.

3. If a sealed record is an electronic record, the governmental entity must:

(a) Transfer the sealed record to:

(1) A directory in which the sealed record is protected from unauthorized access;

(2) An off-line media format, including, without limitation, a compact disc or tape; or

(3) A computer system in which the sealed record is protected from unauthorized access; and

(b) Indicate on the sealed record that it has been sealed and may be accessed only by authorized personnel.

4. Unless prohibited by law or a court order, a governmental entity may place an image of a sealed record on microfilm or convert the sealed record to an electronic record so that the physical version of the sealed record may be destroyed.
5. A governmental entity shall make a notation in its records management program that a record has been sealed. The notation must include, without limitation, the name of the record, the date on which it was sealed and a cite of the legal authority for sealing the record. The governmental entity shall place with the sealed record a copy of the court order, statutory authority or other legal authority pursuant to which the record is sealed.
6. A sealed record is not accessible to the public for inspection. When responding to any inquiry regarding a sealed record, a governmental entity may disclose the existence of the sealed record only if authorized to do so by law or a court of competent jurisdiction.
7. If a record is sealed, authorized personnel of the governmental entity may review the record for administrative purposes only.

8. The governmental entity shall keep an access log for each sealed record. All inspections of a sealed record must be recorded in the access log, which must specify the name of the person who inspects the sealed record, the date of the inspection, the purpose of the inspection and the specific law or court order authorizing the inspection of the sealed record.

9. A sealed record may be disposed of only as authorized by the schedule of the governmental entity.

NAC 239.940 Transfer of electronic records of historical value.

1. If the Committee requires a state agency to transfer an electronic record of historical value to the State Archives, the state agency must transfer the electronic record to the State Archives in accordance with procedures established by the State Library, Archives and Public Records Administrator.

2. A local governmental entity may transfer an electronic record of historical value to an archival repository that:

(a) Has been approved by the governing body of the local governmental entity; and

(b) Is located in this State.

3. As used in this section, "archival repository" has the meaning ascribed to it in NAC 239.850.

NAC 239.945 Electronic records.

1. The electronic recordkeeping system described in NRS 239.051 of a governmental entity must be designed and maintained so that the electronic recordkeeping system is able to:

(a) Manage each electronic record in the electronic recordkeeping system throughout the life cycle of the electronic record, from its creation or receipt until its ultimate disposition, including, without limitation:

(1) Allowing only authorized personnel to access and modify each electronic record;

(2) Creating an electronic index or other searchable database for electronic records;

(3) Preserving electronic records and preventing the unauthorized alteration, erasure or destruction of electronic records;

(4) Creating a backup electronic recordkeeping system that allows for the recovery of electronic records in the case of the failure of the electronic recordkeeping system;

(5) Correlating electronic records maintained in the electronic recordkeeping system with related records that are not maintained in the electronic recordkeeping system; and

(6) Allowing for the migration of electronic records;

(b) Distinguish between an electronic record and nonrecord materials;

(c) Match each electronic record to the appropriate schedule;

(d) Indicate:

(1) Whether the governmental entity is still amending the electronic record; and

(2) The last date on which the governmental entity amended the electronic record;

(e) Identify the date, if any, of the disposition of the electronic record;

(f) If an electronic record is destroyed, ensure that the electronic record is destroyed in accordance with the appropriate schedule and in a manner which ensures that the information contained in the electronic record cannot be retrieved or reconstructed; and

(g) Transfer each electronic record of historical value to the State Archives or an archival repository pursuant to NAC 239.940.

2. A governmental entity shall:

(a) Ensure that no electronic record, portion thereof, or any other information in the electronic recordkeeping system is lost or destroyed because of changing or deteriorating technology;

(b) Retain each electronic record in a usable format for the period required pursuant to the appropriate schedule;

(c) Ensure that the migration of an electronic record does not prevent the authorized disposition of the electronic record;

(d) Establish procedures to ensure the validity of the electronic records managed by the electronic recordkeeping system and the disposition of such electronic records. Such procedures must include, without limitation:

(1) The regular copying and reformatting of each electronic record in the electronic recordkeeping system and regular performance of any other actions necessary to ensure the retention, usability and completeness of each electronic record in the electronic recordkeeping system throughout the life cycle of each electronic record, from its creation or receipt until its final disposition; and

(2) Standardizing the methods for creating and retrieving similar types of electronic records; and

(e) Provide for the staff of the governmental entity an ongoing training program regarding the use of the electronic recordkeeping system, including, without limitation, training in:

(1) The operation, care and handling of the equipment, software and media used in the electronic recordkeeping system;

(2) Recognizing the distinction between an electronic record and nonrecord materials;

(3) Safeguarding confidential, restricted or otherwise sensitive electronic records; and

(4) Managing electronic mail.

3. As used in this section:

(a) "Convenience copy" means a duplicate record.

(b) "Electronic recordkeeping system" means a computerized information system with which electronic records are collected, organized and categorized to facilitate their preservation, retrieval, use and disposition.

(c) "Nonrecord materials" means published materials printed by a governmental printer, worksheets, unused blank forms except ballots, brochures, newsletters, magazines, catalogs, price lists, drafts, convenience copies, ad hoc reports, reference materials not relating to a specific project and any other documentation that does not serve as the record of an official action of a governmental entity.

Glossary of Records Management Terms

Active records A group of records that are referred to frequently, such as daily, weekly or monthly. Active records should be maintained in the office for quick and easy access.

Archival/Historical records Records with enduring value that are preserved for reference and research purposes because they reflect significant events or document the history and development of the governmental entity.

Confidential record A record that by statute or regulation requires special protection from unlawful removal, misuse, damage, alteration, destruction or loss.

Convenience copy All copies of a record other than the official copy that were created for purposes of reference or research.

Disposition Any manner or method of changing the custody, location, or physical state of records. Final disposition includes transfer to archives and destruction.

Imaging The process of creating an exact image of a document utilizing either electronic (digital) or photographic (microfilm) technology.

Inactive records Records that are referred to so infrequently in the conduct of current business that they may be removed from the active office and either retired to an inactive records storage area.

Legal Hold Suspending the process of routine destruction of records when it is determined that the records may be relevant to foreseeable or pending litigation, government investigation, or audit.

Lifecycle of records The progression of records from creation and receipt through distribution and use; storage and maintenance, to final disposition.

Local-Government Records Disposition Authority (LRDA) The control number assigned to the record retention schedule by the Nevada State Library, Archives and Public Records.

Nonrecord This includes publications, worksheets, drafts, routine replies, telephone messages, blank forms, and extra copies of documents created for convenience or public distribution. Nonrecords may be destroyed when no longer administratively needed.

Office of Record The office designated as the official custodian of records for specified programs, activities, or transactions.

Record Recorded information, regardless of medium or characteristics. Any paper, book, microfilm, card, magnetic tape, disk, map, or any copy or printout that has been received by an organization and has been used by that organization or its successors as evidence of its activities or because of the information contained. In databases, in electronic record keeping systems, a collection of related data fields.

Records management The life-cycle management of records to promote effective and economical documentation of government actions and transactions.

Records manager or records officer The individual responsible for the records management functions, including files organization and maintenance, records transfer, and records destruction.

Records retention schedule A disposition schedule ensures government records have been retained for as long as they are needed and promotes prompt and legal disposition of records.

Records series Records kept together because they relate to a particular subject or function, result from the same activity, document a specific kind of action, take a particular physical form, or because of some other relationship arising out of their creation, receipt, or use. Generally handled as a unit for disposition purposes.

Retention period The period of time from when the record is created to the time it is final disposition. The retention period is usually triggered by an event (see also File Break), such as end of calendar year, end of fiscal year, creation date, termination date, expiration date, cancellation date, etc.

Additional Resources

The State Records Local Government web page has several links to resources that are available for additional reading on how to build a records management programs.

Web site http://nsla.nv.gov/Records/Resources/Resources_Main/

Professional Associations

National Association of Government Archives and Records Administrators (NAGARA) www.nagara.org

ARMA International www.arma.org
Books, guidelines, software, and other information are available at ARMA's on-line bookstore: www.arma.org/bookstore.

NAGARA - Local Government Records Management Technical Bulletins

NAGARA and the International Institute of Municipal Clerks (IIMC) has published a series of bulletins for local and county government officials who have had little education or experience in managing their communities' records and who have limited resources available to obtain that training. Bulletin topics include:

Archives for Local Governments
Considerations for Content Management Systems
The Daily Management of Records and Information
Developing a Records Storage System
Email Management
Establishing Records Retention
Funding Your Records Management Project
Identifying and Locating Your Records
Making Your Records Management Program Successful
Managing Electronic Records

Managing Records with Limited Resources
Protecting Vital Records
The Selection and Development of Local Government Records Storage Facilities
Starting a Records Management Program
Using and Storing Microfilm

Library Catalog

The State Library holds several books on records management that are available for loan. The Library directly loans materials to visitors who are Nevada citizens with a valid Nevada library card. The Library provides distance loans of materials from its collections when requested by another library that subscribes to the Interlibrary Loan Code. You may search the catalog on their web site at http://www.clan.lib.nv.us/Polaris/Default.aspx?ctx=53.1033.0.0.1

Local Government Records Retention Schedules

Amended
December 15, 2016

These schedules were adopted in accordance with NRS 239.125 and NAC 239.155, and supersede all previous versions.

Table of Contents

Section Name	Record Series Title
Administrative Records	Activity Reports
	Administrative Hearing Files
	Annexations of Property
	Annual Audit Plan Files
	Applications and Resumes for Appointive Positions - Appointed
	Applications and Resumes for Appointive Positions - Not Appointed
	Board and Commission Volunteer Interest Forms
	Calendars
	Cemetery Records
	Census of Government and Survey of Government Employment –Municipalities, Counties, Townships
	Certificate of Transfer - Recipient Department or Office
	Certificate of Transfer - Transferring Department or Office
	Charter Records
	Citizen Awards
	Committee Records, Ad Hoc
	Committee/Board Records-External Agencies
	Community Histories
	Contracts and Agreements
	Cooperative Agreements
	Correspondence: Complaints
	Correspondence: Executive
	Correspondence: Project or Case
	Correspondence: Routine Business
	Correspondence: Transitory
	Delegation of Authority Records
	Departmental Regulations, Policies and Procedures
	Directives of Manager
	Electronic Mail (E-mail)
	Employee Suggestion Forms
	Final Plan for Capital Improvement
	Financial Impact Analysis Records
	Fleet GPS Monitoring Reports
	Generators of Hazardous Waste Records
	Gift and Donation Records

Section Name	Record Series Title
Administrative Records	Gift Disclosures
	History Files
	In Memorial Records
	Jury Duty, Exemption Requests
	Key and Keycard Records
	Legal Opinions
	Legislative Relations Records
	Lobbyist Forms
	Mailings: Mailing and Distribution Lists
	Mailings: Records of Mailing
	Mailings: Undeliverable Mailings
	Membership of Boards and Commissions
	Microfilm Quality Control Records
	Mission Statement
	Museum Records
	Naming of Local Government Buildings/Facilities Files
	Nevada Acknowledgement of Ethical Standards for Public Officials
	Oaths
	Occupational Safety: First Aid Records
	Occupational Safety: Hazard Communication Program
	Occupational Safety: Hazardous Material Safety File
	Occupational Safety: Occupational Noise Exposure Measurement Record
	Occupational Safety: OSHA Citation Postings
	Occupational Safety: OSHA Files
	Occupational Safety: OSHA Inspection and Violation Files
	Occupational Safety: OSHA Notices Postings
	Occupational Safety: Personal Protective Equipment (PPE) Records
	Occupational Safety: Records and Reports of Safety Committees
	Occupational Safety: Respirator Fit Test
	Occupational Safety: Respiratory Protection Program Records
	Occupational Safety: Workers' Compensation Claim Files - Insurer Copy
	Occupational Safety: Workers' Compensation Claims File - Agency Copy
	Open Meeting Law: Agendas - Annotated
	Open Meeting Law: Agendas - Official/Final
	Open Meeting Law: Hearings - Notice of Public Hearing

Section Name	Record Series Title
Administrative Records	Open Meeting Law: Hearings - Records of Hearing
	Open Meeting Law: Legal Notices
	Open Meeting Law: Meeting Notification Lists
	Open Meeting Law: Minutes of all Boards, Commissions, Committees and Councils
	Open Meeting Law: Posting Requests Received from Public Bodies
	Open Meeting Law: Recordings of Meetings
	Open Meeting Law: Speaker/Comment Cards
	Open Meeting Law: Supplemental Material
	Ordinances and Resolutions
	Organizational Charts
	Parking Permits, Employee
	Passport Transmittals
	Performance Audits by External Agencies (Non-Financial)
	Permission to Use Municipal Logo
	Personal Information Security Breach Notification Records
	Petitions Submitted to Governing Body (Not Election Related)
	Photo Release Forms
	Presentation Materials
	Press/Media Releases
	Proclamations
	Property and Equipment, Records and Inventories (office copies)
	Property Management: Building Protection Systems Records-Agency Copy
	Property Management: Burglary and/or Vandalism, Reports of
	Property Management: Pest Control (Extermination) Records
	Property Management: Security Camera Recordings
	Property Management: Security Records
	Proposed Legislation Records
	Public Records Requests
	Purchase, Sale or Transfer of Real Property Files
	Quality Assurance Recordings
	Quality Assurance Review Audits and Reports
	Records Destruction Certificate
	Records of Formal Negotiations
	Records Retention Schedule
	Reports Required by Law/Regulation

Section Name	Record Series Title
Administrative Records	Requisitions / Purchase Orders (office copies)
	Resignations of Elective and Appointive Officials
	Restricted Document Log (Homeland Security Act)
	Risk Management: Accident Reports
	Risk Management: Emergency Action Plan
	Risk Management: Insurance Policies
	Risk Management: Insurance: Claims
	Risk Management: Job Safety Analysis
	Risk Management: Liability Release Forms
	Risk Management: National Flood Insurance Program (CRS) Records
	Risk Management: Property Insurance Inspection Reports
	Risk Management: Red and Amber Light Permits
	Risk Management: Smog Inspections
	Risk Management: Vehicle Maintenance Records
	Risk Management: Vehicle Visual Inspections
	Seal and Logo Records
	Special Boards, Commissions, Councils, Committees, Offices and Task Force Records
	Special Event and Celebration Records
	Special Study Report Files
	Specialized or Local Ethics Committee
	Staff Meeting Records
	Strategic Plan Files
	Summons and Subpoenas
	Surveys, Polls, and Questionnaires
	Telecommunication System Management Records
	Telephone Logs
	Trademarks, Trade Names and Service Marks Files
	Trust Fund for Retirement Benefits (NRS 287.017)
Air Quality and Environmental Management	BLM Project Records
	Emission Inventory Studies and Reports
	Emission Reduction Program Records
	Endangered Species Act (ESA) Section 10 Records
	Enforcement Actions
	Permit Files-Stationary Source
	State Implementation Plan (SIP) and related studies

Section Name	Record Series Title
Air Quality and Environmental Management	State Implementation Plans (SIP) - Transportation Plans
	Vacant Land Monitoring Reports
Airports	Activity Reports
	Airport Aid Program Grantees: Affirmative Action Plans
	Airport Aid Program Grantees: Reports not transmitted to the Federal Aviation Administration
	Airport Certification Manuals or Specifications
	Airport Emergency Documentation Records
	Airport Emergency Planning Records
	Airport Fueling Agent Inspections
	Airport Law Enforcement Activity Records
	Airport Project Records
	Daily Log of Control Center
	Escort Log
	Federal Aid to Airport Records
	Navigational Facilities Maintenance and Operation Records
	Noise Compatibility Planning Records
	Notices to Airmen (NOTAM)
	Parking Positions for Aircraft
	Passenger Facility Charges (PFC)
	Security Program Records
	Self-Inspection Program Records
Animal Control	Animal Permit and License Records
	Bite Reports
	Communicable Disease Reports
	Counter Receipts / Logs
	Dog License Forfeits
	Euthanasia License Records
	Lost and Found Records
	Medical Records, Animal Control
	Pet Adoption Contracts or Agreements
	Pet Impound Records
	Rabies Vaccination Certificate Records
	Records Relating to the Use, Storage and Disposition of Sodium Pentobarbital
	Reports of Injured Animals
	Violation Notices to Owners

Section Name	Record Series Title
Assessors	Additional Tax Due and Valuation Notices
	Affidavits of Tax Exemption
	Appraisal Records
	Assessment Appeals
	Assessment Rolls and/or Tax Lists
	Business Personal Property Statements
	Change of Address Form
	County Board of Equalization Records
	Court Orders and Affidavits, Confidential Taxpayer
	Declarations of Value
	Escrow Confirmation Reports
	Maps
	Ratio Studies
	Receipts for Payment of Personal Property Tax
	Reports to Nevada Department of Taxation
	Special Assessments
Attorney	Attorney General Opinions
	Calendar of Cases
	Case Files: Appealed Cases
	Case Files: Domestic Violence -Misdemeanor
	Case Files: Domestic Violence-Felony
	Case Files: Driving Under the Influence (DUI)-Felony
	Case Files: Driving Under the Influence (DUI)-Misdemeanor
	Case Files: Felony
	Case Files: Gross Misdemeanor
	Case Files: Homicide (and other Major Crimes)
	Case Files: Juvenile
	Case Files: Misdemeanor
	Child Support Case Files
	Child Support Compliance Statements from Licensing Agencies
	Child Support Payment Reports
	Child Support Reports
	Child Support Statistical Reports
	Civil Cases
	Civil Forfeiture and Asset Seizure Files

Section Name	Record Series Title
Attorney	Complaints
	Denied Prosecution Files
	Dispositions of Cases
	Fraudulent Check Diversion Program Files
	Fugitives from Justice Case Files (Other Jurisdictions)
	Grand Jury Reports
	Opinions
	Pre-Prosecution Diversion Program Files
	Receipts for Criminal Reports
	Requests for Opinions
	Victim Assistance Case Files
	Writs
Auditor	Accounts Payable
	Accounts Receivable (Revenue)
	Annual Audits
	Annual Statement to State Controller
	Auditors Policy and Procedures Manual
	Fee books
	Monthly Statement to Governing Body
	Tax Deeds
	Treasurer's Receipts (duplicates)
Building and Safety	Addresses in Subdivisions
	Affidavits of Non-Use
	Agreements to Hold Harmless
	Applications for Temporary Placement of Trailer
	Building Master Record
	Building Trades Occupational Licensing Records
	Buildings, Record of Street Addresses
	Cancelled Plans
	Code Interpretations
	Code Violation Records
	Customer Tickets (Call Before You Dig)
	Daily Logs of Inspections, Code Enforcement
	Demolition Records
	Dust Control Permits

Section Name	Record Series Title
Building and Safety	Fire and Life Safety Files
	Inspection Records
	Inspection Reports, Fire Damage
	Inspections of Mobile Home Parks
	Inspector’s Daily Logs
	Moved Buildings
	Performance Bonds
	Permits - Application File
	Permits - Cancelled Permits
	Permits - Design and Construction File, Commercial or Public Structures
	Permits - Design and Construction File, Residential Structures
	Plans for Commercial and Public Structures
	Plans for Residential Structures
	Plans: Checkers, Records of Persons Reviewing Plans and Blueprints
	Plot Plans
	Residential Pool and Spa Files
	Sewer Taps
	Temporary Power Service Records
	Temporary Power, Requests
Business Licenses and Permits	Business License Appeal Hearing Records
	Business License Applications-Rejected/Denied
	Business License Audit Reports
	Business Licenses, Applications and Renewals
	Financial Investigations
	Investigations
	Liquor and Gaming Licenses
	Lists of and Requests for Changes of Information
	Master List of Businesses Licensed
	Notices to Renew License
	Out of Business Files
	Receipts for Collection of Taxes on Lodging, Liquor and Gaming
	Records of Gross Receipts Reported by Gaming Establishments
	Reports of Hotels, Motels and Campgrounds
	Temporary Licenses or Permits
	Waivers

Section Name	Record Series Title
City Clerk	Agreements
	Applications to Solicit Money
	Bonds (Construction)
	Claims Against a City
	Filings of all items required by law to be filed with the City Clerk
	Financial Disclosure List
	Financial Statements of Solicitors of Money
	Franchise Agreements
	Leases
	Proposed Expenditures
	Sister City Programs
	Solicitation Permits, Receipts
Civil Service	Examinations: Applicants Records
	Report of Oral Ratings
	Transcripts of Hearings of Civil Service Board Involving Appeals
Conservation Districts	Conservation District Files
Constable	Dockets
	Mistakes and Refunds
	Record of Evictions
	Record of Notices of Eviction
	Revocation Files
	Unserved Papers
Cooperative Extension Programs	Cooperative Extension Program Reports
	Enrollment Cards: 4 H Club
	Guidelines Pertaining to the Civil Rights of Employees of and Participants in Cooperative Extension Programs
	Records of Accident Insurance Provided to Participants in Special Programs
Coroner / Medical Examiner	Autopsies: Protocol
	Autopsies: Reports
	Case Files
	Decedent Personal Property Records
	Deputies Appointments and Oaths
	Inquests
	Laboratory Equipment Repair and Maintenance Records
	Missing Persons Bulletins
	Register of Cases

Section Name	Record Series Title
County Clerk	Agreements
	Bond Issues
	Bonding Companies: Powers of Attorney
	Bonding Companies: Reports
	Bonds and Oaths of Notaries Public
	Business Fictitious Name Certificates
	Certificates of Ministers Authorized to Perform Marriages: Record of Active Certificates
	Certificates of Ministers Authorized to Perform Marriages: Record of Revoked Certificates
	County Board of Equalization Records
	District Attorney's Opinions
	Fee Book
	Filings of all Records Required to be Filed With the County Clerk
	Financial Disclosure List
	Leases
	Marriage License Records (applications, receipts, etc.)
	Outdoor Advertising Permits
	Petition Sign-Up Site Listing
	Petitions, Failed Initiatives
	Proposed Expenditures
	Resources and Expenditures, Quarterly Report
	Surveys and Established Boundaries, including Maps
County Recorder	Certificates for Appropriation of Water
	General Receiving /Fee Records
	Monthly Report of Recorded Documents
	Notices of Federal Tax Liens
	Recorded Documents
Economic Development	Community Development Block Grant (CDBG) Files
	Economic Development - Client Profiles
	Façade Improvement Projects
	Revolving Loan Account
	Revolving Loans
Elections	Absentee Voter Records
	Abstract of Votes Cast
	Ballots and Ballot Receipt
	Campaign Contribution and Expense Reports

Section Name	Record Series Title
Elections	Certificate of Election
	Challenge Lists
	Contested Election Records
	Declarations of Candidacy
	Election Complaints
	Election Costs Records
	Initiative or Referendum Petitions
	Lists of Official Candidates
	Official Returns
	Petition Sign-Up Site Records
	Plans for the Security of Ballots
	Precinct Maps
	Procedure Plans for Observers of Elections
	Recall of Public Officers
	Records of Election Board Officers
	Records of Persons Assigned to Work at Polling Places
	Rosters of Registered Voters and Poll Books
	Sample Ballots
	Tally Lists
	Voter Registration Records
	Voting Systems - Computer Programs
Emergency Management	Civil Preparedness Guidance (CPG) and State and Local (SLG) Guides
	Disasters and Emergencies - Financial Records
	Incident Records - Disasters and Emergencies
	List of Vendors from Whom Equipment and Products (supplies) are Purchased
	Plans for Recovery from Disasters
	Records of Emergency Training Exercises
	Records of Equipment Inventories
Fair/Recreation Boards/Convention Authorities	Advertising (including audio and visual materials)
	Bookings
	Convention Calendar
	Gaming and Room Tax Records: Duplicate (original filed by county)
	Gaming and Room Tax Records: Original (taxing authority)
	Marketing Records
	Press Kits

Section Name	Record Series Title
Fair/Recreation Boards/Convention Authorities	Reservations
Financial Records	Abstract of Taxes
	Accounting Files (Office Copy)
	Accounts Payable Files
	Accounts Receivable Files
	Annual Budget - Files
	Annual Budget - Final Budget
	Audit Materials
	Auditors' Reports
	Bank Transaction Records
	Bankruptcy Records
	Bills for Care of Indigent Persons
	Bond Issues
	Check Registers
	Checks, Cancelled
	Claims Against Others
	Credit Card Payment Records
	Direct Deposit Authorizations
	Direct Payment Records
	Employment Tax Records
	Fees, Requests for Payment
	Fixed Assets and Inventories
	Franchise Fees
	Fraudulent Checks
	Fund Transfer Records
	Fundraising Records
	General Ledger
	Gift and Donation Records [Financial Records]
	Grant Records
	Grants or Donations to Nonprofit Organizations
	Grants: Federal Grants- Real Property and Equipment
	Grants: Unsuccessful Loan/Grant Applications
	Housing Authorities Files
	Investment Records
	IRS Section 125 Records

Section Name	Record Series Title
Financial Records	Journal Entries
	Liens and Releases
	Local Government Financial Emergency Files
	Monthly Budget Status Reports
	NRS 338.1444 Report
	Payroll Administrative Reports
	Payroll Deduction Input Documents
	Payroll Files
	Payroll Maintenance Reports
	Payroll Registers or Reports
	Payroll Reports / Printouts (office copies)
	Postal/Freight Records
	Procurement and Credit Card Records
	Project Ledgers
	Property and Equipment Inventory
	Quarterly Report of Resources and Expenditures
	Receipts, All Monies Received
	Refund Records
	Returned Checks, Files
	Revenue Ledgers
	Revenue Sharing Records
	Room Tax Return Files
	Subsidiary Ledgers or Registers
	Superfund Grant Records
	Tax Bills
	Tax Notices
	Tax Protest Letters
	Tax Receipts and Stubs
	Tax Redemption Certificates
	Tax Rolls
	Tax Sales Redeemed
	Tax Sales Reports
	Travel Records
	Trial Balance Reports
	Unclaimed Property Report

Section Name	Record Series Title
Fire and Rescue Department	Accident Reports
	Activity Reports and Logs, Fire Department
	Against Medical Advice Records
	Alarm System Files
	Ambulance Operating Permits
	Apparatus and Equipment Records
	Building Inspections (Fire Department)
	Building Plans
	Burn Injury Reports
	Controlled Substance Inventory and Use File
	Dispatch Logs
	Dispatcher, Audio Tapes
	Duty Roster
	Emergency Medical Incident Records
	Evidence Log
	Explosives: Storage and Use Permits
	Exposure Reports
	False Alarm Reports
	Fire Alarm Reports, Daily
	Fire Codes
	Fire Department Training Files
	Fire Hydrant Records
	Fire Investigation Records
	Fire Investigation Records - Juvenile Offenders (Arson)
	Fire Prevention Education Programs
	Fire Reports
	Fire Station and Facility Inspection Records
	Fire System Licensing Files
	Firefighter Medical Files
	Hazardous Material Incident Records
	Hazardous Material Reference Guide
	Hazardous Materials Storage Permit Files
	Maps and Plans of Water Systems
	Maps, Fire Department
	Mutual Aid Agreements

Section Name	Record Series Title
Fire and Rescue Department	National Fire Incident Reporting System (NFIRS)
	Permit Files
	Pre-Fire Planning Reports
	Radio Frequencies
	Reports of Drills
	Responses, No Fire or Casualties
	Retrofitting Files
	School Master Files
	Standard Operating Procedures
	Vacation Rosters
Health Departments	AIDS Drug Assistance Program Client Files
	Air Pollution: Data
	Air Pollution: Inventory of Emissions
	Ambulance Service Permits File
	Application for Solid Waste Permits: Denied, Incomplete or Withdrawn
	Birth Certificates
	Burial Transit Permits
	Burning Permits
	Certificate of Occupancy Logs
	Certificates of Stillbirth
	Closures of Facilities
	Communicable Disease Case Files
	Communicable Disease/TB Control Reports
	Daily Meteorological Data
	Dairy Samples
	Death Certificates
	Delayed or Altered Birth Records
	Dog Bites
	Emergency Medical Services (EMS) Course Files
	EMS License / Certification Files
	Food Protection Manager Certification
	Health Protection Complaint Files
	Health Protection Permit Files
	Health Protection Temporary Permit Files
	Immunization: Consents

Section Name	Record Series Title
Health Departments	Immunization: Statistics
	Inspection Reports and Files
	Inventory of Hazardous Waste
	ISDS (Individual Sewage Disposal Systems) - Commercial Files
	ISDS (Individual Sewage Disposal Systems) - Residential Files
	Maternal Child Health Program Files
	Notices of Violations and Citations Issued
	Orders for Maintenance Work
	Patient Medical Records
	Pools and Spa Files
	Program Reports
	Public Water System Plan Review Files
	Request for Vital Record
	Ryan White Program Client Grievance Files
	Sanitation Investigation Files
	Sewage and Water System Plan Reviews - Hotels and Motels
	Sewage and Water System Plan Reviews - Mobile Home Parks
	Sewage and Water System Plan Reviews - RV Parks
	Solid Waste Disposal Files (Facility Files)
	Statistical Record of Air Quality
	Swimming Pool Testing Logs
	TB Control Program Case Files
	WIC Client Files
Hospitals	Admission and Discharge Statistical Reports
	Admissions Register or Report
	Alcohol: Inventories and Orders
	Alcohol: Permits
	Ambulance Enroute Telemetry Tape
	Annual Reports to Board
	Appointments for Treatment
	Birth Records
	Blood Bank Records
	Blueprints of Buildings
	Census
	Certificates of Stillbirth

Section Name	Record Series Title
Hospitals	Complaint Records - Mammography Facility
	Constitution and Bylaws
	Credentialing Records-Physicians, Allied Health Providers and Observers
	Death Certificates
	Death Records
	Departmental Reports
	Discharge Reports
	Equipment: Depreciation Records
	Equipment: Inspection Records
	Equipment: Inventories
	Equipment: Locations of Equipment
	Exposure Control Files
	Health Information Disclosure Files
	HIPAA Compliance Audits
	Infection Control Records
	Inspections of Grounds and Buildings
	Lab Test Order Requisitions
	Medical Information Indexes
	Methadone Clinic Records
	Patient Accounts
	Patient Laboratory Test Records - Anatomic Pathology
	Patient Medical Records
	Patient Transport System Records
	Permits - Narcotics
	Pharmacy: Adverse Drug Reaction Report to FDA
	Pharmacy: Theft / Loss of Controlled Substances, Reports to Drug Enforcement Administration
	Pharmacy: Controlled Substance Inventory and Issue File
	Pharmacy: Inspection Reports
	Pharmacy: Narcotics Destruction Forms
	Pharmacy: Repackaging of Medications Log
	Physician On-Call Schedules
	Physician Privileges
	Policies and Procedures
	Psychiatric Reports, Records and Case Histories
	Radioisotopes - Receipt, Transfer, Use, Storage, Delivery, Disposal and Reports of Overexposure

Section Name	Record Series Title
Hospitals	Radiological Film Badge Reports
	Records of Mammograms and Related Documents
	Reports of Communicable Disease
	Security Guards / Systems, Logs and Diaries
	Sharps Injury Log
	Social Services Case Histories
	Surgical Cases, Register
	Welfare Agency
Improvement Districts and Boards	Agreements
	Applications for Service
	Covenants, Restrictions and Amendments thereto
	Drains, Locations and Maintenance
	Easements
	Elections of Board-Records
	Financial Reports
	General Ledger
	LID Foreclosure Files
	Maps
	Proceedings of the Board of Trustees (records)
	Project files for Construction
	Reapportionments
	Specifications of Wells
	Water Flow of Wells
Information Technology	Capital Improvement Enterprise Electronic Development Project Files
	Computer Access Log
	Computer Run Scheduling Records
	Computer Usage Files
	Documentation of Computer System and Programs
	Enterprise Electronic Development Project Files
	Enterprise Electronic Development Project Files - Not Implemented
	Error Reports
	Geographic Information System (GIS) - Core Data
	Help Desk Telephone Logs and Reports
	Internet Services Logs
	Inventories of Circuits

Section Name	Record Series Title
Information Technology	IT Access Control Policies and Procedures
	IT Access Control Reviews and Audit Trails
	IT Asset Inventory Files
	IT Contingency Plan Tests
	IT Contingency Plans
	IT Employee Access Control and Security Awareness Files
	IT Security Evaluations
	IT Security Plans
	IT Security Reviews, Reports and Logs
	IT System User Master List
	Master Files
	Network or Circuit Installation and Service Files
	Production Job Submittal Log
	Restructure Database Audit Report
	Software Licenses
	Software Review Files
Juvenile Probation	Activity Forms Submitted to State Subsidy Program
	Aging Reports
	Community/School Notification Files
	Interstate Compact (ICOJ) Files
	Juvenile Probation Case Files
	Juvenile Probation Case Files-Sexual Offender
	Statistical Reports
Law Enforcement	Accreditation Files
	Aircraft History and Maintenance Records
	Alarm Contact Records (Responsible Persons)
	Automated License Plate Reader/Recognition (ALPR) Records
	Auxiliary Police Files
	Background Investigations (Internal)
	Bail, Records of (copies)
	Bicycles
	Billings, Casino Records Checks
	Bolo Books \ Bulletins from Other Agencies
	Booking\Re-Booking Records, Jails and Stations
	Calibration of Breath-Testing Device Records

Section Name	Record Series Title
Law Enforcement	Case Assignments, Log Books
	Cases Referred to District or City Attorneys
	Civil Protective Custody Records
	Community Notification Records
	Community Service Programs
	Concealed Weapons Permit (Retired Law Enforcement Officers HR-218)
	Concealed Weapons Permits
	Confidential Source Records
	Crime Prevention Program Records
	Criminal Citations
	Criminal Intelligence Research and Statistical Records
	Department Reports
	Dispatch (Communications) and Emergency Call Records
	Equipment Violations
	Evidence Vault Inspection Reports
	Explorer Program Participant Records
	Fee Records
	Field Interrogation Reports
	Fingerprint Cards sent to the Central Repository for Nevada Records of Criminal History
	Firearm \ Weapon Discharge Reports
	Firearms: Qualification Records
	Firearms: Registration and Inventory
	Henry Files
	Impound/Abandoned Vehicle Case Files
	Incident/Crime Files
	Internal Affairs Files
	Interstate Identification Index (Triple III) Log
	Investigation Files
	Jail Inspection Report or Log
	Jails: Commissary and Kitchen Records
	Jails: Incident Reports
	Jails: Inmate Abandoned Property Report or Log
	Jails: Inmate Activity Requests
	Jails: Inmate Case Files
	Jails: Inmate Funds, Records of

Section Name	Record Series Title
Law Enforcement	Jails: Inmate Grievances
	Jails: Inmate Mail Log or Report
	Jails: Inmate Medical Records
	Jails: Inmate Work Program Records
	Jails: Kitchen Inventory List
	Jails: Register
	Jails: Release Orders
	Jails: Roster of Inmates
	Jails: Suicide Threat \ Precaution Records
	Jails: Video Recordings
	Jails: Visitors Log
	Juvenile Incident/Crime Reports
	K-9 \ Horse Management Records
	Law Enforcement Training Records
	Licenses, Business Background: Application
	Licenses, Business Background: Suspensions and Revocations
	Licenses, FCC: Station
	Missing Persons Incident/Crime Report
	Mobile Audio-Visual Recordings
	Mobile Data Computer Transmissions (MDC)
	Parking Citations
	Parking Meter Collection Records
	Pawn Shop Records
	Peace Officer Disciplinary Action Records
	Photographs, Law Enforcement
	Police Officer Medical Files
	Polygraph Examinations
	POST Course Certification Documentation
	Processes, Civil Cases
	Protective Order Log
	Radio and Car Logs
	Records Dissemination Log
	Records of Convicted Person Registration
	Records Ordered Sealed by a Court
	Report of Multiple Sale or Other Disposition of Pistols and Revolvers-ATF form 3310.4

Section Name	Record Series Title
Law Enforcement	Sale of Personal Property
	Sex Offenders and Offenders Convicted of a Crime Against a Child Registration
	Special Unit/Task Force Activity Records
	Special Watch Records
	Speed-Timing Equipment
	Suspect Photographs (including Mug Shots)
	Temporary Criminal Intelligence Research and Statistical Records
	Traffic Citations
	Traffic: Accident Incident/Crime Reports
	Use of Force Reports - No Weapon Involved
	Vehicles, Maintenance and Repair Records
	Vulnerability Assessments
	Warrants (copy of court records)
	Work Permit/Cards
	Work Permit/Cards for Prostitutes, All Records
	Work Permits/Cards: Receipts for Work Cards
Law Library	Catalog Records
	Collections of Fines and Fees
	Copy Log
	Narrative Reports
	Register of Borrowers
Parks and Recreation	Application to Become a Park Commissioner
	Applications to Rent or Lease Facilities
	Behavioral Reports
	Construction of Facilities, Proposed or Completed
	Contractors, Records of Persons Hired as
	Equipment: Rental Records
	Equipment: Usage Reports
	Equipment: Use Requests
	Park and Facility Inspection Records
	Park/Facility Inventories, Property and Equipment
	Permits Issued for Park or Facility Use
	Programs: Accidents Occurring During a Program Which Result in Personal Injury or Death
	Programs: Descriptions of Programs
	Programs: Participant Registration and Attendance Records

Section Name	Record Series Title
Parks and Recreation	Programs: Payment Records, Participants
	Programs: Senior Citizens' Program Records
	Schedules for Use of Facilities
	Scholarship Applications
	Statements or Waivers Releasing a Park or Recreation Department from Liability for Personal Injury
	Swimming Pool Operating Records
Personnel	Affirmative Action Program Files
	Alcohol and Drug Testing Records - Negative Results
	Alcohol and Drug Testing Records - Positive Results
	Americans With Disabilities Act (ADA) Compliance Records
	Appeals Files (Disciplinary Actions)
	Apprenticeship Records
	Background Checks/Investigations
	Commercial Driver’s License Records
	Continuation of Insurance Benefits (COBRA) Records
	Continuing Education Files
	Deferred Compensation Plans - Participant Records
	Deferred Compensation Plans - Plan Details
	Disciplinary Records
	Donated Leave Program Records
	EEO Reports
	Eligibility Lists
	Employee Assistance Program Case Files - Required
	Employee Assistance Program Case Files - Voluntary
	Employee Attendance Records
	Employee Development \Training Records
	Employee Directories, Rosters or Indexes
	Employee Handbooks
	Employee Licenses / Certificates
	Employee Medical Records [Except Police Officers and Firefighters]
	Employee Medical Records-Hazard Exposure Records
	Employee Recognition Program Records
	Employment Contracts
	Evidence of Insurability Files
	Family Leave (FMLA) Records

Section Name	Record Series Title
Personnel	Fitness for Duty Files
	Garnishments
	Grievances: Case Files
	Grievances: Hearings
	Grievances: Record on Judicial Review
	Group Health and Life Insurance - Death Claims
	Group Health and Life Insurance - Employee Records
	Group Health and Life Insurance - Long Term Disability Records
	Group Health and Life Insurance Plans
	Job Advertisements
	Master Personnel File
	Organizational Climate Studies
	Pay Resolutions for Management and Classified Employees
	Personnel Files - Temporary and Seasonal Employees
	Photo Identification Records
	Position Description Records
	Position Reports
	Reasonable Accommodation Records
	Recruitment Files
	Recruitment Files: Pre-Employment Medical Screenings
	Retirement and Deduction Reports - Public Employees Retirement System (PERS)
	Salary Surveys
	Salary/Wage Schedules
	Seniority Lists
	Sexual Harassment / Discrimination Files
	Supervisor Performance Assessments
	Unemployment Insurance Records
	Unemployment Insurance Records - Employer Contribution Records
	Union Contracts
	Unsolicited Applications and/or Resumes
	Verification of Eligibility for Employment (United States Citizenship and Immigration form I-9)
	Volunteer Worker Records
Planning Commissions / Districts	Annual Reports
	Distance Separation Analysis Reports
	Facilities Plans

Section Name	Record Series Title
Planning Commissions / Districts	Hearings - Notice of Public Hearing
	Master Plan
	Records of Actions Taken Against Commission or District
	Records of Official Actions
	Records of Public Hearings
	Regional Plan
	Reports from Public Utilities
	Resolutions
	Rules for Transactions of Business
	Staff Reports
Public Administrator	Case Files
	Collected Fee Records
	Inventories of Property
Public Defender	Annual Reports
	Appealed Cases
	Office Files and Records - Life and Death Sentences
	Office Files and Records of Adult Clients Represented
	Office Files and Records of Juvenile Clients Represented
Public Guardian	Client Financial Records
	Client/Ward Case Files- Public Guardian & Representative Payee
	Client/Ward Fees Paid
	Client/Ward Personal Property Liquidation Records
	Client/Ward Property Inventory Records
Public Libraries	Acquisition Records
	Applications for Library Card
	Catalog Records
	Daily Sign-In or Sign-Up Records
	Equipment Use Records
	Fines, Overdue Books and other media, Records of
	Fines, Requests for Payment
	Friends of the Library Records
	Interlibrary Loan Requests
	Library Reports
	Program Registration Records
	Reference Request Records

Section Name	Record Series Title
Public Libraries	Returns, Includes Records of Items Returned Through Interlibrary Loans
	Standing Orders
Public Works	Acceptance Letters
	Aerial Photographs
	Alternative Fuel Vehicle Records
	Approval of Payments
	Asbestos Abatement Records
	Barricade Plans
	Bridge and Culvert Files
	Certified Payroll Reports
	Construction Tests, Results
	Disaster / Damage Reports
	Equipment Maintenance Reports
	Facility Equipment Inspection Files, OSHA Required
	Field Books
	Field Reports, On-Site Inspections: Commercial and Public
	Field Reports, On-Site Inspections: Residential
	Fuel Summary Reports
	Highway/Road Maintenance Schedules
	Intersection Files and Records
	Maps, Plans, and Drawings
	Master Plan and Amendments
	Parking: Fees for Permits
	Parking: Handicapped Permit Applications
	Permits to Work in the Public Right of Way
	Permits, Industrial Waste Discharge
	Project Files - External Agency / Developer
	Projects, Reports of Expenditures
	Property Acquisition Records
	Public Works Project Files
	Refrigerant Usage Log
	Revenue Expenditure Reports
	Sewer Maintenance Records
	Signs and Road Marking Records
	Special Assessment Districts, Files

Section Name	Record Series Title
Public Works	Specifications
	Street Light Records and Plans
	Street Maintenance
	Street Name Changes
	Structure Which is Moved
	Studies
	Subdivision Files
	Tentative Subdivision Files
	Traffic Count Reports
	Traffic Signal Records
	Tree and Plant Files
	Underground Storage Tank (UST) Records
	Underground Storage Tank -Leaking (LUST) Records
	Waste Water Monitoring
	Water Rights, Files and Maps
	Work Orders
Purchasing	Assignment of Vehicles
	Bid Files
	Cancelled Bid Files
	Contract Appeals Files
	Disbursement Records
	Excess, Lost and Stolen Property Files
	Labor Prevailing Wage Violations
	Product Recall Records
	Receiving Reports
	Requisitions and Purchase Orders
	Sale of Surplus Goods to the Public, Records of
	Supplies
	Vendor Code Requests
	Vendor Files
	Vendor Master List
	Vendor Performance Case Files
	Warranties
Regional Transportation Commission	Allotments of Fuel Tax
	Money Received and Expended, Reports of

Section Name	Record Series Title
Regional Transportation Commission	Planning Files (proposed streets, highways or transportation systems)
	Project Files - Construction
	Project Files - Grants
	Project Review Files
	Property Acquisition Records
	Route Files
	Services for Elderly or Incapacitated Persons: Applications for Services
	Services for Elderly or Incapacitated Persons: Lists of Persons Eligible for Services
	Transportation Studies / Plans
Sanitation District	Air Quality Permits
	Authorization to Discharge Permit
	Consumer Confidence Reports
	Corrective Action Records
	Costs of Construction, Estimated
	Cross-Connection Control and Backflow Prevention Records
	Developer Inspection Reports
	Distribution System Records
	Drawings, Blueprints and Specifications
	Equipment Maintenance and Calibration Records
	Fixture Records
	General Ledger
	Laboratory - Chain of Custody Forms
	Laboratory - Preventive Maintenance Reports
	Laboratory Certifications
	Landfill Records
	National Pollution Discharge Elimination System Permits (NPDES)
	Nevada CAPP/PTAH Files
	Operation and Maintenance Manuals
	Oversight Inspections
	Plant Maintenance Records
	Reclaimed Water Permits
	Reservoir Inspections
	Sanitary Survey Records
	Secondary Contaminant Reports
	Sewer Cleaning Records

Section Name	Record Series Title
Sanitation District	Variance and Exemption Records
	Waste Collection and System Operation
	Waste Flow Measurement Readings
	Wastewater Sewage Sludge Application Records
	Water Conservation Plan
	Water Operators Certification File
	Water Project Files
	Water Project Files [Financial Records]
	Water Project Files -Not Needed to Maintain System or Facility
	Water Quality, Reports of Bacteriological Analysis
	Water Quality, Reports of Chemical and Radiological Analysis
	Water Quality, Reports of Lead and Copper
	Water Quality, Statistical Averages
	Water Turbidity Reports
School Districts	Academic Performance - Permanent Records
	Academic Performance - Subsidiary Records
	Alternative High School Programs
	Applications for Free Meals or for Meals at Reduced Prices
	Athletic Activity Records
	Athletics: Travel Expenses
	Behavior Policy/Code of Conduct Records
	Certificated Employees: Admonitions
	Certificated Employees: Appraisals
	Certificated Employees: Authorization for Extra Pay
	Certificated Employees: Credentials
	Certificated Employees: Personnel Notifications, Records of
	Certificated Employees: Requisitions
	Charter School Reports: Enrollment (Statistical)
	Charter School Reports: Fiscal
	Charter School Reports: Program
	Class Record Books and Grade Books
	Classified Employees: Performance Evaluations, Reports, and Response
	Comparative Analysis of Attendance Averages
	Consultants, Out-of-District Authorization and Payments
	District Attendance and Enrollment

Section Name	Record Series Title
School Districts	Emergency Contact File
	Enrollment and Attendance Records
	Fact-Finding Material and Expenditures
	Federal Programs: Audit Reports
	Federal Programs: Breakfast Program Records
	Federal Programs: Lunch Programs, Reports
	Federal Programs: Special Milk Programs
	Federal Programs: Summer Food Program
	Federal Survey Cards, Eligible
	Federal Survey Cards, Ineligible
	Federal/State Returns (941, NIC, PERB)
	Field Trip Authorizations/Parental Permissions
	Financial Surveys
	GEAR UP Grant - Administrative Files
	GEAR UP Grant Records
	GEAR UP- Scholarship Payment Files
	GEAR UP Scholarship Student Eligibility Records
	Gun-Free Schools Act Records
	Health Inventory
	Kindergarten Entry Assessment
	Occupational Injuries and Illnesses
	Out-of-School-Time Program Records
	Performance Evaluations of School Principals and Administrators
	Promotion Lists (K-6)
	Psychological Evaluations of Pupils
	Pupil Release Records
	School Bus Driver's Records
	School District Sponsored Charter Schools (Approved)
	School District Sponsored Charter Schools (Denied)
	Special Education Records
	Surplus Food Reports
	Teachers and other Licensed Personnel: Evaluations
	Teachers: Instructional Plans
	Teachers: Register of Pupils
	Teachers: Request for Hearing on Suspension

Section Name	Record Series Title
School Districts	Tuition Agreements
	U.S. Dept. of Agriculture Commodity Reports
	Zone Exception, Requests for
Social Services	Adoption Case Files
	Adult Protective Services Case File
	Agreements of Bilateral Agencies
	Case Record: Neglected, Abused or Delinquent Child -- Child Fatality
	Case Record: Neglected, Abused or Delinquent Child - Clinical Assessment
	Case Record: Neglected, Abused or Delinquent Child - Medical Assessment
	Case Record: Neglected, Abused or Delinquent Child: Sexual abuse cases and/or cases that have been referred to a District Attorney for criminal prosecution.
	Case Record: Neglected, Abused or Delinquent Child--in cases where the child is not placed in protective custody and not sexually abused.
	Case Record: Neglected, Abused or Delinquent Child--in cases where the child is placed in protective custody and not sexually abused.
	Child Care Facilities Files
	Client Case Files - Economic Assistance
	Client Case Files - Social Services
	Clients' Appointment Slips
	Complaints, Unlicensed Child Care Facilities
	Denied Adoption Files
	Eligibility Files
	Family Preservation Case File - Not Sexually Abused
	Family Preservation Case File - Sexually Abused
	Family Preservation Program Recipient Files
	Foster Care Licensing Files
	Homemaker Program: Client Case Files
	Homemaker Program: Provider List
	Homemaker Program: Time Sheets
	Hospital Bills Accepted for Payment
	Subsidized Transportation Program Records
Utilities Owned by a Local Government	Agreement/Application for Service Files
	Annual Reports
	Customer Deposits, Records of
	Customer Histories
	Delinquent Accounts
	Energy Trading Records
	Meter History Records

Section Name	Record Series Title
Utilities Owned by a Local Government	Meter Readings
	Meter Testing Reports
	Rate Schedules
	Utility Advertising
	Utility Facilities
	Utility Forecast Reports
	Utility Ledger
	Utility Revenue Summaries
Zoning	Administrative Adjustment Files
	Architectural Supervisions
	Board of Adjustment
	Boundary Line Adjustment Files
	Conditional / Special Use Permits
	Environmental Impact Studies
	Maps of Parcels, Final Maps and Aerial Maps
	Names of Streets and Changes of Street Names
	Subdivisions
	Temporary Use Permits
	Vacations
	Zoning Case Files
	Zoning Violation Records

Nevada Local Government Retention Schedule

Administrative Records Section Number C-1001

Activity Reports

LRDA Number 20071558

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These reports document the program or primary activities and accomplishments of various local government units for the previous year. They are often compiled from monthly, quarterly or other activity reports. This series may include, but is not limited to, reports, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents. These types of reports are usually statistical in nature and should not contain personally identifying, confidential or restricted information.	Retain annual activity reports permanently. Retain other activity and statistical reports (not scheduled elsewhere) for two (2) calendar years from the year created.	If there is personally identifying, confidential or restricted information in this record series that information must be protected from public disclosure and the non-permanent records containing that information must be destroyed in a secure manner that will prevent its reconstruction.	NRS 239.0105, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	This record series is useful for planning and budgeting, reference, performance monitoring, program justification, position justification and similar uses.

Administrative Hearing Files

LRDA Number 20121869

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents administrative hearings/appeals usually performed by individual departments addressing specific actions. Files may contain but are not limited to, notices, citations, motions, pleadings, supporting documents, decision documents, and related correspondence. Note**These are not Public Hearing Files [LRDA# 2007-0011] which are to be retained permanently.	Three (3) calendar years from the date of the decision.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(a)(d), NAC 239.165	None.

Annexations of Property

LRDA Number 20070176

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the governmental annexation of areas into municipal boundaries. This series may include, but is not limited to, annexation petitions, annexation agreements, copies of annexing and zoning ordinances for the property, annexation maps, surveys, staff reports, census reports, franchise notices, service plans, certifying statements, supporting documentation, and related correspondence.	Permanent.	None	NRS 268.570 to 268.670, NRS 318.261 to 318.272, NRS 269.650 to 269.652 and others.	This series is used to fulfill legal requirements and document the acquisition process.

Annual Audit Plan Files

LRDA Number 20101771

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the annual plan for auditing agencies and governmental departments based on need, risk assessment, or rotational review requirements. The files may contain, but are not limited to, annual plan, revisions to the plan, summary sheets, staff reports, calculations, analysis, developmental findings, recommendations, related correspondence and similar documents.	Six (6) calendar years from the date the plan was submitted as finalized	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (1)(b)	None

Applications and Resumes for Appointive Positions - Appointed

LRDA Number 20070256

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains applications and/or resumes submitted by individuals seeking appointive positions, who were appointed and may contain, but is not limited to, name, address, phone or contact number, social security number, job skills, employment history, education and similar documents.	Add to Master Personnel File.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii), 29 CFR 1602.31, NRS 239B.030, NAC 239.165 (1)(2)	None.

Applications and Resumes for Appointive Positions - Not Appointed

LRDA Number 20070257

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains applications and/or resumes submitted by individuals seeking appointive positions, who were not appointed and may contain, but is not limited to, name, address, phone or contact number, social security number, job skills, employment history, education and similar documents.	Four (4) years after position is filled.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1981, 28 USC section 1658, 42 USC section 405 (c)(2)(C)(viii), 29 CFR 1602.31, NRS 239B.030, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Board and Commission Volunteer Interest Forms

LRDA Number 20071553

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests to be a volunteer on a local government board or commission. Forms often contain name, address, contact information, title of the board or commission, category of interest, conflict of interest statement, related correspondence and similar information.	If appointed: Retain for a minimum period of three (3) calendar years from the separation of service. If not appointed: Retain one (1) calendar year from the date an appointment is made.	This record series may contain confidential or sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Calendars

LRDA Number 20101769

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records are kept to document and facilitate the routine planning and scheduling of meetings, appointments and similar activities. Series may include calendars, appointment books, diaries, journals, daily planners, and similar records with routine content. Records may be in hardcopy and/or electronic format.	Retain calendars of elected officials, directors, department heads, appointed/key staff for a minimum period of one (1) calendar year from the end of the calendar year to which the record pertains. Retain calendars of supporting staff until no longer administratively useful.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Cemetery Records

LRDA Number 20070027

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the administration and management of local government owned or operated cemeteries. This series may include, but is not limited to, lists of names and maps of grave locations, deeds, purchase information on lots and burials, deed register, interment and disinterment registers, copy of burial permit, copy of death certificate, plot index records and logs, section maps, certificates of perpetual care, state licensing and reporting documentation, related correspondence and similar documents.	Permanent.	This record series may contain confidential or sensitive information.	NRS Chapter 452, NRS 239B.030, NRS 205.4617	None.

Census of Government and Survey of Government Employment –Municipalities, Counties, Townships **LRDA Number 20070051**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are voluntary reports and/or surveys submitted to the U.S. Census Bureau detailing governmental organization, public employment, and governmental finances.	Two (2) years after reports submission to U.S. Census Bureau.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Certificate of Transfer - Recipient Department or Office **LRDA Number 20161941**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the receipt and transfer of legal custody of governmental records from an originating department or office to a local governmental entity. Series may include but is not limited to transfer certificates or forms, deeds of gift, accession materials, related correspondence, and similar documents.	Retain for the same authorized retention period as the records being transferred.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NAC 239.041, NAC 239.061, NAC 239.101, County or Municipal Code	None

Certificate of Transfer - Transferring Department or Office **LRDA Number 20161940**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to transfer legal custody (See NAC 239.041) of local government records from an originating department or office to another entity (such as an archives, museum, library, state or federal agency, etc...). Series may include but is not limited to, copy of transfer certificate or form, transfer receipt from recipient, related correspondence, and similar documents.	Six (6) calendar years from the date of transfer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NAC 239.041, NAC 239.061, NAC 239.101, County or Municipal Code	None

Charter Records **LRDA Number 20070028**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records relating to the adoption, amendment or repeal of charters or provisions of the charter.	Permanent.	None	NRS 267.010 to 267.140	None

Citizen Awards

LRDA Number 20070029

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents awards presented to citizens in honor of their civic contributions. This series may include, but is not limited to, award nominations, award certificates, background information on the honoree, lists of past recipients, presentation or ceremony records, photographs, audio-visual recordings, correspondence and related documents.	Two (2) calendar years from the year to which it pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Committee Records, Ad Hoc

LRDA Number 20071243

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the establishment, organization, membership, policies, activities, and accomplishments of ad hoc (internal, interagency, advisory, etc.) committees. These types of committees are usually formed for a specific and often temporary function, usually on an informal basis. These types of committees do not always produce minutes, but this series may contain agendas, original minutes, media articles, newsletters, reports, summaries, notes, related correspondence and similar documents.	If the ad hoc committee falls under the definition of a "Public Body" as described in NRS 241.015 (3) retain this series Permanently. If the ad hoc committee does not fall under the definition of a "Public Body" retain this series for three (3) calendar years from the date of the record.	If this series contains any confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 241.015 (3), NRS 241.035, The Open Meeting Law Manual (Office of the Attorney General), NRS 11.190 (3)(d), NAC 239.850	The determination on whether a ad hoc committee is a "Public Body" and subject to the open meeting law should be made by your agency legal counsel.

Committee/Board Records-External Agencies

LRDA Number 20081760

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records received from or provided to external committees/boards for informational purposes only.	Retain for as long as administratively useful.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None.	None.

Community Histories

LRDA Number 20070030

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of narrative histories of the community prepared for special events, reference and other informational purposes. This series may include, but is not limited to, narrative reports, artifacts, memorabilia, photographs, maps, brochures, guides, pamphlets, and other documents which provide a "snapshot in time" of the community.	Permanent.	None	None	None

Contracts and Agreements

LRDA Number 20070474

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents products and services provided to a governmental entity for a specified cost and period of time. This series may contain, but is not limited to, lease/rental agreements, service contracts, contracts for program services, copies of bid documents, copies of legal notices, related correspondence, and similar documents.	Six (6) fiscal years from the termination/completion of the contract or agreement.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b)	None

Cooperative Agreements

LRDA Number 20071024

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents cooperative agreements between political subdivisions for performance of any government function. Such agreements may include but are not limited to purchasing, the furnishing or exchange of personnel, equipment, property or facilities of any kind, or the payment of money.	If the agreement is for more than $25,000: Retain permanently. If the agreement is for $25,000 or less: Retain for a minimum period of six (6) fiscal years after the agreement is terminated.	If this series contains confidential, restricted or sensitive information, that information should be protected from disclosure or if the agreement is for $25,000 or less destroyed in a secure manner that will prevent its reconstruction.	NRS 277.045, NRS 277.110, NRS 11.190 (1)(b)	If it is reasonably foreseeable that a political subdivision of this State will be required to expend more than $25,000 to carry out such an agreement, the agreement must be by formal resolution or ordinance of the governing body of each political subdivision included, and must be spread at large upon the minutes, or attached in full thereto as an exhibit, of each governing body.

Correspondence: Complaints

LRDA Number 20070055

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents complaints, and may include, but is not limited to, name, address, and phone number of person making complaint, description of complaint, name of person responding to complaint, resolution of complaint, correspondence and related records. This series includes electronic mail that communicates the above.	Three (3) calendar years after response or resolution.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)	None.

Correspondence: Executive

LRDA Number 20070007

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records not duplicated elsewhere that contain executive level correspondence (emails, social media, letters, memos, etc...) documenting the entities functions, pattern of action, policies and achievements. Correspondence may pertain to, but is not limited to, budgeting and financial, decisions, official positions, planning, directing, policy and rulemaking, prominent; celebrated and/or noteworthy achievements, formal announcements, awards and/or events.	Permanent.	None	None	None

Correspondence: Project or Case

LRDA Number 20071674

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents correspondence related to a specific case or project and may contain, but is not limited to, incoming and outgoing letters, memoranda, faxes, notes and their attachments, notices, enclosures, and similar documents. This series includes electronic mail that communicates the above.	This series should be filed with and retained for the same retention period as the associated project or case file.	Same as the associated project or case file.	Same as the associated project or case file.	Same as the associated project or case file.

Correspondence: Routine Business

LRDA Number 20141919

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of correspondence (emails, social media, letters, memos, etc.) that is work related and deals with the day-to-day office administration and activities. Examples may include, but are not limited to, internal correspondence, external correspondence from various individuals, companies, and organizations requesting information pertaining to the agency business, and other routine inquiries.	One (1) calendar year from the date of the correspondence.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	If you have questions on whether a request for information is routine correspondence or a public records request, it is recommended to treat it as a public records request.

Correspondence: Transitory

LRDA Number 20070056

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of correspondence (emails, social media, letters, memos, etc.) that do not document core functions or activities of an agency or department and do not require an official action. Examples may include, but are not limited to, general announcements including meeting reminders, notices of upcoming events, informational copies (cc or bcc) of correspondence which do no document administrative action, follow-up or suspense (tickler), transmittal letters that do not add information to the transmitted material or attachments, spam, junk mail, unsolicited vendor mail, personal mail.	Retain only as long as the record holds value to the agency.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	It is recommended this type of correspondence be retained for no longer than thirty (30) days.

Delegation of Authority Records

LRDA Number 20071280

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records are used to authorize, assign authority for and verify approval of various governmental actions. The files may contain: list or documents of individuals who have been delegated authority to verify approvals for purchasing, grant authorized entry to restricted areas, to grant use of vehicles or equipment, to perform personnel actions, to grant authorization for access to computers and computer systems, etc.; as well as all supporting documentation required to establish such an authorization and verification process	Three (3) fiscal years from the date authorization was withdrawn.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii) [SSN] and NRS 205.4617 (Identity Theft), NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Departmental Regulations, Policies and Procedures

LRDA Number 20070057

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document the methods for accomplishing the functions and activities assigned to the department. This series may contain, but is not limited to, policy and procedure manuals, directives, policy statements, correspondence, and similar documents.	Six (6) calendar years after superseded or abandoned officially.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b)	Review for historical value.

Directives of Manager

LRDA Number 20070008

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Direction or instruction by manager or executive officer. This series may include, but is not limited to, executive orders, bulletins and advisories, directives, policy statements, notes on policy and procedures, related correspondence, and similar documents.	Permanent.	None	None	None

Electronic Mail (E-mail)

LRDA Number 20070245

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Electronic mail is a technology that allows for the written exchange of information in machine readable format. E-mail represents not the system, but the information communicated through the system. E-mail messages are public records when they are created or received in the transaction of public business. They must be retained as evidence of official policies, actions, decisions, or transactions. Such messages must be identified, filed, and retained just like records in other formats. E-mail is managed by its content, not its format. For additional information on E-mail see the State of Nevada - Guidelines for Developing an Agency Email Policy.	Retain for the retention period required for equivalent hardcopy.	Same as the equivalent hardcopy (if applicable).	Same as the equivalent hardcopy (if applicable).	Same as the equivalent hardcopy (if applicable).

Employee Suggestion Forms

LRDA Number 20071238

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents "employee suggestions", "good ideas" , "action needed" and similar agency programs.	Until no longer administratively useful	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Final Plan for Capital Improvement

LRDA Number 20070009

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the planning of projects for the physical improvement or new construction of buildings, parks, structures, warehouses, communication & utility facilities and similar local government owned or controlled facilities. This series may include, but is not limited to, drawings, maps, blueprints, renderings, financial estimates, budget reports, fee schedules, related correspondence and similar documents.	Permanent.	This record series may contain confidential or restricted information.	NRS 354.59801, NRS 239C.090, NRS 239C.210	None

Financial Impact Analysis Records

LRDA Number 20071529

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the financial analysis of various governmental practices. This series may include, but is not limited to, reports, studies, worksheets, related correspondence and similar records.	Three (3) fiscal years from the fiscal year to which it pertains. Review for historical value.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	This series is useful for planning future budget proposals.

Fleet GPS Monitoring Reports

LRDA Number 20101775

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains data created by Global Positioning System (GPS) units placed in local government owned or leased fleet vehicles in order to monitor their use and to discourage their misuse. Information in these reports may include the vehicle ID number as well as the date, time, location, and time spent performing government business while using the vehicle.	One (1) calendar year from the end of the calendar year to which the report pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 482.5536	None.

Generators of Hazardous Waste Records

LRDA Number 20071704

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the requirements for generators of hazardous waste to produce records and reports in accordance with state and federal law or regulation. This series may contain, but is not limited to, hazardous waste shipment manifests, biennial reports, exception reports, records documenting test results/waste analysis, inspection reports, variances, storage container labeling reports, related correspondence and similar records.	Three (3) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	40 CFR Part 262, 40 CFR 262.40, 40 CFR 268.7, NRS 459.550, NRS 459.3822, NAC 444.8655 to 444.8688	None.

Gift and Donation Records

LRDA Number 20071568

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents gifts and donations to the local governmental entity. This series may contain, but is not limited to, donor information, copies of wills, bequest documents, endowment documents, trust documents, acknowledgement letters, award guidelines, records documenting conditions or restraints of gift or contribution, letters and agreements of gift, copy of gift disclosure, donation forms, donation lists, deeds, related correspondence and similar documents.	Permanent.	This record series may contain confidential or sensitive information.	NRS 239B.030, NRS 205.4617	None.

Gift Disclosures

LRDA Number 20071658

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents gift disclosures in accordance with state law.	Six (6) fiscal years after the date on which the disclosure was filed.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 281A.400 , NRS 281A.420, Nevada Ethics in Government Manual	None

History Files

LRDA Number 20070033

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the history of an agency, department, division, or other governmental body, and is usually used as an informational source for the governmental entity. This series may contain, but is not limited to, narratives, copies of legislative bills, artifacts, memorabilia, photos, negatives, slides, audio-visual recordings, subject files, reports, newspaper clippings, scrapbooks, certificates, correspondence, and documents of a similar nature.	Permanent.	None	None	None

In Memorial Records

LRDA Number 20081752

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents gifts or donations to memorialize individuals or events and are often associated with special programs such as adopt a tree, donor brick, exemplary public service, friends of the library, 911 remembrance and similar programs. This series may contain, but is not limited to, honoree information, donor information, acknowledgement letters, program information, letters and agreements of gift, disclosure forms, donation forms, copies of plaques, copy of placement maps, accounting documents, reports, log books, forms, related correspondence and similar documents.	Permanent.	None	None	None

Jury Duty, Exemption Requests

LRDA Number 20070620

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents requests for jury duty exemption or excuse.	One (1) calendar year from the date of request.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 6.020 to 6.030	None

Key and Keycard Records

LRDA Number 20070078

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the issuance of keycards to agency staff to enable access to agency buildings and sites. Records may include but are not limited to key inventories, key issue forms, key replacement records, and key disposal records.	Three (3) calendar years after key/keycard is turned in.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Legal Opinions

LRDA Number 20071115

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains formal opinions rendered by the Attorney Generals office, District Attorney's office or other legal counsel. Opinions document the rationale for local government policies and help maintain consistency in related issues. Information usually includes date, department requesting opinion, and the text of the opinion.	Permanent.	None	None	None

Legislative Relations Records

LRDA Number 20070034

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series may be used to review and/or plan a local government's position on impacting legislative actions. This series may include, but is not limited to, bill review and tracking forms, opinion requests, bill tracking reports, copies of pending or approved legislation, notes, memorandum, related correspondence and similar documentation. Information in this series may also be used in lobbying efforts and recommending legislative changes.	As long as administratively useful to the agency.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.59803	Review for historical value.

Lobbyist Forms

LRDA Number 20071659

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document lobbyist and lobbyist employer activities. This series may include, but is not limited to, expenditure reports, registration statements, supplementary registration statements, termination records, guidelines, related correspondence and similar documents.	Five (5) fiscal years from the date of filing.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 218.932	None

Mailings: Mailing and Distribution Lists

LRDA Number 20070063

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is usually a list of names and addresses compiled for various mailings, such as billings, notifications, community outreach, and other administrative purposes.	Until superseded by a new or revised list.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Mailings: Records of Mailing

LRDA Number 20070070

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Documentation of mailing dates, content of mailings, and addressees for mailing sent by the local government for various purposes.	One (1) calendar year from date of mailing.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Mailings: Undeliverable Mailings

LRDA Number 20070072

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Mailings (excluding mailed ballots) sent by local governments that were returned as undeliverable.	One (1) calendar year after the matter referenced in mailing is concluded.	None	NRS 278.0217	None

Membership of Boards and Commissions

LRDA Number 20070281

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the membership of boards, commissions, councils, and similar organized bodies. Records may include but are not limited to copies of oath of office forms, appointment and commission forms, related correspondence and supporting documentation.	Permanent.	None	NRS 282.010, NRS 232A.010 to 232A.020, NRS 283.030	None

Microfilm Quality Control Records

LRDA Number 20071359

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents that microfilm produced by or for governmental entities conforms to the specifications required by NRS 239.051(2). Records in this series may include but are not limited to microfilmed records lists, microfilm reel indexes, service bureau transmittals, film inspection reports, security copy depository transmittals, camera/processor/duplicator inspection reports, equipment and operator logs, related correspondence, and similar documents.	Retain this record series for the same retention period as related microfilm.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 239.051(2), NAC 239.635 to 239.638, NAC 239.763	None

Mission Statement

LRDA Number 20071301

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the mission statement of a local governmental entity and its divisions, sections, offices and branches listing its goals and objectives.	Until superseded with an updated or amended statement.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Museum Records

LRDA Number 20101776

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document the acquisition, and ownership of materials in museums, local history collections, and similar repositories owned and/or operated by local governments. Records may include but are not limited to, exhibit files, temporary custody forms, collection catalogs, gift or deed forms, acquisition forms, collection permits, inventory forms, loan forms, specimen catalogs, deaccession records, records of purchases, records of loans and/or trades, and similar documents.	Permanent	This record series may contain confidential or sensitive information.	NRS 205.4617	None.

Naming of Local Government Buildings/Facilities Files

LRDA Number 20141908

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the naming of local government owned buildings and/or facilities and may contain but is not limited to naming requests, application forms, opinion surveys, copies of contracts, naming rights lease agreements, enterprise fund records (if applicable), lease agreement renegotiation and renewal records, copies of agenda items, approvals, related correspondence, and similar records.	Permanent.	None	NRS 266.275, 244.30701, NRS 450.810, NRS 338.200, County and Municipal Code	None

Nevada Acknowledgement of Ethical Standards for Public Officials

LRDA Number 20141885

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document the filing of the Acknowledgement of Ethical Standards form by all elected and appointed public officials. The record may contain but is not limited to, Nevada Acknowledgement of Ethical Standards form and related correspondence.	Three (3) years from the date of submission to the Nevada Commission on Ethics.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 281A.500, NRS 11.190 (3)(d)	The Nevada Commission on Ethics is the office of record for this record series.

Oaths

LRDA Number 20081768

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents constitutional and loyalty oaths administered to elected officials/officers, firefighters, marshals, teachers or other licensed employees, non-elected or non-appointed staff, board and commission members, and others required to take the oath of office as prescribed by law.	Permanent.	None	NRS 282.010, NRS 253.020, NRS 281.030, NRS 391.080, NRS 142.010, and others.	None

Occupational Safety: First Aid Records

LRDA Number 20071325

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the single treatment and any follow up visit for the purpose of observation of minor scratches, cuts, burns, splinters and other injuries which do not ordinarily require medical care. Such treatment and any follow up visit for the purpose of observation are considered first aid, even if the treatment or visit is provided by a health care provider (NAC 618.5506). The records may contain incident report of minor injuries, first aid log, supply requests, supply expenditure reports, first-aid kit inspection reports, and similar documentation.	One (1) calendar year from the end of the calendar year to which they pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1904.7 (b)(5)(ii), 29 CFR 1904.4, NAC 618.5506	First aid injuries, as defined by 29 CFR 1904.7 (b)(5)(ii), do not have to be reported to OSHA (See also 29 CFR 1904.4). These records do not fall under the provisions of HIPAA (Health Insurance Portability and Accountability Act, 42 U.S.C. § 1320d et seq.) -- see the definition of "protected health information" found in 45 CFR 164.501.

Occupational Safety: Hazard Communication Program

LRDA Number 20071706

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the Hazard Communication Program established in accordance with federal law and may include, but is not limited to a written Hazard Communication Program, written information produced and received by the agency on hazardous material (including first-aid bulletins), training documentation, emergency first aid procedures, related correspondence and similar documents.	Three (3) calendar years from the creation or receipt of material or supersession of the written Hazard Communication Program.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR1910.1200(e)(f)(g) and (h)),	None

Occupational Safety: Hazardous Material Safety File

LRDA Number 20070064

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to provide information on hazardous materials stored, manufactured or used by the agency as part of the Hazard Communication Program. This series includes material safety data sheets (MSDS) and a listing of hazardous material in the workplace.	Thirty (30) calendar years from the creation or receipt of material.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1910.1200 (a)(e)(f)(g) and (h)	None

Occupational Safety: Occupational Noise Exposure Measurement Record

LRDA Number 20121837

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of studies and measurements of the noise levels employees are exposed to by location or job classification. This series may include, but is not limited to, measurement of background sound pressure reports, monitoring reports, risk management assessments, related correspondence, and similar information used to support the possibility of exposure.	Two (2) calendar years from the date of the record.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1910.95 (m)(3)(i)	None

Occupational Safety: OSHA Citation Postings

LRDA Number 20101780

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are the postings of citations required to be posted by federal law/regulation.	Keep posted until the violation has been abated or closed, or for three (3) working days, whichever is longer.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1903.16	None

Occupational Safety: OSHA Files

LRDA Number 20071552

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the activities of local governmental agencies in administering federal and state requirements for Occupational Safety and Health. The files may contain, but are not limited to, various OSHA forms and reports, instructional booklets, announcements and notices, instructional form letters, memos, correspondence, and related documents.	Five (5) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1904.29, 29 CFR 1904.33, NAC 239.165 (1) (2)	None.

Occupational Safety: OSHA Inspection and Violation Files

LRDA Number 20101779

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents citations received due to OSHA inspections and/or complaints about safety issues. The files may contain, but are not limited to complaints, inspections, conferences, reviews, consultations, OSHA citations, abatement documentation, supportive documentation, and related correspondence.	Five (5) calendar years from the date of the inspection or abatement or closing of the citation, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 USC section 651, 29 CFR Part 1903	None

Occupational Safety: OSHA Notices Postings

LRDA Number 20101781

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are the notices required to be posted by federal law/regulation and usually includes OSHA Notices, State approved OSHA notices, Copy of the federal Occupational Safety and Health Act. and similar notices.	Keep posted until the notice has been superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1903.2, 29 USC section 651, 29 CFR Part 1903	None

Occupational Safety: Personal Protective Equipment (PPE) Records

LRDA Number 20071700

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the authorization and acquisition of specialized safety devices and clothing for employees working in hazardous situations. This series may include, but is not limited to, employer hazard assessments, equipment selection records, defective and/or damaged equipment reports, PPE request forms, authorization forms, PPE training and written certification records, copies of purchase orders, manufactures warranties, related correspondence and similar documents	Three (3) calendar years after the disposal of the protective equipment.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1910.132 to 1910.138, NRS 11.190 (3) (d), NRS 11.190 (4) (e)	If this record series contains employee hazard exposure or employee medical records those records must be retained in accordance with those record series found in Personnel Section. (See Employee Medical Records and Employee Medical Records - Hazard Exposure)

Occupational Safety: Records and Reports of Safety Committees

LRDA Number 20070297

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents safety committees established to promote a safe work environment for employees. This series may include, but is not limited to, safety plans, policies and procedures, safety and health training records, safety committee meeting records, vulnerability assessments, reports on inspections conducted by safety officers, staff reports, attendance reports, correspondence, and related documents.	Three (3) calendar years from the date of the report or record.	Portions of this record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 618.295, NAC 618.538 to 618.544, NRS 239C.210, NAC 239.165 (1)(2)	None.

Occupational Safety: Respirator Fit Test

LRDA Number 20121838

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document qualitative and quantitative fit tests administered to employees. Information includes name or identification of the employee tested, type of fit test performed, specific make, model, style, and size of respirator tested, date of test, and the pass/fail results for Qualitative fit test (QLFT) or the fit factor and strip chart recording or other recording of the test results for Quantitative fit test. (QNFT)	Retain until the next fit test is administered.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1910.134 (m) (2) (ii)	None

Occupational Safety: Respiratory Protection Program Records

LRDA Number 20121839

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document Respirator Protection Program's established in accordance with federal law. Records may include, but are not limited to, worksite-specific procedures, equipment inspections, program evaluations and assessments, correspondence, and related documents.	Two (2) calendar years after revised or superseded.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1910.134 (c)(1), NRS 11.190 (4)(e)	None

Occupational Safety: Workers' Compensation Claim Files - Insurer Copy

LRDA Number 20071423

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the recording and reporting of occupational injuries and illnesses. This series may include, but is not limited to, employee name, social security number, employers report of industrial injury or occupational disease, workers compensation claim forms, reports from health care providers, copies of OSHA reports and forms, written determinations, ratings performed by any physician or chiropractor, copies of bills and payment vouchers, records of all compensation paid to the injured employee and all payments made to any other person in connection with the claim, copies of payroll documents, legal correspondence, communication log, review or appeal documents, and any other forms or correspondence which pertain to the claim.	Six (6) calendar years after the death of the injured employee.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, NRS Chapters 616A to 617, NAC 616C.070, NAC 616C.088, NRS 11.190 (1)(b), NAC 239.165 (1)(2)	The determination of who is legally considered the "Insurer" (as defined in NAC 616C.070) should be addressed by your agency legal counsel.

Occupational Safety: Workers' Compensation Claims File - Agency Copy

LRDA Number 20071424

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the recording and reporting of occupational injuries and illnesses. This series may include, but is not limited to, employee name, social security number, employers report of industrial injury or occupational disease, workers compensation claim forms, reports from health care providers, copies of OSHA reports and forms, written determinations, ratings performed by any physician or chiropractor, copies of bills and payment vouchers, records of all compensation paid to the injured employee and all payments made to any other person in connection with the claim, copies of payroll documents, legal correspondence, communication log, review or appeal documents, and any other forms or correspondence which pertain to the claim.	Three (3) calendar years from the closure, resolution or cancellation of the claim or case.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1320d-2, 42 USC section 1320d-6, NRS Chapters 616A to 617, NRS 11.190 3(d), NAC 239.165 (1)(2)	The long term retention of this record series is the responsibility of the "Insurer". The determination of who is legally considered the "Insurer" (as defined in NAC 616C.070) should be addressed by your agency legal counsel.

Open Meeting Law: Agendas - Annotated

LRDA Number 20071638

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is a summary document listing all the items discussed during public meetings and the action taken on those items. This series is not the official/final agenda which must be retained permanently.	One (1) calendar year after the year in which they were created.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 241.035	None

Open Meeting Law: Agendas - Official/Final

LRDA Number 20071639

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of the meeting agenda per se and any backup material submitted prior to or during the meeting. This series is often included as part of the meeting minutes.	Permanent.	None	NRS 241.020	None

Open Meeting Law: Hearings - Notice of Public Hearing

LRDA Number 20070010

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the posting of notices of public hearings. Usually includes information on date, time, place and location of hearing, list of locations where notice has been posted, agenda, and related records.	Five (5) calendar years from the date of the meeting.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 241.020	None

Open Meeting Law: Hearings - Records of Hearing

LRDA Number 20070011

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents hearings usually conducted as part of the regulatory process and/or hearings on proposed rules and changes, and the conclusions reached. This series may include, but is not limited to, agenda, attendance sign in sheets, tapes/recordings (audio/visual) of hearing, testimony, public comment, forms, reports, conclusions reached, minutes, correspondence, and related records.	Permanent.	None	NRS 241.035	None

Open Meeting Law: Legal Notices

LRDA Number 20071717

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents compliance with state laws requiring public notice of governmental activities. This series may include, but is not limited to, Affidavits of Publication, Certificates of Mailing, Affidavits of Posting, Public Hearing Notices, other required public or legal notices and similar documents.	Five (5) calendar years from the date of the meeting.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 241.020, NRS 241.035	None

Open Meeting Law: Meeting Notification Lists

LRDA Number 20070065

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of listings kept of persons who have requested advance notification of all meetings or meetings with specific content.	Until superseded by a new or revised list.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 241.020 (3)(b)	A request for notice lapses 6 months after it is made. The public body shall inform the requester of this fact by enclosure with, notation upon or text included within the first notice sent. It is the requester's responsibility to inform the governmental entity if they wish to continue receiving meeting notifications after the 6 month period has elapsed.

Open Meeting Law: Minutes of all Boards, Commissions, Committees and Councils

LRDA Number 20070107

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These minutes are the official record of the proceedings of regularly scheduled, special and emergency meetings. They include the date, time, and meeting place, members present and absent, "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken, the names of citizens who appeared and the substance in brief of their testimony, any other information that any member requests be entered in the minutes" in accordance with NRS 241.035. This series may include, but is not limited to, minutes, agenda packets, supporting documents, exhibits, public attendance/sign in sheets (if applicable) and related records.	Permanent.	The minutes of closed meetings may contain confidential information. See NRS 241.035 (2)(a)(b)(c) for details.	NRS 241.035, Open Meeting Law Manual (Office of the Attorney General), NAC 239.850	None.

Open Meeting Law: Posting Requests Received from Public Bodies

LRDA Number 20141894

Description	Minimum Retention Period	Disposition	Legal Citations	Note
In accordance with NRS 241.020 (3)(a), public meeting notices must be posted at the principal office of the public body or, if there is no principal office, at the building in which the meeting is to be held, and at not less than three other separate, prominent places within the jurisdiction of the public body. This series documents posting requests received by local governmental entities for and in behalf of public bodies and may include but is not limited to notice of meeting and agenda.	Retain the posting until the date of the meeting or if the meeting is cancelled the date of cancellation.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 241.020, NRS 241.035	The public body that is holding the meeting has the obligation to retain the official record of posting (See NRS 241.020 and NRS 241.035). These records should be retained until the date of the meeting as proof of compliance for and in behalf of the public body which requested the posting.

Open Meeting Law: Recordings of Meetings

LRDA Number 20070109

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to record the proceedings of regularly scheduled, special and emergency meetings and may also be used to transcribe, verify and correct the minutes of public meetings. The written minutes may be taken from these recordings, transcribed, corrected as needed, and presented to the meeting body for approval. This record series includes audio and /or audio/visual recordings.	Recordings must be transcribed into written minutes. Dispose of the recording one (1) year after the adjournment of the meeting at which it was recorded, or following transcription, whichever is later.	The recordings of closed meetings may contain confidential information. See NRS 241.035 (2)(a)(b)(c) for details.	NRS 241.035 (1), NRS 241.035 (4)(a), NRS 241.030	For additional information on public meetings See the Open Meeting Law Manual (Office of the Attorney General).

Open Meeting Law: Speaker/Comment Cards

LRDA Number 20071640

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains information cards of citizens requesting to speak at public meetings. The substance of the remarks made by the public are included in the meeting minutes.	Retain until minutes of the associated meeting are created and approved.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 241.035 (1)(d)	None

Open Meeting Law: Supplemental Material

LRDA Number 20141907

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records consist of the supplemental material used during a meeting of a public body which was not requested to be included with the minutes.	One (1) calendar year from the adjournment of the meeting.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 241.035 (1)(d)(e)	None

Ordinances and Resolutions

LRDA Number 20071676

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents ordinances and resolutions issued by local governments and may contain, but is not limited to, notice of filing, proof of publication, proof of posting, supporting documentation relating to preparation, drafting, passage, and implementation of the ordinance or resolution, date of adoption or passage, applicable signatures, related correspondence and similar documents. This series includes documentation related to ordinances or resolutions which have been repealed, revoked, or amended.	Permanent.	None	NRS 266.105 to 266.118, NRS 244.095 to 244.115, NRS 269.155	None

Organizational Charts

LRDA Number 20070285

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of organizational charts that show lines of authority and responsibility within and between the various departments of the local government.	Until modified, superseded, or no longer created.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Parking Permits, Employee

LRDA Number 20070988

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the application and issuance of employee parking permits.	Until updated or cancelled.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Passport Transmittals

LRDA Number 20101773

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series provides verification that passport documents have been completed, documentation verified, and the information has been transmitted to the US Passport Office. Information may include date received, applicant's personal information, date transmitted, and similar data.	Two (2) calendar years from the end of the calendar year to which the record pertains.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	22 CFR 51.22, NRS 205.4617, NAC 239.165	None.

Performance Audits by External Agencies (Non-Financial)

LRDA Number 20121835

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of quality control audits performed by external (usually regulatory) agencies. Audits may be used to assess effectiveness, economy, and efficiency of specific programs or functions, verify compliance with legal requirements, document internal control and compliance policies and procedures, and may include recommendations for improvement. Records in this series may include, but are not limited to, investigative reports, checklists, copies of documents involved in the review or audit, studies, questionnaires, staff training documentation, recommendations, regular and final reports, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they pertain, or for the period required by the regulatory agency, whichever is longer.	Portions of this record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	Review for historical value

Permission to Use Municipal Logo

LRDA Number 20141906

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains documentation authorizing the use by others of trademarked municipal logos. Records may include but are not limited to application for use, terms and conditions, approval forms, use permit, related correspondence, and similar records.	Six (6) calendar years from the expiration of the use permit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b)	Review for historical value.

Personal Information Security Breach Notification Records

LRDA Number 20161926

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents data collectors actions following the discovery or notification of a breach of sensitive and/or personally identifying information it collects, stores, or maintains. Records may include but are not limited to, breach investigative records, documentation of the notification process, and related correspondence.	Six (6) calendar years from the conclusion of the breach notification process.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 603A.010 to 603A.920, 45 CFR 164.400 to 164.414, NRS 11.190 (1) (a), NRS 11.190 (3)(d), NRS 41.1345	NRS 603A.030- Data collector defined. Data collector means any governmental agency, institution of higher education, corporation, financial institution or retail operator or any other type of business entity or association that, for any purpose, whether by automated collection or otherwise, handles, collects, disseminates or otherwise deals with nonpublic personal information.

Petitions Submitted to Governing Body (Not Election Related)

LRDA Number 20101834

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of petitions submitted to local government bodies (councils, boards, districts, etc...) to express the opinions of the signers. These types of petitions are often used to express satisfaction or dissatisfaction with actions taken or under consideration by the governing body.	Two (2) calendar years after response or action by the governing body.	Portions of this series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.4617, NRS 241.035, NAC 239.165	Although these types of petitions are usually informational and may require no action, a summary of the petition should be retained in the governing bodies meeting minutes.

Photo Release Forms

LRDA Number 20121846

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of release forms signed by citizens, local government employees, visitors granting permission to use their likeness in official publications, on local government websites, at local government sponsored activities/events, and for similar uses.	Three (3) calendar years after photo/image is no longer in use.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Presentation Materials

LRDA Number 20101831

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of materials created for use in presentations, demonstrations, classes, or seminars. This series may include, but is not limited to, slides, overheads, flip charts, handouts, and similar material. This series does not include commercially available materials.	Retain for as long as administratively useful.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Press/Media Releases

LRDA Number 20070853

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains copies of press/media releases issued from the department, agency, or key personnel. This series may contain, but is not limited to, originals or copies of press releases, publicity files, audio and/or video recordings, informational flyers, notes, charts, graphs, correspondence, and related documents.	Retain press/media release files determined by the agency to be of historical value permanently. Retain other press release/publicity files for as long as administratively useful to the agency.	This record series should not contain confidential or restricted information and the non-permanent records may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Proclamations

LRDA Number 20070013

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the special recognition of local government events, activities, and/or persons.	Permanent.	None	None	None

Property and Equipment, Records and Inventories (office copies)

LRDA Number 20070067

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents property and equipment records and inventories. This series may contain, but is not limited to, copies of purchase orders, monthly property reports, descriptions of items, manufactures model and serial number, fiscal reports related to original cost, value, commodity codes, memos, correspondence and other related records.	One (1) fiscal year after superseded.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Property Management: Building Protection Systems Records-Agency Copy

LRDA Number 20081755

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the service/maintenance of fire extinguishers, fire alarm systems, sprinklers, fire suppression systems, emergency lighting systems, exit signs, smoke detectors and similar systems. Series may include, but is not limited to, inspection records, maintenance reports, service logs, copies of bids and contracts for service, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year to which the record pertains.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 477.033, NRS 239C.210, NAC 239.165 (1)(2)	None.

Property Management: Burglary and/or Vandalism, Reports of

LRDA Number 20071710

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents burglary and/or vandalism of local government equipment and/or property and may contain, but is not limited to, police reports, damage reports, witness statements, insurance information, related correspondence and similar documents.	Three (3) calendar years from the date of last action.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(b), NAC 239.165 (1)(2)	None.

Property Management: Pest Control (Extermination) Records

LRDA Number 20071747

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document pest control programs and the local government use of pesticides and may contain, but is not limited to, extermination logs, pesticide application record (showing kind and quantity used, dosage rate, method of application, target organism, area, date and time of application and employee name), incident reports, exterminator (contractor) reports, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1910.141(a)(5), NRS Chapter 586, NRS Chapter 555, NRS 11.190 (3)(d), NRS 11.190 (4)(e)	Application logs do not contain medical information. For "Employee Medical Records-Hazard Exposure Records"- See LRDA # 2007-1289 in the Personnel Section.

Property Management: Security Camera Recordings

LRDA Number 20071749

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series consists of security camera recordings created to record activities inside and outside of public buildings.	Seven (7) days or for the period needed to review recordings, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Property Management: Security Records

LRDA Number 20071279

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents security programs provided for governmental buildings and grounds. Records in this series may include but are not limited to personnel identification (photograph) records, security activity reports, incident reports, crime reports, vehicle files, visitor control log, inspection reports, key accountability records, investigation reports, security logs, correspondence, and related records.	Three (3) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 239C, NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None.

Proposed Legislation Records

LRDA Number 20070039

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records created by governmental agencies for the purpose of proposing legislation. This series may contain, but is not limited to, research information on proposed legislation, fiscal notes, summaries, estimated cost reports, impact statements, correspondence, and other information documenting the proposed legislation.	As long as administratively useful to the agency.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Public Records Requests

LRDA Number 20101782

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records document requests for public records and provide a record of agency responses. Records may include but are not limited to request logs and/or request forms and response letters, legal citations for redaction or denial, and orders to grant or deny request. Excludes copies of the records which are the subject of the public records request.	Three (3) calendar years from the end of the calendar year in which the response was completed.	If this record series contains confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 239.001, NRS 239.010 to 239.012, NRS 603A.040, NRS 205.4617, NRS 11.190(3)(d)	"Nevada Public Records Act: A Manual for State Agencies" provides guidance local governments may wish to incorporate into their own public records policies and procedures.

Purchase, Sale or Transfer of Real Property Files

LRDA Number 20101777

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents transactions for the purchase, sale, or trade of land, buildings or other real property by local governmental entities. Records may include but are not limited to public/legal notices, property information, disclosure statements, appraisal reports, bids/purchase offers, copies of acceptance or rejection notices, financial records, legal documents, meeting minutes and exhibits, copies of deeds, bill of sale or transfer, copies of purchase orders, related correspondence and similar documents.	Permanent	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 244.2795 to 244.282, NRS 268.059 to 268.062, NRS 205.4617, NRS 11.190 (1)(b)	If the financial transaction is summarized in the file the financial records themselves may be purged from the records six (6) calendar years from the final close of the sale.

Quality Assurance Recordings

LRDA Number 20121847

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These recordings (usually telephone) are used to document customer service calls and may be used for staff training and development purposes.	Thirty (30) days from the date of the recording.	These recordings may contain confidential or sensitive information and should be destroyed in a secure manner.	None	None.

Quality Assurance Review Audits and Reports

LRDA Number 20071256

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of quality control reviews performed by an agency to check the effectiveness of policies and procedures [such as office security, training, safety, personnel, customer relations, emergency and similar procedures]. The files may consist of: investigative reports, checklists, copies of documents involved in the review or audit, staff reviews, copies of policies & procedures, comparison reports, audit workpapers, studies, questionnaires, copies of safety manuals, copies of staff training documentation, regular and final reports, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Records Destruction Certificate

LRDA Number 20070069

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the destruction of records in accordance with approved retention schedules.	Three (3) calendar years from date the records were destroyed	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	None

Records of Formal Negotiations

LRDA Number 20070012

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents negotiations between the governing body or the governing body's representative and employee representatives. This series may include, but is not limited to, contracts, reports, negotiation notes, letters of agreement, arbitration findings, cost analyses, minutes, audio/video recordings, related correspondence and similar records.	Permanent.	Portions of this record series are not subject to the open meeting law (NRS 288.220).	NRS 288.140 to 288.220	None.

Records Retention Schedule

LRDA Number 20070073

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This schedule is a listing of all the record series in the legal custody of a local government, and the minimum retention that is established to satisfy administrative, fiscal, legal and historical requirements for each record series, and has been approved by those necessary within the organization and the State Library and Archives Administrator.	Six (6) calendar years after superseded by a changed schedule	This record series does not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NAC 239.155	None

Reports Required by Law/Regulation

LRDA Number 20141900

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are reports (not scheduled else ware in the Local Government Records Management Program Manual) which are required by law or regulation to be submitted to governing bodies, state or federal agencies, Legislative Counsel Bureau/Legislature, or the Governor.	Retain for a minimum period of five (5) calendar years from the submission of the report.	If this series contains any confidential, restricted or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	Various State/Federal Laws and Regulations	The office of record for this series is usually the entity receiving the report.

Requisitions / Purchase Orders (office copies)

LRDA Number 20070074

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to purchase equipment, supplies, and or products for local governments and may include, but is not limited to, copies of purchase order forms, vendor invoices, worksheets, terms and conditions forms and related correspondence.	Until resolution of annual audit.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Resignations of Elective and Appointive Officials

LRDA Number 20070290

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents resignations of elected and appointive officials and may contain, but is not limited to, letter of resignation, copy of oath of office, related correspondence and similar documents.	One (1) calendar year after resignation is effective.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 283.030, NRS 245.130	None

Restricted Document Log (Homeland Security Act)

LRDA Number 20071246

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the access granted to "Restricted Records" and contains information on the date access was granted, the individuals name, a copy of a photographic form of identity, the name of his/her employer, citizenship status, and the purpose for accessing the restricted documents	Three (3) calendar years from the end of the calendar year to which it pertains.	This record series must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.010 thru 239C.270 (Homeland Security Act) - NAC 239.165 (1)(2)	This log is NOT a "Public Record" per NRS 239C.220 and 239C.230 (2).

Risk Management: Accident Reports

LRDA Number 20071712

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents accidents involving departmental vehicles or equipment. Reports may contain, but are not limited to, date and time of accident, location of accident, type of accident, narrative reports regarding circumstances, parties involved, injury reports, copies of medical treatment reports, property damage reports, vehicle damage reports, witness statements, copies of police reports, departmental forms, notes, photos, correspondence, and related documents.	Three (3) calendar years following resolution or settlement of any claims or legal actions, or from the accident date if no legal action or damage results.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 12.080, NRS 12.105, NAC 239.165 (1)(2)	None.

Risk Management: Emergency Action Plan

LRDA Number 20101783

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents emergency action plans used to coordinate activities during emergencies. Information may include but is not limited to, procedures for reporting a fire or other emergency, emergency evacuation plans (including type of evacuation and exit route assignments), physical security plans, environmental control plans, records documenting employee alarm systems, emergency action plan training records, plan reviews, related correspondence, and similar documents.	Five (5) calendar years after revised or superseded.	This series may contain confidential/ restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1910.38, NRS 239C.090, NRS 239C.220, NAC 239.165	None.

Risk Management: Insurance Policies

LRDA Number 20070062

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the terms and conditions of insurance policies between the local government and insurers. Types of insurance may include liability, property, motor vehicle, flood, and others. Records usually include policies, endorsements, rate change notices, agent of record, related correspondence and similar documents. This series does not include Group Health and Life Insurance policies which are scheduled in the Personnel Section.	Six (6) calendar years after policy expires.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NRS 11.190 (3)(d)	None

Risk Management: Insurance: Claims

LRDA Number 20070061

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document various types of liability claims filed against the local government. These include personal injury, property damage, motor vehicle accident, false arrest, and others. Records often include reports, photographs, summaries, reviews, notices, audio and videotapes, transcriptions of recorded statements, memoranda, correspondence, and related documents.	Three (3) fiscal years after final settlement of claim	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Risk Management: Job Safety Analysis

LRDA Number 20161936

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the process of identifying and analyzing potential hazards in job tasks. Records may include but are not limited to Job Safety Analysis form and any related correspondence and similar material.	Three (3) years after superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	None

Risk Management: Liability Release Forms

LRDA Number 20071672

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents individual liability release forms required for participation in various programs/activities offered by local governmental departments during the year. This series usually consists of event specific liability forms, participant information, contact information, signature of participant or parent/legal guardian, emergency contact information, and similar information.	Three (3) calendar years from the date of the event.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239B.030, NAC 239.165 (1)(2)	None.

Risk Management: National Flood Insurance Program (CRS) Records

LRDA Number 20141901

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records relating to the Federal Emergency Management Administration's Community Rating System (CRS) program which allows for discounted flood insurance rates for communities that exceed minimum national flood protection standards. Records may include, but are not limited to, application, CRS certification forms, recertification and modification forms, flood insurance rate map (FIRM) determination forms, elevation certificates, verification visit documents, public outreach information, hazard disclosures, related correspondence and similar documents.	Retain the application and verification visit documentation until no longer participating in the program. Retain other records in this series for a minimum period of three (3) calendar years from the date of recertification or supersession.	Local governments must recertify annually and undergo in-depth program review/verification every five years.	FEMA-National Flood Insurance Program Community Rating System-CRS Record Keeping Guidance, 42 U.S.C. section 4104 (c)(d), 44 CFR 13.42, NRS 11.190 (3)(d)	Review for historical value.

Risk Management: Property Insurance Inspection Reports

LRDA Number 20161931

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records are used for risk analysis purposes and consist of reports from Independent Loss Control Insurance Inspections. The record may include but is not limited to: property/building life safety and fire system reviews, facility condition analysis reports; seismic bracing reviews, related correspondence, and similar documentation	Three (3) calendar years from the date of the report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239C.090	None.

Risk Management: Red and Amber Light Permits

LRDA Number 20101772

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents red and/or amber light permits issued by the Nevada Highway Patrol for local governmental vehicles. Series may contain application for permit, permit log or lists, copies of accounting records, related correspondence and similar documents.	One (1) fiscal year after expiration of the permit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 484A.490	Permits expire on June 30 of each calendar year.

Risk Management: Smog Inspections

LRDA Number 20121882

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents emission inspections of local government owned/operated vehicles.	Retain until superseded by a new inspection.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 445B.700 to 445B.845, NAC 445B.575 to 445B.601, NAC 445B.737 to NAC 445B.774	None.

Risk Management: Vehicle Maintenance Records

LRDA Number 20070079

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the maintenance and repairs of local government owned or leased vehicles. Series is used to provide a maintenance and repair history and may include but is not limited to work order number, dates, maintenance or repair performed, mileage of vehicle, problem type, warranty information, driver's name, and action taken.	Life of the vehicle (plus three years if the vehicle was involved in an accident)	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Risk Management: Vehicle Visual Inspections

LRDA Number 20141897

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents visual inspections of local government owned vehicles for conditions that could affect driver safety. These inspections are usually done by the driver prior to vehicle operation. Series may include but is not limited to, pre and/or post inspection report or checklist, related correspondence and similar documents.	If an unsafe condition is found: Retain for a minimum period of three (3) calendar years from the date of repair or correction. If no unsafe conditions are found: Retain until a subsequent vehicle inspection is performed.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Seal and Logo Records

LRDA Number 20070040

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records pertaining to the creation and establishment of the municipal logo, seal and other similar graphic or symbolic representations of the local government.	Permanent.	None	None	None

Special Boards, Commissions, Councils, Committees, Offices and Task Force Records

LRDA Number 20071242

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the governmental administration, activities, and history of specially organized committees, boards, councils, offices and task forces. These entities are usually organized or appointed to address specific problems or situations, and not intended to carry on activity beyond a final report or activity. The purpose of these special entities may involve advising, investigating, planning, recommending, compiling, summarizing and similar activities. Records may include but are not limited to agendas, original minutes of public meetings, meetings and workshops, interim and final reports, news articles and other informational documents, related correspondence and any other material compiled or created by the entity.	Permanent.	The minutes of closed meetings may contain confidential information. See NRS 241.035 (2)(a)(b)(c) for details.	NRS 241.010 to 241.035, The Open Meeting Law Manual (Office of the Attorney General), NAC 239.850	None

Special Event and Celebration Records

LRDA Number 20070041

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents local government sponsored special events and celebrations. This series may include, but is not limited to, event planning information, cost studies, promotional material, speeches, dedications, public attendance summaries, final reports, correspondence, and related records. May also include routine documentation related to implementing the promotion and organization of the event. These often include lists, rosters, correspondence, volunteer information, and related records.	Retain records which document significant aspects of the event Permanently. Retain other records related to the event for a minimum period of two (2) fiscal years from the year to which it pertains.	This record series should not contain confidential or restricted information and the non-permanent records may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Special Study Report Files

LRDA Number 20121878

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents special studies produced under the direction of governing bodies, department managers, courts, elected officials, but not required by law or regulation. Files may contain but are not limited to, reports, exhibits, supporting documentation and related correspondence.	Three (3) calendar years from the completion or termination of the study. .	If this record series contains confidential, restricted, or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	Review for historical value

Specialized or Local Ethics Committee

LRDA Number 20141902

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents specialized or local ethics committees established to complement the functions of the State Commission on Ethics. Records may include but are not limited to, code of ethical standards, hearing records, agendas, minutes, motions, deliberations, opinions, interpretations, correspondence, and supporting documentation.	Permanent.	Each request for an opinion submitted to a specialized or local ethics committee, each hearing held to obtain information on which to base an opinion, all deliberations relating to an opinion, each opinion rendered by a committee and any motion relating to the opinion are confidential unless: The public officer or employee acts in contravention of the opinion; or the requester discloses the content of the opinion. (NRS 281A.470 (3)(a)(b))	NRS 281A.470	None

Staff Meeting Records

LRDA Number 20070846

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the actions and activities taking place at internal staff meetings, team meetings, managers meetings, and other internal meetings. These types of meetings do not always produce minutes, but this series may include minutes, agendas, notes, reports, newsletters, correspondence, and related documents.	One (1) calendar year from the date of the meeting.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Strategic Plan Files

LRDA Number 20070047

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents detailed plans (methods) for accomplishing program goals. This series may include, but is not limited to, records documenting the development and establishment of agency goals and objectives, planning documents, laws and regulations, activity reports, statistical reports, related correspondence and similar records.	Three (3) calendar years from the date superseded. Review for historical value.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	This series may contain historically significant information on the development and modification of agency strategic plans.

Summons and Subpoenas

LRDA Number 20071281

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These documents are received by representatives of local governments and individuals in their official capacity as local government employees, requiring their appearance at a specified place, date and time. The summons and subpoenas are issued by agencies which are granted this power under law. These may include state and federal courts, boards, commissions, offices, etc... The documents themselves contain a statement of the authority for the summons or subpoena, the reasons for the required appearance, the date, time and place. The documents are signed and dated and may be delivered by mail or by an officer of the summoning institution.	One (1) calendar year from the date of the scheduled appearance or cancellation of the summons or subpoena.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Surveys, Polls, and Questionnaires

LRDA Number 20070076

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document public opinion on various issues, actions, and concerns. This series may include, but is not limited to, surveys, polls, questionnaires, summaries, abstracts, related correspondence, and similar information.	Retain for as long as administratively useful to the agency.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Telecommunication System Management Records

LRDA Number 20071360

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the creation, modification, and disposition of local government telecommunications systems. Records in this series may include but are not limited to equipment records, Federal Communications Commission records, repair order forms, system planning records, telecommunications maintenance contracts and service agreements, service orders, related correspondence, and similar documents.	Retain service agreements/maintenance contracts for a minimum period of six (6) calendar years after expiration or fulfillment of all terms of the agreement or contract, whichever is later. Retain other telecommunication system records for the life of the system.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Telephone Logs

LRDA Number 20071008

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a listing or log of telephone calls made and similar telephone activity reports.	90 days from last entry.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Trademarks, Trade Names and Service Marks Files

LRDA Number 20121861

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the trade names, trademarks and service marks registered with the Secretary of State in accordance with state law. The files may contain, but are not limited to, application, specimen of mark and/or name, copy of certificate of registration, correction documentation, renewals, receipt for fee payment, copy of checks, cancellation documentation and related correspondence.	Three (3) calendar years after the expiration or cancellation date of the registration.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 600.240 to 600.390, NRS 11.190 (3)(d)	The Nevada Secretary of State is the office of record for this record series. The registration of a mark is effective for 5 years from the date of registration.

Trust Fund for Retirement Benefits (NRS 287.017)

LRDA Number 20121868

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the establishment of trust funds for the future retirement of local government employees and their spouses and dependents. Series may contain, but is not limited to Board of Trustee records, trust statements, contribution records, enrollment forms, actuarial records, employee/spouse/dependent files, audit reports, investment records, contracts and agreements, financial reports, various forms, related correspondence and similar records.	Retain Board of Trustee records, audit reports, statement of trust records permanently. Retain employee, spouse/dependent files for a minimum period of thirty (30) years from the close of file. Retain other records included in this series for a minimum period of six (6) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 287.017, NAC 287.776, NAC 287.788, NRS 11.190 (1)(b), NAC 239.165	None.

BLM Project Records

LRDA Number 20101784

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents projects involving federal Bureau of Land Management and may include request for assistance forms, project activity reports, financial documents, memos, related correspondence, and similar documents.	Three (3) fiscal years following the expiration of the project.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	43 CFR 12.82, 43 CFR 1880, NRS 11.190 (3)(d), NAC 239.165	Review for historical value.

Emission Inventory Studies and Reports

LRDA Number 20101786

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These reports are designed to support criteria pollutant studies, plans, and/or state implementation plans and are usually geared towards specific point sources.	Permanent	This record series usually does not contain confidential or restricted information.	42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B	None

Emission Reduction Program Records

LRDA Number 20101789

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents programs designed to reduce harmful pollutants. The programs are designed to reduce harmful emissions from Carbon Monoxide, Ozone, PM10, PM2.5, VOC, Nitrogen Oxide, Carbon Dioxide, HAPs, etc. and may be included as a component of the State Implementation Plan. Records may include program reports, studies, guidelines, proposals, grant requests, related correspondence and similar documents. Programs may include, but are not limited to, Voluntary Vehicle Repair Program, Lawn Mower Exchange Program, Off-Road Vehicle Diesel Retrofit Program, Truck Stop Electrification Program, Gas Cap Exchange Program and similar programs.	For programs linked to State Implementation Plan- Retain this series for five (5) calendar years after superseded or withdrawn. For programs not linked to the State Implementation Plan- Retain for five (5) calendar years after expiration of program.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B	Review for historical value.

Endangered Species Act (ESA) Section 10 Records

LRDA Number 20141895

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents permits received from the U.S. Fish and Wildlife Service for activities which would otherwise be prohibited by the ESA. Permits may be for scientific purposes, enhancement of propagation or survival, or for incidental taking of wildlife and may authorize a single transaction, a series of transactions, or a number of activities over a specific period of time. Records used in the permitting process may include but are not limited to application forms, Habitat Conservation Plans, implementation agreements, funding plans, draft National Environmental Policy Act analysis, safe harbor agreements, candidate conservation agreements, copies of financial records, related correspondence, and similar records.	Ten (10) calendar years from the expiration or revocation of the permit	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	50 CFR 17.22, 17.32 and 17.62, NRS 244.386, NAC 321.418	The office of record for this series is the U.S. Fish & Wildlife Service. Section 10 of the ESA is designed to regulate a wide range of activities affecting plants and animals designated as endangered or threatened, and the habitats upon which they depend.

Enforcement Actions

LRDA Number 20101788

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the issuance of Notices of Violation (NOV) and resolution of enforcement action. Records may include notice of violation, evidentiary documents, response forms, tracking forms, stipulations, hearing officer reports, orders, waivers, findings, penalty payment plans, photos, audio/visual records, related correspondence, and similar documents.	Six (6) calendar years from the date of final resolution.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B, NRS 11.190 (1)(a)	Review for historical value.

Permit Files-Stationary Source

LRDA Number 20101787

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series pertains to stationary sites emitting air pollutants. Records may include applications, permits, inspections, enforcement corrective action orders, copies of notices of violation, compliance hearing records, performance tests, copies of emission reports, certification reports, ownership change records, financial reports, forms, memos, related correspondence, and similar documents.	Twenty (20) calendar years after site closure.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B, NRS 11.190 (1)(a)	Review for historical value.

State Implementation Plan (SIP) and related studies

LRDA Number 20101785

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents air quality reports and studies performed as part of the State Implementation Plan (SIP). Records may include, but are not limited to, implementation plans, carbon monoxide studies, modeling data plans, ozone reports, transportation plans, air toxics studies, attainment demonstration plans, milestone achievement reports, and similar reports and/or studies.	Five (5) calendar years after superseded or withdrawn.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B	Records in this series may also be found incorporated in whole or part, into County Code, Health District Code, State and/or Federal Law. Review for historical value.

State Implementation Plans (SIP) - Transportation Plans

LRDA Number 20101791

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains information used in developing plans to achieve national ambient air quality standards through a reduction of vehicle miles of travel. Records consist of transportation control plans, conformity determinations, studies, employer incentive plans, strategy papers, copies of emissions standards, meeting notices, concurrence requests, related correspondence and similar records. Final transportation control plans become part of state implementation plans (SIPs).	Five (5) calendar years after superseded or withdrawn.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	Clean Air Act section 176 (c)(4)(E), 40 CFR 51.390, 40 CFR 93.100 to 93.129	Review for historical value.

Vacant Land Monitoring Reports

LRDA Number 20101790

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to monitor vacant lands, unpaved parking lots, unpaved roadways and similar areas within the city/county. Records may include inspection reports, enforcement records, complaints, related correspondence and similar supporting material.	Three (3) calendar years from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	Review for historical value.

Activity Reports

LRDA Number 20070112

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of records documenting various indicators of activity associated with local government owned or operated airports. Subjects may include arrivals and departures, type of aircraft served, number of passengers, amount of cargo, amount of fuel use, activities of related operations such as restaurants, gift shops, car rental outlets, as well as others. These types of reports are usually statistical in nature and should not contain personally identifying, confidential or restricted information.	Retain annual activity reports Permanently. Retain other activity and statistical reports (not otherwise scheduled in this section) for three (3) calendar years from the year created.	If there is personally identifying, confidential or restricted information in this record series that information must be protected from public disclosure and the non-permanent records containing that information must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)	This record series is useful for planning and budgeting, reference, performance monitoring, program justification, position justification and similar uses.

Airport Aid Program Grantees: Affirmative Action Plans

LRDA Number 20070122

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records in this series document specific and result-oriented procedures used to achieve equal employment opportunity. This series may include, but is not limited to, affirmative action plans, compliance reports, statistical reports, employment reports, and related records.	Three (3) fiscal years, or for the period during which the federal financial assistance is made available, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	14 CFR 152.415	None

Airport Aid Program Grantees: Reports not transmitted to the Federal Aviation Administration

LRDA Number 20070123

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains reports that enable the FAA Office of Civil Rights to ascertain if there has been compliance with the non-discrimination in airport aid program. The series may include, but is not limited to, compliance reports, statistical reports, correspondence and related records.	Three (3) fiscal years or for the period during which the Federal financial assistance is made available, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	14 CFR 152.415	None

Airport Certification Manuals or Specifications

LRDA Number 20070114

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents certifications, licenses, or permits from the Federal Aviation Administration (FAA) or other Federal or State agencies. Records in this series may include, but are not limited to, certification applications, airport certification manuals, operating procedure manuals, facility and equipment descriptions, responsibility assignments, self inspection plans, maintenance manuals, and any documentation bearing directly on the issuance or renewal of licenses.	Retain certification manuals or specifications Permanently. Retain other records related to certification two (2) calendar years after expiration.	This record series may contain confidential or restricted information. Records not retained permanently must be destroyed in a secure manner that will prevent reconstruction of the information.	14 CFR 139.203 to 139.205, 14 CFR 139.301, NRS 239C.090, NRS 11.190 (4)(e), NAC 239.165 (1)(2)	None.

Airport Emergency Documentation Records

LRDA Number 20070119

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series of records may include, but is not limited to, alerts (all stages), reports and records of emergencies, reports of property damage, reports of sick or injured persons and similar documents.	Three (3) calendar years from date of last action.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 11.190 (3)(d), NRS 11.190 4(e), NAC 239.165 (1)(2)	None.

Airport Emergency Planning Records

LRDA Number 20070118

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the development and maintenance of airport emergency plans, created to minimize the possibility and extent of personal injury and property damage in the event of an emergency.	Retain records described in 14CFR 139.325 - Permanently.	This record series contains confidential or restricted information.	49 CFR 1520.5, 14CFR 139.325, 239C.090	None.

Airport Fueling Agent Inspections

LRDA Number 20071373

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents established standards for protecting against fire and explosions in storing, dispensing, and otherwise handling fuel, lubricants, and oxygen at the airport. These standards cover facilities, procedures, and fueling personnel training. This series may contain, but is not limited to, inspection reports, training reports, records documenting fire safety in mobile fuelers, fueling pits, fueling cabinets, fuel farms and storage areas, storage area access reports, corrective action records, reports submitted to the FAA, copy of the fire code of the public body having jurisdiction over the airport, related correspondence and similar documents.	Two (2) calendar years from the date of the inspection.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	14 CFR 139.321, NRS 11.90 (4)(e), NAC 239.165 (1)(2)	None.

Airport Law Enforcement Activity Records

LRDA Number 20071377

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents various types of security actions taken by the airport as described in 49 CFR 1542.221. This series may include documents showing the number and type of firearms, explosives, and incendiaries discovered during any passenger screening process, and the method of detection of each; the number of acts and attempted acts of piracy; the number of bomb threats received, real and simulated bombs found, and actual bombings on the airport; the number of detentions and arrests made, name, address, and the immediate disposition of each individual detained or arrested, the type of deadly or dangerous weapon, explosive, or incendiary confiscated, and the identification of the aircraft operator or foreign air carrier on which the individual detained and/or arrested was screened, or was scheduled to be a passenger.	Three (3) calendar years from date of last action.	This record series may contain confidential or restricted information. This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	49 CFR 1542.215 to 1542.221, NRS 11.190 3(d), NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2)	None.

Airport Project Records

LRDA Number 20071378

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document airport construction projects. This series may contain, but is not limited to, engineer's project notes, inspection reports, as-built drawings, land use maps, drainage and pavement drawings, airport layout plans, master plan maps, aerial photographs, topography maps, standard maps, property surveys, land use policy plans, project details, studies, reports, notes, correspondence and related documents.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090	None.

Daily Log of Control Center

LRDA Number 20070117

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the daily activities of an airport control center. This series may include, but is not limited to, information on weather conditions, arrivals and departures, type of aircraft served, number of passengers, amount of cargo, amount of fuel used, planned or special events in or around the airport, correspondence and similar records.	Two (2) calendar years from date of record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	49 CFR 1520.5, NAC 239.165 (1)(2)	None.

Escort Log

LRDA Number 20070120

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is a log of individuals who do not have unescorted access authority, and must be escorted into secure or other areas of the airport.	Six (6) month from date of log.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Federal Aid to Airport Records

LRDA Number 20070121

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer grants of funds from the federal government for airport planning and engineering, or airport development. This series may include, but is not limited to, airport layout plans, preliminary plans and specifications, invoices, cost estimates, payrolls, vouchers, cancelled checks or warrants, receipts, and similar records.	Three (3) fiscal years after the date of the final grant payment.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	14 CFR 151.55	None

Navigational Facilities Maintenance and Operation Records

LRDA Number 20071376

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the maintenance and operation of various types of airport navigational equipment. Examples include non-directional radio beacon facilities, instrument landing system facilities, simplified directional facility, distance measuring equipment, VHF marker beacons, interim standard microwave landing system, microwave landing system, and others. May also include: maintenance manuals, meter readings, adjustment records, facility maintenance logs, radio equipment operation records, technical performance records, various forms, copies of reports submitted to the FAA and related documents.	Six (6) calendar years after equipment is permanently removed from service.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	14 CFR 171.13, 14 CFR 171.33, 14 CFR 171.53, 14 CFR 171.117, 14 CFR 171.163, 14 CFR 171.213, 14 CFR 171.275, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Noise Compatibility Planning Records

LRDA Number 20070125

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the development of a noise compatibility program to moderate the impact of noise in areas surrounding airports. This series may include, but is not limited to, studies, reports, noise exposure and other maps, hearing records, public statements and similar records.	Retain records described in 14 CFR 150.23 (e)- Permanently. Retain other records related to noise abatement and control for two (2) calendar years after program approved.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	14 CFR 150.23 (e)	None

Notices to Airmen (NOTAM)

LRDA Number 20070127

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the notification of air carriers of changes in airport conditions. Subjects may include airway changes, chart corrections, facility changes, procedural changes, flight advisories and restrictions, construction information, maintenance information, special notices, and related records.	Two (2) calendar years after notice is removed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Parking Positions for Aircraft

LRDA Number 20070129

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series details the parking positions for aircrafts using municipally owned or operated airports.	Six (6) months after superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Passenger Facility Charges (PFC)

LRDA Number 20070130

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the imposition of FAA approved Passenger Facility Charges (PFC), to finance eligible airport related projects. This series may include, but is not limited to, application, written competition plan, notice to air carriers, project descriptions, project justifications, detailed financial plans, meeting notes and minutes, accounting records, audit files, correspondence, and related records.	Three (3) calendar years after completion of project.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	14 CFR 158 (Appendix A to Part 158 -#10), 14 CFR 158.61 to 158.71	None

Security Program Records

LRDA Number 20070131

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the objectives, methods, and procedures, designed to prevent or reduce illegal activities or interference with civil aviation. This series may include, but is not limited to, airport description, maps, master security plan, access control information, training programs, incident management procedures, procedures for public advisories, law enforcement personnel information, contingency plans and related records.	Retain program records described in 49 CFR 1542.103 permanently. Retain other security program records for a minimum period of two (2) calendar years after they have been superseded.	This record series contains confidential or restricted information. Records to be disposed must be destroyed in a secure manner that will prevent reconstruction of the information.	49 CFR 1542.103, NRS 239C.090, NAC 239.165 (1)(2)	None.

Self-Inspection Program Records

LRDA Number 20070133

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents daily, (except as required by the airport certification manual or airport certification specifications or as a result of unusual conditions) inspections that show conditions found, and all corrective actions taken. Series may include, but is not limited to, inspection procedures, daily inspection reports, daily maintenance log, lists of equipment used in conducting safety inspections, facility information, and related records.	One (1) calendar year from the date of the inspection.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	14 CFR 139.327, NAC 239.165 (1)(2)	None.

Animal Permit and License Records

LRDA Number 20071715

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents permits and/or licenses issued to pet owners, kennel or wildlife exhibit operators, and other persons in accordance with state law and local ordinance.	Two (2) calendar years from the renewal, denial or expiration of the permit or license.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 244.359, NRS 266.325, NRS 205.4617, NAC 239.165 (1)(2)	None.

Bite Reports

LRDA Number 20070136

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the investigations of animal bites. This series may include, but is not limited to, case number, information on person bitten, incident information, treatment given, animal type, results of investigation, correspondence and similar documents.	Two (2) calendar years from the date of the report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 244.359, NAC 441A.020, NAC 441A.425	None

Communicable Disease Reports

LRDA Number 20071379

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of reports of actual or suspected rabies, anthrax, brucellosis, or other reportable communicable diseases of animals or humans submitted by veterinarians or other personnel employed by an animal shelter to a local health authority and/or rabies control authority.	Five (5) calendar years after reports submission to health authority and/or rabies control authority.	This record series may contain confidential and/or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 441A.410, NAC 441A.150, NAC 441A.225, NAC 441A.410 to NAC 441A.445, NAC 239.165 (1)(2)	None

Counter Receipts / Logs

LRDA Number 20070137

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Receipts and other records related to financial transactions at animal control offices or shelters. This series may include, but is not limited to, receipts or reports documenting license fees, impound and boarding fees, registration fees, euthanasia fees, release fees, and similar documents.	One (1) fiscal year following an audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Dog License Forfeits

LRDA Number 20070139

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents monies collected in advance to encourage pet owners to license and vaccinate their pets. Licenses are required yearly, and if the pet owner did not license their pets in the last year the money is forfeited to animal control.	One (1) fiscal year following an audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 205.4617, NAC 239.165 (1)(2)	None.

Euthanasia License Records

LRDA Number 20071283

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document the annual registration process required to purchase and dispense controlled substances in accordance with state and federal law. These substances are used in the euthanasia of sick, injured or unwanted animals. This series usually includes a copy of the application, supporting documentation, a copy of the license and related correspondence.	Three (3) years after the expiration of license.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	21 CFR 1304.04, NRS 453.246, NRS 11.190 (3)(d)	None

Lost and Found Records

LRDA Number 20070149

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of cards or forms completed by pet owners to help match lost pets with animals in the custody of animal control. This series may include, but is not limited to, owners name and address, and name of and description of pet, location, date and time, and related information.	Six (6) months from the date of the card or form.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Medical Records, Animal Control

LRDA Number 20071452

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the medical history of animals in the care of animal control. This series may include, but is not limited to, records which document an animal's past medical history, medical treatment records or logs, vaccination history, lab test notes and results, quarantine information, correspondence and similar related documents.	Four (4) calendar years from the date of last service.	This record series may contain confidential information (NAC 441A.412) which must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 441A.410, NAC 441A.410 to 441A.440, NAC 239.165 (1)(2)	None

Pet Adoption Contracts or Agreements

LRDA Number 20070148

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents contracts or agreements signed by adopters outlining the terms of adoption. This series may include, but is not limited to, spay or neuter agreements, veterinary exam requirements, obedience training requirements, related correspondence, and similar documents.	Six (6) calendar years after the expiration or upon the fulfillment of all terms of the agreement or contract, whichever is later.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b), NAC 239.165 (1)(2)	None.

Pet Impound Records

LRDA Number 20070142

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document all animals received by animal control. This series may contain, but is not limited to, description of animal, source, copy of medical and/or shot records, release information, final disposition and related records.	Two (2) calendar years from the date of final disposition.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 574.055	None

Rabies Vaccination Certificate Records

LRDA Number 20071380

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents certificates of rabies vaccinations performed by veterinarians. The certificate may include the name and address of the owner of the animal, a description of the animal, including the name, age, sex, breed, color and weight of the animal, the date the vaccination was administered, the product name of the vaccine used, the lot number of the vaccine, the date the animal is due for revaccination based on the duration of immunity provided by the vaccine (according to its label), the number on the rabies vaccination tag issued, the name, address and license number of the veterinarian, the signature of the veterinarian who administered the vaccine, and related documents	Three (3) calendar years from date of issuance.	The record of the certificates of vaccinations against rabies maintained by the rabies control authority is confidential (NAC 441A.412) and may be disclosed only to an animal control authority or health authority or pursuant to a court order.	NRS 441A.410, NAC 441A.410, NAC 441A.440, NAC 441A.412, NAC 239.165 (1)(2)	This record series must be destroyed in a secure manner that will prevent reconstruction of the information.

Records Relating to the Use, Storage and Disposition of Sodium Pentobarbital

LRDA Number 20070144

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the use, storage, and disposition of sodium pentobarbital used in the euthanasia of sick, injured or unwanted animals. This series may contain, but is not limited to, weekly stock verifications, beginning and ending inventory each time the drug is removed from secure storage, identification of the animal on which it was used, the amount administered, signature of person administering the drug, notes on waste, notes on disposal of expired or unwanted sodium pentobarbital, security information, reports, correspondence and related records.	Four (4) calendar years from the date of the record.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	21CFR 1304.03, 21CFR 1304.04, NAC 638.535	None

Reports of Injured Animals

LRDA Number 20070145

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents reports of injured animals picked up and/or treated by animal control. This series may contain, but is not limited to, information on type of animal, owners (if known) name and address, location, type of injury, if a wild animal-location of capture, action taken, treatment, disposition, associated costs, correspondence and related records.	Two (2) calendar years from the date of the report. .	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Violation Notices to Owners

LRDA Number 20070146

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents violation notices issued to animal owners for infractions of local ordinances (not having a license, allowing pet to run at large, no rabies vaccinations, annoyance, etc.). This series may contain, but is not limited to, case number, reason for action, activity cards or notices, license number, owner's name and address, violation, ordinance number, date and time, correspondence, and related records.	Two (2) calendar years from the close of the case, or from the date of last action.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 574.055, NRS 171.17751, NRS 205.4617, NAC 239.165 (1)(2)	None.

Additional Tax Due and Valuation Notices

LRDA Number 20070468

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to notify property owners of disqualification of specially assessed property or errors made in the valuation process. This series may include, but is not limited to, notice to property owners, records documenting taxes assessed, reason for disqualification or change, appeal forms, supporting documentation and related correspondence.	Six (6) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 250.110 to 250.180, NRS 11.190 (1)(b), NRS 11.190(3)(d), NRS 360.280, NRS 361.044, NRS 205.4617, NAC 239.165 (1)(2)	None.

Affidavits of Tax Exemption

LRDA Number 20070081

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents affidavits filed by war veterans, disabled veterans, surviving spouses, the blind and other qualifying individuals or organizations for real and/or personal property tax exemption. This series may include, but is not limited to, applications, questionnaires, annual renewals, applicable forms and supporting documentation, related correspondence and similar documents.	Three (3) fiscal years after last claimed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 361.044, NRS 250.110 to 250.180, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Appraisal Records

LRDA Number 20070082

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents information on the appraisal and assessment of real property. This series may contain, but is not limited to, taxpayers name, property address, lot number, legal description including acreage, improvements, assessed valuations for land and improvements, factoring worksheets, information on age and condition, copies of building permits, notes, correspondence and related records.	Six (6) fiscal years following a new appraisal.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 361.260, NRS 250.110 to 250.180, NRS 361.044, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 205.4617, NAC 239.165 (1)(2)	None.

Assessment Appeals

LRDA Number 20070089

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents appeals by taxpayers for reconsideration of the assessed value and or classification of their property. This series may include, but is not limited to, appeal form, meeting notification, documentation to support value, final decision, and directions for further appeal.	Six (6) fiscal years after final decision.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 361.044, NRS 250.110 to 250.180, NRS 11.190 (1)(b), NRS 11.190(3)(d), NAC 239.165 (1)(2)	None.

Assessment Rolls and/or Tax Lists

LRDA Number 20070083

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Official record of assessments on all properties in the county. This series may include, but is not limited to, information on property owner, address, legal description, code area, property class, assessed value, real market value, taxes levied and any changes made since previous tax roll.	Permanent.	At the written request of a taxpayer some information in this record series may be confidential.	NRS 361.044	None.

Business Personal Property Statements

LRDA Number 20071321

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the business equipment / assets in the possession of business owners as of July 1. This is usually a sworn statement or declaration documenting all the business equipment / assets in the businesses possession, the total acquisition costs including any shipping and installation charges, any equipment / assets leased or loaned, any personal property improvements and a statement of the physical location of each asset. This series may also include copies of lease agreements, depreciation statements, assessor forms, supporting documents, related correspondence and similar information.	Six (6) fiscal years from the fiscal year to which the statement pertains	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 361.265, NRS 11.190 (1)(b), NRS 11.190 3(a)(d), NRS 250.110 to 250.180, NRS 360.280, NRS 361.044, NRS 205.4617, NAC 239.165 (1)(2)	None

Change of Address Form

LRDA Number 20071227

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains change of mailing address forms. Information may include but is not limited to name of property or business owner, address change form, parcel number, Tax ID number, effective date, old location and/or mailing address (if applicable), new location and/or mailing address (if applicable), any other required information and the signature of person requesting change.	One (1) calendar year from the end of the calendar year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 250.110 to 250.180, NRS 360.280, NRS 361.044, NRS 205.4617, NAC 239.165 (1)(2)	None.

County Board of Equalization Records

LRDA Number 20071681

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the actions of County Boards of Equalization and may contain but is not limited to assessment appeal forms, complainant supporting documentation, Assessor's appraisal forms and supporting documentation, worksheets, copies of various forms, studies, photos, exhibits, hearing records, legal notices, minutes, recordings, related correspondence, findings and final decisions.	If this series is retained permanently by the County Clerk- Retain for six (6) fiscal years after determination of the Board. If not retained by the County Clerk- Retain permanently.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 361.334 to 361.365, NRS 11.190 (1)(a)(b), NRS 11.190 (3)(d)	The County Clerk or designated deputy is the clerk of each panel of the County Board of Equalization. (NRS 361.340 (6))

Court Orders and Affidavits, Confidential Taxpayer

LRDA Number 20101792

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of court orders authorizing the assessor's office to block all personal information on property belonging to taxpayers. Series may include court order, affidavit on property, checklists, printouts of information, changes to existing information, release affidavits, removal of confidential information request, related correspondence and similar documents.	Six (6) calendar years after no longer active.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 250.130 to 250.170, NRS 11.190 (1)(a), NRS 205.4617	None.

Declarations of Value

LRDA Number 20071718

Description	Minimum Retention Period	Disposition	Legal Citations	Note
The Declaration of Value is a form prescribed by the Nevada Tax Commission to provide information with regard to the transfer of real property.	Five (5) calendar years from the date of receipt.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 375.060, NAC 375.180	None

Escrow Confirmation Reports

LRDA Number 20070084

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These types of reports are used to document changes of property ownership to Title and/or Mortgage Companies.	One (1) fiscal year from date of report.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 250.110 to 250.180, NRS 360.280, NRS 361.044, NRS 205.4617	This series has also been used to verify sewer use changes.

Maps

LRDA Number 20070086

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains maps that show the size, shape and boundary of every land parcel in the County. This series also includes all updates to the maps.	Permanent	This record series may contain confidential or restricted Information.	NRS 361.189, NRS 239C.210	None.

Ratio Studies

LRDA Number 20071315

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to update appraisal values between reappraisals of property. This series may include, but is not limited to, sales data cards, sales verifications, sales ratio report and supporting documents. Information on report may include property sales by neighborhood or reappraisal areas, ratio of sales to property values, previous study statistics, individual sales listings and similar data.	Six (6) fiscal years from the date of the study.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (1)(b), NRS 11.190 (3)(d)	Review for historical value.

Receipts for Payment of Personal Property Tax

LRDA Number 20070088

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are receipts showing bill number, taxpayer's name, amount of tax, date paid, and allocation of monies collected.	Five (5) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 250.110 to 250.180, NRS 360.280, NRS 361.044, NRS 205.4617, NAC 239.165 (1)(2)	None.

Reports to Nevada Department of Taxation

LRDA Number 20101793

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents various reports submitted to the Nevada Department of Taxation in accordance with state law and regulation. Reports may include segregation reports, appraisal reports, valuation reports, reappraisal reports, statistical reports, and other reports required by the department.	Six (6) calendar years after reports are submitted to Nevada Department of Taxation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 361.390, NRS 361.044, NAC 361.144 to 361.151, NRS 11.190 (1)(B), NRS 11.190 (3)(D)	None.

Special Assessments

LRDA Number 20071519

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents special assessments for ditches, bridges, sewers, sidewalks, streets, ornamental lighting, and similar improvements. This series may include, but is not limited to, information on taxing districts, property owners, nature of improvements, lot and parcel number, copies of resolution assessing special taxes, assessment rate, payment records and reports, related correspondence, and similar records.	Six (6) fiscal years after payment of assessment.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 250.110 to 250.180, NRS 360.280, NRS 361.044, NRS 205.4617, NAC 239.165 (1)(2)	Review for historical value.

Attorney General Opinions

LRDA Number 20071388

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents Attorney General opinions and letters of advice. This series may include, but is not limited to, requests for opinions, informal or formal opinions, letters of advice, copies of legislative bills, copies of statutes and administrative rules, related correspondence and similar documents.	As long as administratively useful.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	Review for historical value.

Calendar of Cases

LRDA Number 20070153

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the daily schedule of cases that are to be heard before the court. This series may include, but is not limited to, defendants' names, plaintiffs' names, case number, date of appearance, and related information.	Thirty (30) days from the date of the schedule.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Case Files: Appealed Cases

LRDA Number 20071391

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents cases on appeal, and may contain, but is not limited to, notice of appeal, applicable case file, copies of pertinent court case papers, transcript of court case proceedings, attorney's notes, orders of cases on appeal, memos, related correspondence and similar documents.	Three (3) calendar years after all appeals are exhausted.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)	Retain permanently cases determined by the District Attorney to be of historical significance.

Case Files: Domestic Violence -Misdemeanor

LRDA Number 20081756

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document misdemeanor domestic violence cases prosecuted by the district attorney's office. The records may contain information pertaining to case number, defendant's name, social security number, date of birth, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, copy of presentence report, complaints, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents.	Following disposition of the case, retain for a minimum period of thirty (30) days after the appeals time frame has expired and all appeals have been exhausted.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 200.485, NRS 33.018, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	The majority of the information contained in the misdemeanor case file are copies of records originated by police agencies and the court of jurisdiction. In the event that the file must be recreated, the information can be obtained from the police agency and the court.

Case Files: Domestic Violence-Felony

LRDA Number 20081758

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document felony domestic violence cases prosecuted by the district attorney's office. The records may contain information pertaining to case number, defendant's name, social security number, date of birth, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, copy of presentence report, complaints, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents.	Following disposition of the case, retain for a minimum period of seven (7) calendar years after the appeals time frame has expired and all appeals have been exhausted.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 200.485, NRS 33.018, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	

Case Files: Driving Under the Influence (DUI)-Felony

LRDA Number 20081757

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document felony driving under the influence cases prosecuted by the attorney's office. The records may contain information pertaining to case number, defendant's name, social security number, date of birth, charge, dates of indictment and arraignment, plea, bond amount, trial date, copy of presentence report, verdict, and sentence. May also contain copies of police reports, complaints, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents.	Following disposition of the case, retain for a minimum period of seven (7) calendar years after the appeals time frame has expired and all appeals have been exhausted.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 484.3792, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	

Case Files: Driving Under the Influence (DUI)-Misdemeanor

LRDA Number 20081764

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document driving under the influence cases prosecuted by the attorney's office. The records may contain information pertaining to case number, defendant's name, social security number, date of birth, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, complaints, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents.	Following disposition of the case, retain for a minimum period of thirty (30) days after the appeals time frame has expired and all appeals have been exhausted.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 484.3792, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	The majority of the information contained in the misdemeanor case file are copies of records originated by police agencies and the court of jurisdiction. In the event that the file must be recreated, the information can be obtained from the police agency and the court.

Case Files: Felony

LRDA Number 20071383

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document felony cases filed and prosecuted by the District Attorney's office. This series may contain, but is not limited to, case number, defendant's name, social security number, date of birth, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, complaints, investigation records, DUI documents, citations, offense reports, copy of presentence report, motions, witness lists, subpoenas, FBI reports, photographs, exhibits, attorneys' notes, correspondence, and related documents.	Ten (10) calendar years after the disposition of the case.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(a), NAC 239.165 (1)(2)	Retain permanently cases determined by the District Attorney to be of historical significance.

Case Files: Gross Misdemeanor

LRDA Number 20071498

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document gross misdemeanor cases filed and prosecuted by the District Attorney's office. This series may contain, but is not limited to, case number, defendant's name, social security number, date of birth, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, complaints, investigation records, DUI documents, citations, offense reports, copy of presentence report motions, witness lists, subpoenas, FBI reports, photographs, exhibits, attorneys' notes, correspondence, and related documents.	Six (6) calendar years after the disposition of the case.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(a), NAC 239.165 (1)(2)	None

Case Files: Homicide (and other Major Crimes)

LRDA Number 20071384

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document homicides and other major crimes filed and prosecuted by the District Attorney's office. This series may contain, but is not limited to, case number, defendant's name, social security number, date of birth, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, copy of presentence report, complaints, investigation records, offense reports, motions, witness lists, subpoenas, FBI reports, photographs, exhibits, attorneys' notes, court records, correspondence, and related documents.	Permanent.	This record series may contain confidential information.	NRS Chapter 252, NRS 178.750	None

Case Files: Juvenile

LRDA Number 20071401

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents juvenile cases in which the City / District Attorney (or other legal counsel) is a party and may include, but is not limited to, incident reports, copies of law enforcement reports, copies of investigation reports, citations, complaints, referrals, psychological evaluations, juvenile counselor case summaries and recommendations, juvenile social histories, attorney case notes, opinions, court petitions, orders, motions, affidavits, answers, agreements, stipulations, confessions, witness statements, criminal records of the accused, copies of court documents, dispositions, verdicts, correspondence, and other supporting documents relative to the case.	Six (6) calendar years after the juvenile reaches the age of majority.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 62E.620 (8), NRS 62H.010, NRS 62H.220 (3), NRS 179A.290, NRS 11.190 (1)(a), NAC 62H.520, NAC 239.165 (1)(2)	None

Case Files: Misdemeanor

LRDA Number 20071387

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document misdemeanor cases prosecuted by the attorney's office. This series may contain, but is not limited to, case number, defendant's name, social security number, date of birth, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, complaints, copy of presentence report, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents.	Following disposition of the case, retain for a minimum period of thirty (30) days after the appeals time frame has expired and all appeals have been exhausted.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 484.3792, NRS 11.90 (3)(d), NAC 239.165 (1)(2)	The majority of the information contained in the misdemeanor case file are copies of records originated by police agencies and the court of jurisdiction. In the event that the file must be recreated, the information can be obtained from the police agency and the court.

Child Support Case Files

LRDA Number 20071393

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer enforcement actions taken by the District Attorney's office in child support services as required by federal and state statute. This record series may contain, but is not limited to, application for child support enforcement services, background interviews, copies of legal documents (court orders, service of process, stipulations, determinations, etc.), locator records, determination of paternity documents, wage, earnings and withholding statements, documents from financial institutions, documents from other states, support payment and related accounting records, copies of computer reports, related correspondence and similar documents.	Three (3) calendar years after the final closure of case.	Records in this record series have been declared confidential by 42 USC s.654 (26), NRS 125B.055, NRS 125B.170, NRS 422.290, NRS 425.3855, NRS 425.400 and NRS 425.405 and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 651, 42 USC section 654 (26), NRS 125B.055, NRS 125B.170, NRS 422.290, NRS 425.3855, NRS 425.400 NRS 425.405, NRS 11.190 (3)(d), Division of Welfare and Supportive Services-Support Enforcement Manual, NAC 239.165 (1)(2)	These case files provide documentation for processing and collecting child support, and provide assurance funds due the state are identified and collected.

Child Support Compliance Statements from Licensing Agencies

LRDA Number 20070154

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of statements from licensing agencies (governmental entities which issue business licenses, boards or commissions which issue occupational or professional licenses, certificates or permits etc.) submitted to the Department of Health and Human Services, Division of Welfare and Supportive Services in accordance with NRS 425.395.	Three (3) calendar years from the date of statement.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NRS 425.395, NRS 125B.055, NAC 239.165 (1)(2)	None

Child Support Payment Reports

LRDA Number 20071395

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the collection of child support payments and may contain, but is not limited to, child support withholding information, collection and disbursement reports, monthly payment reports, accounts receivable reports, reimbursement reports, collections reports, process reports, related correspondence and similar documents.	Three (3) calendar years after submission of report to the Division of Welfare and Supportive Services.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 302.15, 45 CFR Part 74, NRS 125B.160 to 125B.170, NRS 11.190 3(d), NRS 422.290, Division of Welfare and Supportive Services-Support Enforcement Manual, NAC 239.165 (1)(2)	The central office of Support Enforcement, Division of Welfare and Supportive Services is the office of record for this series.

Child Support Reports

LRDA Number 20071397

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of periodic or requested reports prepared for or provided to support enforcement, program area offices, and District Attorney's offices from the Department of Health and Human Services - Welfare and Support Services Division.	As long as administratively useful to the District Attorney's office.	Portions of this record series which contain recipient names are confidential per NRS 422.290, and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 422.290, Division of Welfare and Supportive Services-Support Enforcement Manual, NAC 239.165 (1)(2)	None

Child Support Statistical Reports

LRDA Number 20071394

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains statistical reports printed either on a regular basis or upon request and are used to administer and monitor Child Support Enforcement Programs. These types of statistical reports may include, but are not limited to, case characteristics, hearing statistics, five quarter reports, program expenditure reports, program effectiveness reports, office effectiveness reports, reports documenting annual effectiveness, statistical reports documenting annual collections and cost effectiveness, financial monitoring reports, program monitoring reports, activity reports [identifies worker statistics by activity, such as number of cases initiated, case contacts, etc.], paternity establishment reports, locate activity reports, and similar reports.	Three (3) fiscal years from the end of the fiscal year to which they pertain, or from the date report is submitted to Welfare and Support Services Division of the Department of Health and Human Services (if applicable). This record series should be reviewed for historical value before disposal.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 302.15, 45 CFR 74.53, NRS 11.190 (3)(d), Division of Welfare and Supportive Services-Support Enforcement Manual, NAC 239.165 (1)(2)	Records in this series hold significant historical value as they contain evidential value of the functions and activities of child support enforcement programs.

Civil Cases

LRDA Number 20070155

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents pending and closed civil cases filed by, and against, local governments. This series may contain, but is not limited to, complaints, summons, investigations, reports, attorney's notes, photographs, orders and judgments, dispositions, pleadings, medical reports, copy of presentence report, copies of planning documents; engineering documents; and financial records, related correspondence and similar records.	Six (6) calendar years after disposition of the case.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(a), NAC 239.165 (1)(2)	None

Civil Forfeiture and Asset Seizure Files

LRDA Number 20071400

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents cases involving seizure of assets for civil forfeiture. This series may contain, but is not limited to, police reports, attorney notes, legal pleadings and notices, descriptions and pictures of property and/or cash, copies of court documents, correspondence, and related documents.	Six (6) calendar years after disposition of the case.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(a), NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)	None

Complaints

LRDA Number 20070158

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents legal complaints and usually consist of written statements of the essential facts constituting the public offense charged and supporting documentation.	Retain felony complaints for four (4) calendar years from the date of filing. Retain gross misdemeanor or misdemeanor complaints for two (2) calendar years from the date of filing.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190, NRS 171.085, NRS 171.090, NRS 171.102, NRS 252.110, NRS 266.470, NAC 239.165 (1)(2)	None

Denied Prosecution Files

LRDA Number 20071389

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents correspondence between the attorney's office and an outside investigative agency (usually police departments) concerning the inability to prosecute cases based on a lack of evidence. These documents are usually generated in response to police investigations and consist mainly of correspondence and case descriptions.	As long as administratively useful to the attorneys office.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.4617, NAC 239.165 (1)(2)	None

Dispositions of Cases

LRDA Number 20070161

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the result of cases prosecuted or defended by the District Attorney/ City Attorney's office.	Thirty (30) days from the date of the disposition.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 252.110, NRS 266.470	None

Fraudulent Check Diversion Program Files

LRDA Number 20081754

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents contracts or agreements between the District Attorney's office and defendants wanting to pay back bad checks. This series may contain, but is not limited to, program contract notes, copy of restitution, receipts, admission statement, correspondence and related documents.	Two (2) fiscal years after the no-issue memo has been generated.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.130 to 205.134, NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)	None

Fugitives from Justice Case Files (Other Jurisdictions)

LRDA Number 20081753

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains information on subjects who have outstanding warrants in jurisdictions outside of Nevada. Case file may include, but is not limited to, copies of police reports, copy of warrant, photographs, identification hearing record, copy of extradition request, correspondence and related documents.	Thirty (30) days after the disposition of the case.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.		None.

Grand Jury Reports

LRDA Number 20071402

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents Grand Jury reports or transcripts received by the District Attorney's office. This series may contain, but is not limited to, transcripts of the Grand Jury proceedings (which may include information gathered from affidavits, investigations, witness statements, evidence viewed), presentment or indictment information (documenting the charge or charges, case number, defendant personal information), and the action taken.	Six (6) calendar years after report is received by the District Attorney's office.	Portions of this record series may be confidential or restricted (NRS 172.245) and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 172.005 to NRS 172.305, NRS 6.110 to NRS 6.145, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	This series may also include information gathered while inspecting the condition and management of public prisons (located within the county) such as tour date, facility name, and any findings of the grand jury.

Opinions

LRDA Number 20070163

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Formal opinions rendered by the attorney's office for various departments or the governing body. Documents the rationale for policy and maintains consistency in related issues. Information usually includes date, department requesting opinion, and the text of the opinion.	Permanent.	None	NRS 252.110, NRS 266.470	None

Pre-Prosecution Diversion Program Files

LRDA Number 20071399

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents contracts or agreements between the District Attorney’s office and defendants wanting to settle cases out of court. This series may contain, but is not limited to, program contract, counseling notes, letter of successful termination, rejection letter, copy of restitution, receipts, admission statement, therapeutic notes, psychological assessments, correspondence, and related documents.	Six (6) calendar years after the disposition of case.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b), NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)	None

Receipts for Criminal Reports

LRDA Number 20070165

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment and cost of purchasing copies of criminal reports.	Until annual audit is completed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Requests for Opinions

LRDA Number 20070167

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for legal opinions from agency legal counsel, city or district attorney, or other legal authorities.	Two (2) calendar years from the answer of the request.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Victim Assistance Case Files

LRDA Number 20071403

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of documentation of the assistance efforts provided to crime victims by governmental agencies. This series may include, but is not limited to, duplicates of police reports and court documents as well as attorney's notes, interview notes, correspondence, and victim assistance referrals. In addition to these records the file may contain but is not limited to victims personal information, hearing notices, victim's impact statement, restitution statements, copies of medical reports, crime compensation application, restitution payment records, written notification requests, copies of protection orders, records documenting state action, and additional supporting documentation.	Three (3) calendar years after the final disposition of the case.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 178.5698, NRS 176.015, NRS 217.480, NRS 176A.120, NRS 176A.430, NRS 200.591, NRS 449.244, NRS 213.040, NRS 62D.440, NRS 11.190 3(d), NAC 239.165 (1)(2)	None

Writs

LRDA Number 20070169

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents writs issued from a court or other legally authorized agency or individual. This series may contain, but is not limited to, writs, notices, orders, and similar documents, proof of service, proof of publication, proof of execution, date received, date served, by whom served, how served, date returned, title and number of case, recipient information, correspondence, and related documents.	Three (3) calendar years after writ is no longer in effect.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 252.110, NRS 266.470, NRS 11.190 (3)(d)	None

Accounts Payable

LRDA Number 20070090

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records documenting local government expenditures. Series may include but is not limited to computer reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipts, canceled checks or warrants, and similar records.	Five (5) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.290, NAC 239.165 (1)(2)	None.

Accounts Receivable (Revenue)

LRDA Number 20070091

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents revenues collected or owed by vendors, citizens, organizations, governments, and others to be credited to accounts. Also documents billing and collection of moneys. Series may include but is not limited to copies of reports, receipts, invoices, awards, logs, lists, summaries, adjustments, statements, and similar records.	Five (5) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.290, NAC 239.165 (1)(2)	None.

Annual Audits

LRDA Number 20070092

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents annual audits of the financial position of the local government conducted by auditors in accordance with statutory requirements described in NRS 354.624. Subjects usually include accounting principles and methods, the accuracy and legality of transactions, accounts, etc., and compliance with requirements, orders, and regulations of other public bodies pertaining to the financial condition or operation of the local government. Information includes accountant's summary, combined financial statements, schedules, balance sheet details, comments, recommendations, and related data.	Three (3) fiscal years from the fiscal year to which the record pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Annual Statement to State Controller

LRDA Number 20071654

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consist of an annual statement submitted to the State Controller showing the indebtedness of the county, the amount of cash in the county treasury, a careful estimate of the value of all property owned by the county, the aggregate value of the real and personal property in the county, (as shown by the last assessment roll) stating each separately, the rate of taxation in such year in the county and the number of registered voters, and the amount of taxes assessed, stating the portion, if any, which was delinquent.	Five (5) fiscal years from the date statement is submitted to the State Controller.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Auditors Policy and Procedures Manual

LRDA Number 20071299

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These types of manuals document the policies, procedures, rules, and regulations governing the auditing process and may contain: policy statements, auditing standards and controls, state, federal, and local guidelines, laws and regulations, and similar documents.	Six (6) calendar years after superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 1(b)	Review for historical value.

Fee books

LRDA Number 20070095

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Record of all fees collected, showing amount, from whom collected, for what purpose collected and date of collection.	Five (5) fiscal years from last entry.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 251.030	None

Monthly Statement to Governing Body

LRDA Number 20070096

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the amount of outstanding warrants against and the available balance in each county, state and special fund, together with an analysis of revenues and expenditures for the previous quarter by account and fund.	Five (5) fiscal years from the fiscal year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.290	None

Tax Deeds

LRDA Number 20070097

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the conveyance of property to purchasers of real property sold for delinquent taxes. This series may include, but is not limited to, information on the total amount of all the delinquent taxes, penalties, interest and administrative costs which were paid for the execution and delivery of the deed, the year for which the property was assessed and sold to the county at preliminary sale, a full description of the property and the name of grantee, correspondence, and similar documents.	Five (5) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.290, NAC 239.165 (1)(2)	None.

Treasurer's Receipts (duplicates)

LRDA Number 20070098

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is documentation received from the County Treasurer on the source and amount of all receipts, apportionments to, payments from, and balances in all funds established under NRS 354.604.	Five (5) fiscal years from the end of the fiscal year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.290, NRS 354.604	None

Addresses in Subdivisions

LRDA Number 20070171

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents home and building addresses in subdivided land.	Until superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Affidavits of Non-Use

LRDA Number 20070172

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of sworn statements that property is not currently in use.	Until property in use.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Agreements to Hold Harmless

LRDA Number 20070173

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents hold harmless agreements releasing the local government from liability for various activities.	Six (6) calendar years from termination of agreement.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b)	None

Applications for Temporary Placement of Trailer **LRDA Number 20070179**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the application process for temporary placement of trailers, may include but is not limited to application, fee schedule, receipts, related correspondence and similar documents.	One (1) calendar year from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Building Master Record **LRDA Number 20071587**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains the official copy of the issued building permit, the certificate of occupancy, and all permit related information including but not limited to name of contractor, location of work, contractor licensing information and scope of work performed. May also contain permit site plans, subcontractor information, owner builder exemption statement, related correspondence and similar documents.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210	None.

Building Trades Occupational Licensing Records **LRDA Number 20071411**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series may contain, but is not limited to, applications for master license or licenses, examinations, references, continuing education information, child support compliance statements, copies of licenses or permits or record of their issuance, copies of licensing documents from other regulatory or licensing boards and/or commissions, and similar records relating to the issuance of occupational (master) licenses to construction contractors and other members of the building trades, including electricians, plumbers, carpenters, welders, etc.	Three (3) calendar years from the expiration, cancellation, revocation, or denial of the license.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii) [SSN], NRS 425.395 , NRS 624.240 , NRS 624.268 , NRS 11.190 3(d), NAC 239.165 (1)(2)	None.

Buildings, Record of Street Addresses **LRDA Number 20070184**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the street address of buildings within the local governments emergency service area.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.210	None.

Cancelled Plans

LRDA Number 20121871

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains drawings, maps, plans, blueprints, and supporting documents submitted for permit review which are subsequently cancelled due to various reasons.	One (1) calendar year from the date of cancellation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None	None.

Code Interpretations

LRDA Number 20071576

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains records detailing interpretations of Building and Fire Safety Codes approved by the Building Official. May include back-up material clarifying interpretation.	Permanent.	None	NRS 278.0115	None

Code Violation Records

LRDA Number 20070186

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents property maintenance code violations and may include but is not limited to photographs, on-site inspection notes, copies of ordinances, violation notices, orders to appear, correction notices, proof of correction, correspondence and related documents.	For violations retain three (3) calendar years after correction of violation. For alleged, but unfounded violations retain one (1) calendar year after determination that zoning ordinances have not been violated.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Customer Tickets (Call Before You Dig)

LRDA Number 20101794

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of tickets, faxes, and similar documents showing underground equipment/utilities.	Six (6) calendar years from date of the ticket.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 455.110 to 455.115	None

Daily Logs of Inspections, Code Enforcement

LRDA Number 20071557

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains logs kept by Code Enforcement Officers detailing various inspections of potential property maintenance code violations.	One (1) calendar year after the calendar year in which log is generated.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Demolition Records

LRDA Number 20071588

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains records relating to the demolition and clearance of buildings deemed unfit for occupancy and condemned, and may include but is not limited to demolition orders, inspection reports, notices to property owners, correspondence, and any related court documents.	Three (3) calendar years after the date of demolition.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Dust Control Permits

LRDA Number 20071593

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the issuance of dust control permits for construction activities including surface grading and trenching.	Three (3) calendar years after the expiration of the permit, or for the period required by local ordinance, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Fire and Life Safety Files

LRDA Number 20070190

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains records which document all the necessary code requirements and operational restrictions placed upon a building or structure.	Permanent.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Inspection Records

LRDA Number 20071412

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents on-site building or residential inspections and is used to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with adopted building codes, and all other building standards adopted by the local government. This series may contain, but is not limited to, inspection requests, information on owner, location of property, location of structure, type of construction, copy of applicable codes, statement of restrictions, daily inspection logs, inspector's notes and remarks, code violation reports, correction reports, inspector's signature, correspondence and related documents. This series includes periodic, special, and final inspections.	Six (6) calendar years after the completion of the improvement or project.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 278.570 to NRS 278.589, NRS 278.0233 to NRS 278.0237, NRS 11.190 (1)(b), NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Inspection Reports, Fire Damage

LRDA Number 20070192

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains inspection reports of buildings/structures which have been damaged by fire and may contain, but is not limited to, inspection report, owner/occupier information, related correspondence, and similar documents.	Six (6) calendar years from the date of inspection.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Inspections of Mobile Home Parks

LRDA Number 20070194

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains inspection reports of mobile home parks and may contain, but is not limited to, inspection report, owner/occupier information, related correspondence, and similar documents.	Two (2) calendar years from date of inspection.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Inspector's Daily Logs

LRDA Number 20071555

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series usually consists of detailed logs kept by inspectors of information relating to daily building code inspections.	One (1) calendar year after the calendar year in which log is generated	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Moved Buildings

LRDA Number 20070197

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains documents related to buildings which have been moved.	Two (2) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Performance Bonds

LRDA Number 20070198

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains information on performance bonds posted by individuals/entities which protect local governments from financial loss should a contractor fail to perform a contract in accordance with its terms and conditions.	One (1) calendar year after the contract is completed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 339.015 to 339.065	None

Permits - Application File

LRDA Number 20071570

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of records required for building permit applications including but not limited to permission letters, change of ownership or contractor letters, HOA approval letters, permit checklists, copies of ownership documents, fee refunding records and copies of permits issued by other entities.	One (1) calendar year from the end of the calendar year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None	None.

Permits - Cancelled Permits

LRDA Number 20071571

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents building permit applications or permits which have been cancelled due to various reasons.	One (1) calendar year after cancellation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None	None.

Permits - Design and Construction File, Commercial or Public Structures

LRDA Number 20071572

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series includes structural files for any building not classified as “Group R” in the International Building Code, and any structure on or related to the subject property. The structural file consists of tests and calculations directly related to the structural integrity or technical components of the structure. This series may contain, but is not limited to, Code Modification Requests, Field Density Testing Reports, Field Submitted Structural Tests and Structural Info from Inspection, Final Grading Reports, Finished Floor Elevation Certificates, Geotechnical Reports, Correspondence from Geotechnical Engineer, Pad Certification Reports, Post Tension Stressing Certificate, Special Inspection (QAA) Reports, Structural Calculations, Structural Checklist, Truss Calculations, related correspondence, and similar documents.	Final Inspection Approved-Retain for life of structure. If Disaster Occurs -Retain six (6) calendar years after the calendar year in which a disaster involving the structure occurs. If Permit Expires-Retain three (3) calendar years after the calendar year in which the permit for the plans expires.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	This series also includes plans for all properties classified as mixed-use, all hotels and motels, and all high-rise buildings

Permits - Design and Construction File, Residential Structures

LRDA Number 20071573

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series includes structural files for any building classified as “Group R” in the International Building Code (not including hotels, motels, and any high-rise structure), and any structure on or related to the subject property. The structural file consists of tests and calculations directly related to the structural integrity or technical components of the structure. This series may contain, but is not limited to, Code Modification Requests, Field Density Testing Reports, Field Submitted Structural Tests and Structural Info from Inspection, Final Grading Reports, Finished Floor Elevation Certificates, Geotechnical Reports, Correspondence from Geotechnical Engineer, Pad Certification Reports, Post Tension Stressing Certificate, Special Inspection (QAA) Reports, Structural Calculations, Structural Checklist, Truss Calculations, related correspondence, and similar documents.	Final Inspection Approved - Retain six (6) calendar years after the final inspection is approved. If Permit Expires - Retain three (3) calendar years after the calendar year in which the permit for the plans expires. If structure destroyed prior to final inspection approval - Life of structure.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.202, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Plans for Commercial and Public Structures

LRDA Number 20070205

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series usually contains maps, plans, blueprints, specifications and similar documents submitted with applications for building and construction permits. This series includes plans for any structure not classified as “Group R” in the International Building Code, and any structure on or related to the subject property.	Life of the building or six (6) calendar years after a disaster involving the building.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NRS 11.190 (1)(b), NAC 239.165 (1)(2)	None.

Plans for Residential Structures

LRDA Number 20070206

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series usually contains maps, plans, blueprints, specifications and similar documents submitted with applications for building and construction permits. This series includes plans for any building classified as “Group R” in the International Building Code (not including hotels, motels, and any high-rise structure), and any structure on or related to the subject property.	Six (6) calendar years after final inspection approval.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.202, NAC 239.165 (1)(2)	None.

Plans: Checkers, Records of Persons Reviewing Plans and Blueprints

LRDA Number 20070203

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the plan review process and may contain, but is not limited to, copies of maps, plans, blueprints, specifications, application for permit, internal forms, related correspondence, and similar documents.	Three (3) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Plot Plans

LRDA Number 20070207

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of scale drawings of property that shows the size and configuration of the property and the size and location of manmade features which currently exist on the property. This series is usually used when seeking permits to make physical changes to the property.	Twenty-five (25) calendar years after the calendar year in which the Certificate of Occupancy is issued or the final inspection is made.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Residential Pool and Spa Files

LRDA Number 20121870

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for construction or remolding (improvement) of residential pools, spas and similar swimming/bathing related structures. This series may include, but is not limited to, applications, forms, plans, drawings, manufacturers specification information, technical documents, inspection records, testing results, letters of approval or denial of permit, related correspondence, and similar documents.	Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190(3)(d), NRS 11.190 (4)(e)	None

Sewer Taps

LRDA Number 20070216

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the application for and issuance of sewer tap permits and connections between specific properties and the municipal utility system.	Twenty-five (25) calendar years from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Temporary Power Service Records

LRDA Number 20070174

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents requests for temporary power and may include but is not limited to application for service, fee schedule, receipts, related correspondence and similar documents.	One (1) calendar year from termination of service.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Temporary Power, Requests

LRDA Number 20070219

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for temporary power usually for construction, special event and similar activities.	One (1) calendar year from the end of the calendar year to which the records pertain	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Business License Appeal Hearing Records

LRDA Number 20101796

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents appeals by license holders or applicants for adverse decisions. This series may include hearing record, copies of investigative records, supporting documentation, related correspondence and similar documents.	Three (3) calendar years from the final resolution of the appeal.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 205.4617, NRS 244.335 (8), NRS 268.095 (8), County Code, City Code, NAC 239.165	None.

Business License Applications-Rejected/Denied

LRDA Number 20101795

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains applications for business licenses which were rejected/denied. Series may contain applicant's personal and financial history, background investigations, various forms, copy of rejection letter, notifications, requests for information, releases, related correspondence, and similar documents.	One (1) calendar year from the date of the final decision.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.4617, NAC 239.165 (1)(2), NRS 244.335 (8), NRS 268.095 (8), County Code, City Code	None.

Business License Audit Reports

LRDA Number 20141890

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents financial and compliance audits performed by Business Licensing Departments. Records may include but are not limited to the business licensee's financial statements, income statements, general ledger reports, charts of accounts, sales journals, register summaries, sales invoices, z-tapes, federal income tax returns, state sales and use tax returns, copies of bank statements, copies of policies & procedures, compliance reports, comparison reports, audit workpapers, recommendations, audit findings, and related documents.	Three (3) fiscal years from the end of the fiscal year to which they pertain, or for the period required by Municipal or County Code, whichever is longer.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Municipal and County Codes, NRS 268.095, NRS 244.33507, NRS 244.335 (8), NRS 11.190 (3)(d), NAC 239.165	None.

Business Licenses, Applications and Renewals

LRDA Number 20070221

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents business licenses issued and renewed and may contain, but is not limited to, application packet, business license/registration forms, list of requirements, copies of completed forms from licensee, license fee information, proof of payment, related correspondence, and similar documents.	One (1) calendar year after the cessation of business.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2), NRS 268.095 (8), NRS 244.335 (8)	None.

Financial Investigations

LRDA Number 20141891

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents financial investigations of businesses seeking licensing. This series may contain but is not limited to business financial questionnaires, investigation program information, investigation findings and reports, financial statements, accountant spreadsheets, loan documents, bank statements and similar documents which support sources of business funding, related correspondence and similar documents.	Retain the business financial questionnaire, investigation program information, and the investigation report for a minimum period of One (1) calendar year after the cessation of business. Other records in this series may be purged at the completion of the investigation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Municipal or County Code, NRS 244.33507, NRS 268.095 (8), NRS 244.335 (8), NAC 239.165	None.

Investigations

LRDA Number 20070224

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents background investigations usually performed as part of the licensing process. This series may contain, but is not limited to, release forms, reports from the State of Nevada Criminal History Repository, reports from FBI records, authorizations, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 268.095 (8), NRS 244.335 (8), NAC 239.165 (1)(2)	None.

Liquor and Gaming Licenses

LRDA Number 20070229

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents liquor and gaming licenses issued and renewed and may contain, but is not limited to application packet, business license forms, copies of state forms, list of requirements, license fee information, proof of payment, related correspondence, and similar documents.	One (1) calendar year after license is renewed, terminated or expires.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NAC 239.165 (1)(2)	None.

Lists of and Requests for Changes of Information

LRDA Number 20070232

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents lists of and requests for changes of information, such as business location changes, business name changes, officer changes, mailing address changes, and similar changes.	One (1) calendar year from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Master List of Businesses Licensed

LRDA Number 20070226

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are computer listings of all licensed businesses operating within the city/county.	Until superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Notices to Renew License

LRDA Number 20070233

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are notices sent to businesses to renew business licenses. This record series may also include computer generated reports or lists which document the notification process.	One (1) fiscal year from the end of the fiscal year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Out of Business Files

LRDA Number 20070227

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of the licensing files for businesses that have gone out of business or are no longer doing business in Nevada. This series may contain, but is not limited to, out of business reports, copies of business license applications, copies of renewal forms, license fee information, audit reports, amendments to licenses (if any), related correspondence and similar documents.	Retain the out of business files of businesses of historical significance to the local government or community permanently. Retain the out of business files of non-historical businesses for one (1) calendar year after the cessation of business.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Receipts for Collection of Taxes on Lodging, Liquor and Gaming

LRDA Number 20070234

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the collection of taxes on lodging, liquor and gaming and may contain, but is not limited to, copies of bills, receipts, accounting reports, related correspondence and similar documents.	Until annual audit is completed	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Records of Gross Receipts Reported by Gaming Establishments

LRDA Number 20070235

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to document gaming revenue for licensing fees and/or taxing purposes.	Ten (10) fiscal years from the end of the fiscal year to which the records pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 463.390 -463.395	None

Reports of Hotels, Motels and Campgrounds

LRDA Number 20070238

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to document hotel, motel and campground revenue for licensing fees and/or taxing purposes.	Six (6) fiscal years from the end of the fiscal year to which the records pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Temporary Licenses or Permits

LRDA Number 20070231

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents licenses or permits for temporary events such as firewood sales, pumpkin sales, Christmas tree sales, concerts, outdoor festivals, carnivals, arts and crafts shows and similar temporary events.	Three (3) calendar years from the expiration of the license or permit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)	None.

Waivers

LRDA Number 20070239

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the waiving of licensing or permit fees and the reason for the waiver.	Six (6) fiscal years from the end of the fiscal year to which the records pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (1)(b), NRS 11.190 (3)(d)	None

Agreements

LRDA Number 20070255

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the negotiation, execution, completion, and termination of legal agreements between a local government and other parties.	Six (6) years after termination or expiration of agreement.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NRS 266.480	None

Applications to Solicit Money

LRDA Number 20070258

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents applications for permits to solicit money and may contain, but is not limited to, application, personal or business information, supporting documents, and related correspondence.	Four (4) fiscal years from expiration of the permit.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (2)(c), NAC 239.165 (1)(2)	None.

Bonds (Construction)

LRDA Number 20070265

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents performance and payment bonds required by contracting bodies for public works or public improvement projects.	One (1) calendar year after the contract is completed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 339.015 to 339.065	NRS 339.055: Actions on payment bonds: Venue; limitation of actions. Every action on a payment bond as provided in NRS 339.035 shall be brought in the appropriate court of the political subdivision where the contract for which the bond was given was to be performed. No such action may be commenced after the expiration of 1 year from the date on which the claimant performed the last of the labor or furnished the last of the materials for the payment of which such action is brought.

Claims Against a City

LRDA Number 20070268

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents various types of insurance claims filed against local government. Claims include personal injury, property damage, motor vehicle accident, and others. Series may include but is not limited to insurance claim forms, copy of hospital, physician, ambulance and medication bills, death and birth certificates, reports, photographs, summaries, reviews, notices, audio and videotapes, transcriptions of recorded statements, memoranda, correspondence, and related documents used in processing the claim.	Three (3) fiscal years after resolution.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Filings of all items required by law to be filed with the City Clerk

LRDA Number 20070271

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records filed with the city clerk and may contain, but is not limited to, Annexation files; Assessment rolls; Bonds and oaths of city officials; Certificates of title; City official's reports; Deeds to property owned by the city; Final plans for capital improvements; Land use maps; Meeting minutes and agendas; Membership lists of boards or commissions; Ordinances; Proclamations; Public hearing notices and records; Resolutions; and any other record required or permitted by law to be filed with the city clerk.	Permanent, unless otherwise stated in this schedule.	Some records in this record series may contain confidential and/or sensitive Information.	NRS 266.425, NRS 266.480, NRS 241.035, NRS 270.040, NRS 268.490, NRS 239B.030, NRS 205.4617	None.

Financial Disclosure List

LRDA Number 20070275

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of a list of each public officer who is required to file a statement of financial disclosure. On or before December 1 of each year, this list is submitted electronically by the City Clerk to the Commission on Ethics and to the Secretary of State.	One (1) calendar year from the submission of the list.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 281.574 to 281.575, NRS 281.573	The Financial Disclosure Statements themselves are retained by the Secretary of State.

Financial Statements of Solicitors of Money

LRDA Number 20070276

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of financial statements of solicitors of money.	Four (4) fiscal years from date of statement	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (2) (c), NAC 239.165 (1)(2)	None.

Franchise Agreements

LRDA Number 20070277

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents franchises granted by the city to public utilities, communications, transportation or other individuals or entities. This series may include, but is not limited to, applications, record of negotiations, franchise bonds, consumer surveys, reports and related correspondence.	Six (6) fiscal year after termination of franchise agreement.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.90 (1)(b)	Review for historical value.

Leases

LRDA Number 20070278

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains copies of leases for property or equipment leased by the city. Series usually shows the name and addresses of lesser and lessee, description of property or equipment, rent or lease cost, purpose for which property may be used, conditions or terms, renewal documents, memorandums, supporting documentation, related correspondence, and similar documents.	Six (6) fiscal years after expiration of the lease.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NRS 11.190 (3)(d)	None

Proposed Expenditures

LRDA Number 20070287

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents proposed expenditures and may contain, but is not limited to, financial reports, staff reports, budget information, expenditure requests, related correspondence and similar documents.	Six (6) fiscal years from the end of the fiscal year to which the report pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.59801	None

Sister City Programs

LRDA Number 20071264

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the participation of the city in sister programs with cities in other countries. This series may include, but is not limited to, documentation of selection of sister city, administration of the program, exchange visits, photographs, correspondence, and related documentation.	Permanent.	None	None	None

Solicitation Permits, Receipts

LRDA Number 20070292

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents receipts for solicitation permits.	Until annual audit is completed	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Examinations: Applicants Records

LRDA Number 20070102

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents examinations administered by the entity to screen job applicants and the applicants who passed, failed, and/or were eligible to participate. This series may include, but is not limited to, date of exam, position tested for, name of applicant, actual test questions, applicant's answers, score sheets, and eligibility lists.	Two (2) calendar years from the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NAC 239.165 (1)(2)	None.

Report of Oral Ratings

LRDA Number 20070108

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents oral qualification appraisal examinations, which may be used to evaluate experience, training or education, and other factors that relate to the knowledge and abilities required to perform the work of a position or class.	Two (2) calendar years from the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NAC 239.165 (1)(2)	None.

Transcripts of Hearings of Civil Service Board Involving Appeals

LRDA Number 20070110

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are transcripts of hearings involving appeals of an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction in force) against an employee. This series may include, but is not limited to, a copy of the proposed adverse action with supporting papers, statements of witnesses, employee's reply, hearing notices, reports, and decisions, reversal of action, record of appeal, correspondence and related documents.	Two (2) calendar years after determination of appeal.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NAC 239.165 (1)(2)	None.

Conservation District Files

LRDA Number 20121862

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the creation and accomplishments of Nevada's 28 Conservation Districts. Records may include but are not limited to, petition for organization of district and supporting documents, program or project identification, work plans, annual reports, budget documents, final financial documents, minutes of meetings, agendas, election folders, charter and map files, various logs, petition for discontinuance, related correspondence, and similar documents	Five (5) calendar years from the date the records are submitted to the Department of Conservation and Natural Resources.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS Chapter 548, NAC Chapter 548, NRS 241.035, NRS 11.190 (3)(d)	Annual reports including financial information must be submitted to the State Department of Conservation and Natural Resources. (NAC 548.030, NAC 548.080)

Dockets

LRDA Number 20070334

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents individual court cases and may contain entries on papers filed, court actions, judgments, and similar documents.	Dockets must be retained in accordance with the retention periods found in the "Local Courts Records Retention Manual" adopted by the Nevada Supreme Court.	None	"Local Courts Records Retention Manual" - Nevada Supreme Court, NRS 239.110 (4)	None

Mistakes and Refunds

LRDA Number 20070339

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents credits or refunds for the overpayment of fines or fees.	Until annual audit is completed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Record of Evictions

LRDA Number 20070336

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents eviction proceedings and may contain, but is not limited to, execution affidavit, tenant affidavit, order, copies of court documents, date notice served, summary notice, date of eviction, related correspondence, and similar documents.	Six (6) calendar years from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(a)	None

Record of Notices of Eviction

LRDA Number 20070337

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of the receipt and service or return of eviction notices.	90 days after date of service or return	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Revocation Files

LRDA Number 20070341

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the revocation and/or forfeiture of bail and may include, but is not limited to, legal notices, receipts, related correspondence and similar documents.	Six (6) calendar years from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(a)	None

Unserved Papers

LRDA Number 20070342

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of court related documents which for various reasons were unable to be served.	90 days after date received.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Cooperative Extension Program Reports

LRDA Number 20071560

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the program activities and accomplishments of cooperative extension programs. These types of reports are usually compiled on a weekly, or monthly basis with a summary report created annually. This record series may contain, but is not limited to, narrative of various activities, records documenting participation in activities, achievements files, events files, awards files, enrollment reports, program information, statistics, fundraising records, notes, correspondence and related documents.	Retain annual reports Permanently. Retain other activity/program reports for a minimum period of two (2) calendar years from the year created.	This record series should not contain confidential or restricted information and the non-permanent records may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Enrollment Cards: 4 H Club

LRDA Number 20070347

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents enrollment in 4H clubs.	One (1) calendar year from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Guidelines Pertaining to the Civil Rights of Employees of and Participants in Cooperative Extension Programs

LRDA Number 20070345

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These guidelines incorporate a single set of principles which are designed to assist employers, labor organizations, employment agencies, and licensing and certification boards to comply with requirements of Federal law prohibiting employment practices which discriminate on grounds of race, color, religion, sex, and national origin.	Until superseded	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1607.4	None

Records of Accident Insurance Provided to Participants in Special Programs

LRDA Number 20070351

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents insurance coverage of various participants in cooperative extension program activities. They are usually arranged chronologically by year and may include but are not limited to name of insurance company, roster of insured members, insurance waivers, signature of parents, correspondence and similar documents.	Ninety (90) days after policy expires.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Autopsies: Protocol

LRDA Number 20070354

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the methods and practices used by coroners/medical examiners performing an autopsy.	Permanent.	This record series may contain confidential or sensitive information.	NRS 259.050, NRS 432B.407	None.

Autopsies: Reports

LRDA Number 20070355

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the examination of an individual to determine cause of death.	Permanent.	This record series may contain confidential or sensitive information.	NRS 259.050, NRS 432B.407	None.

Case Files

LRDA Number 20070356

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents investigations into the manner and cause of an individual's death. This series may include, but is not limited to, preliminary report of death, report of death, identification records, notification of family records, autopsy authorizations, autopsy waiver requests, reports of field investigations, body diagrams, copies of police reports, copies of medical records, copies of fire department or EMS reports, copies of hospital reports, examination records, consultation reports, accident reconstruction reports, laboratory requests, laboratory reports and results, autopsy reports, subpoenas and other material relating to a proceeding of a court, evidence logs, evidence receipts, photographic evidence, receipts for personal property, authorizations to release a body to next of kin or mortuary, worksheets, checklists, certificate of death, and related correspondence.	Permanent.	This record series may contain confidential or sensitive information.	NRS 244.163, NRS 259.050, NRS 432B.407	None.

Decedent Personal Property Records

LRDA Number 20071485

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of an inventory of the money and/or personal property which may have been found on or about a deceased individual.	Three (3) fiscal years after the inventory, money and/or property is delivered to the County Treasurer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 259.150 to 259.180, NRS 11.190 (3)(d)	The coroner is required by law to inventory in the presence of at least one witness any money or personal property which may have been found on or about a deceased individual, unless taken from his possession by legal authority, and must submit the signed inventory and any money and/or personal property to the County Treasurer. See NRS 259.150 (1)

Deputies Appointments and Oaths

LRDA Number 20070357

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the appointment and oath of office of deputies appointed by Coroners in accordance with NRS 259.040.	Retain this record series while deputy is active.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 259.040	All appointments of deputies must be made in writing and must, with the oath of office, be filed in the Office of the Recorder of the county within which the principal holds and exercises his office. [NRS 259.040 (2)]

Inquests

LRDA Number 20070358

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents inquiries of violent or sudden deaths. This series may contain, but is not limited to, report of facts, report of circumstances, medical evidence, investigative reports, professional reports (autopsy, toxicology, x-ray laboratory reports, etc.), consultation reports, witness statements, subpoenas, hearing testimony, findings, verdict, recordings, District Attorney correspondence, court documents, jury notes, forms, reports, other related correspondence, and similar documents.	Permanent.	This record series may contain confidential or sensitive information.	NRS 259.090 to 259.140, NRS 440.420 to 440.430, NRS 440.170	None.

Laboratory Equipment Repair and Maintenance Records

LRDA Number 20071484

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the maintenance, service, and repair of equipment/instruments used to conduct toxicology, histology, and similar procedures.	Life of the equipment plus an additional three (3) calendar years.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Missing Persons Bulletins

LRDA Number 20071486

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of bulletins, flyers, or reports on missing persons received from law enforcement and other agencies.	As long as administratively useful.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Register of Cases

LRDA Number 20070359

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of a register, report, or log of the deaths investigated and/or autopsies performed.	Permanent.	This record series may contain confidential or sensitive information.	NRS 259.050, NRS 432B.407	None.

Agreements

LRDA Number 20070385

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the negotiation, execution, completion, and termination of legal agreements between the county and other parties.	Six (6) calendar years after termination of agreement	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b)	None

Bond Issues

LRDA Number 20070391

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the authorization to finance municipal improvements through bonded indebtedness and implementation of municipal bond issues. This series may include, but is not limited to, bond anticipation notes, authorizations supporting financial arrangements, bond ratings, contracts or sales agreements, sample copies or specimens of bonds sold, supporting documentation, related correspondence and similar documents.	Ten (10) calendar years after bond retired.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Bonding Companies: Powers of Attorney

LRDA Number 20070392

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents powers of attorney filed with the clerk of the court.	Until superseded or cancelled.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 20.050	None

Bonding Companies: Reports

LRDA Number 20070393

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains reports received from bonding companies.	Three (3) calendar years from the date of report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Bonds and Oaths of Notaries Public

LRDA Number 20070394

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents oaths and bonds of Notaries Public showing names of principals and sureties, amount of bond, date executed and conditions of obligation.	While notaries are active	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 240.030	None

Business Fictitious Name Certificates

LRDA Number 20071688

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents certificates filed with the county clerk by a natural person, an artificial person required to make annual filings with the Secretary of State to retain its good standing, a general partnership, or a trust who wish to conduct business under an assumed or fictitious name.	Retain the register (see NRS 602.050) of assumed or fictitious names Permanently. Retain the certificate/renewal certificates for six (6) calendar years after amendment, renewal or termination.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 602.010 to 602.090, NRS 11.190 (1)(a)(b), NRS 11.190 (3)(d)	The board of county commissioners of a county may provide, by ordinance, that a certificate filed with the county clerk pursuant to NRS 602.010 expires 5 years after it is filed.

Certificates of Ministers Authorized to Perform Marriages: Record of Active Certificates **LRDA Number 20070396**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents certificates of permission for ministers authorized to perform marriages.	Five (5) years after no longer active.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 122.064, NRS 122.068, NRS 239B.030, NAC 239.165 (1)(2)	None.

Certificates of Ministers Authorized to Perform Marriages: Record of Revoked Certificates **LRDA Number 20070397**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents certificates of permission which have been revoked for good cause.	Five (5) calendar years after revocation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 122.064, NRS 122.068, NRS 239B.030, NAC 239.165 (1)(2)	None.

County Board of Equalization Records

LRDA Number 20071680

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the actions of County Boards of Equalization and may contain but is not limited to assessment appeal forms, complainant supporting documentation, Assessor's appraisal forms and supporting documentation, worksheets, copies of various forms, studies, photos, exhibits, hearing records, legal notices, minutes, recordings, related correspondence, findings and final decisions.	Permanent.	In accordance with NRS 361.365 each county board of equalization shall, at the expense of the county, cause complete minutes and an audio recording or transcript to be taken at each hearing. In addition to the requirements of NRS 241.035, these minutes must include the title of all exhibits, papers, reports and other documentary evidence submitted to the county board of equalization by the complainant. The clerk of the county board of equalization shall forward the minutes and audio recordings or transcripts to the Secretary of the State Board of Equalization.	NRS 361.334 to 361.365	The County Clerk or designated deputy is the clerk of each panel of the County Board of Equalization. (NRS 361.340 (6))

District Attorney's Opinions

LRDA Number 20070402

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are formal opinions rendered by the District Attorney's office for county clerk or the governing body. Documents the rationale for policy and maintains consistency in related issues. Information usually includes date, department requesting opinion, and the text of the opinion.	Permanent.	None	None	None

Fee Book

LRDA Number 20070403

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents all fees collected by the County Clerk's office in accordance with state law.	Permanent.	NRS 19.080 Clerks to keep books. Each county clerk shall keep in his office, open to public inspection, a fee book in which he shall enter in detail the fees charged with the title or the case number of the matter, proceeding or action in which they were charged.	NRS 19.010 to 19.110	None

Filings of all Records Required to be Filed With the County Clerk

LRDA Number 20070404

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records filed with the county clerk and may contain, but is not limited to, Adoption petitions, Affidavits of labor, Certificates of title, Certificates of delinquency, County official's reports, Fictitious firm name filings, Formal records of bank liquidations, Land use maps, Legal notices, Marriage license records and reports, Meeting minutes and agendas, Official bonds, Oaths of office, Ordinances of county, Proclamations, Public hearing notices and records, Records of incorporation and articles of incorporation, Copy of final budget, Copy of final plan for capital improvements, related correspondence and any other record required or permitted by law to be filed with the County Clerk.	Permanent unless otherwise stated in this schedule.	Some records in this record series may contain confidential, restricted and/or sensitive Information.	NRS 354.59801, NRS 246.060, NRS 127.120 to 129.140, NRS 667.105, NRS 241.035, NRS 241.115, NRS 122.040, NRS 239B.030, NRS 205.4617	None.

Financial Disclosure List

LRDA Number 20070407

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of a list of each public officer who is required to file a statement of financial disclosure. On or before December 1 of each year, this list is submitted electronically by the County Clerk to the Commission on Ethics and to the Secretary of State.	One (1) calendar year from the submission of the list.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 281.574 to 281.575, NRS 281.573	The Financial Disclosure Statements themselves are retained by the Secretary of State.

Leases

LRDA Number 20070409

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains copies of leases, subleases, assignments of leases, and memoranda of leases for property or equipment which the county leases. Series usually shows the name and addresses of lesser and lessee, description of property or equipment, rent or lease cost, purpose for which property may be used, conditions or terms, renewal documents, memorandums, supporting documentation, related correspondence, and similar documents.	Six (6) fiscal years after expiration of the lease.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NRS 11.190 (3)(d)	None

Marriage License Records (applications, receipts, etc.)

LRDA Number 20070411

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the issuance of marriage licenses by county clerks. This series may contain, but is not limited to, affidavit of application for the marriage license, oaths, statements, identification, receipts, and related documents.	Permanent.	This record series may contain confidential or sensitive information.	NRS 122.040, NRS 239B.030	None.

Outdoor Advertising Permits

LRDA Number 20070416

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents permits issued for outdoor advertising, funds collected for the permit are apportioned by the board of county commissioners to the road funds of the county.	One (1) calendar year after permit terminated or not renewed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 405.070, NRS 205.4617, NAC 239.165 (1)(2)	None.

Petition Sign-Up Site Listing

LRDA Number 20121849

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a listing available to the public of the areas at public buildings designated for the gathering of signatures on a petition.	Retain list and supporting documents until next annual update.	The Nevada Secretary of State is the office of record for this record series. This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 293.127565	In accordance with state law (NRS 293.127565) at each building that is open to the general public and occupied by the government of this State or a political subdivision of this State or an agency thereof, (other than a building of a public elementary or secondary school) there must be a designated area which can be used for gathering signatures for petitions.

Petitions, Failed Initiatives

LRDA Number 20070417

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents petitions submitted by groups/citizens which failed to make ballot.	Twenty-two (22) months from the date of last action.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 295.105	None

Proposed Expenditures

LRDA Number 20070419

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents proposed expenditures and may contain, but is not limited to, financial reports, staff reports, budget information, expenditure requests, related correspondence and similar documents.	Six (6) fiscal years from the end of the fiscal year to which the report pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.59801	Review for historical value.

Resources and Expenditures, Quarterly Report

LRDA Number 20070421

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a statement of the receipts and expenditures of the three months next preceding, and the accounts allowed. This series may include, but is not limited to, financial reports, expenditure summary, copy of newspaper in which report was published, and related records.	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.602	None

Surveys and Established Boundaries, including Maps

LRDA Number 20070422

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents surveys, maps, and reports used in establishing boundaries in accordance with state law.	Permanent.	This record series may contain confidential or restricted information.	NRS 243.390 to 243.415, NRS 239C.210	None.

Certificates for Appropriation of Water

LRDA Number 20070489

Description	Minimum Retention Period	Disposition	Legal Citations	Note
In accordance with NRS 533.382, every conveyance of an application or permit to appropriate any of the public waters, a certificate of appropriation, an adjudicated or unadjudicated water right or an application or permit to change the place of diversion, manner of use or place of use of water must be made by deed; acknowledged in the manner provided in NRS 240.161 to 240.168, inclusive; and recorded in the office of the County Recorder of each county in which the water is applied to beneficial use and in each county in which the water is diverted from its natural source.	Permanent.	None	NRS 533.382 to 533.383, NRS 240.161 to 240.168	The certificates are issued by the Department of Conservation and Natural Resources-Division of Water Resources and the Nevada State Engineer's Office.

General Receiving /Fee Records

LRDA Number 20070497

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents all transactions conducted and fees collected by the County Recorder’s office.	Permanent.	None	NRS 247.100	None

Monthly Report of Recorded Documents

LRDA Number 20070513

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the type and number of documents recorded on a monthly basis.	One (1) calendar year from the date of the report.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	This record series is useful for planning and budgeting, reference, performance monitoring, compiling annual reports, and similar activities.

Notices of Federal Tax Liens

LRDA Number 20070516

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents notices of federal tax liens placed on specific property to secure payment of back taxes on that property or on property in general to secure payment of back taxes. This series also includes certificates/records of tax lien discharges.	Permanent.	This record series may contain confidential or sensitive information.	NRS 239B.030	None.

Recorded Documents

LRDA Number 20070517

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents all records recorded by the County Recorder's office and may include, but is not limited to, Deeds, Trust deeds, Mortgages, Maps and plats, Certificates of marriage and marriage contracts, Mining records, Military records, Wills admitted to probate, Official bonds, Notice of mechanics' liens, Transcripts of judgments, Certificates of delinquency, Affidavits of labor (patented mines), Notices of attachment upon real estate, Notices of the pendency of an action affecting real estate (such as title or possession), Redemption certificates, Instruments describing or relating to the separate property of married persons, Notice of preemption claims, Certificates of sale, Judgments or decrees, Declarations of homestead, Appointments and Oaths of Deputy Sheriffs, and all other documents required or permitted by law to be recorded. This series also includes all indexes to this record series.	Permanent.	This record series may contain confidential, restricted, or sensitive information. This series is not intended to be used by cities or other municipalities to document records submitted for recordation.	NRS 247.110 to 247.150, NRS 375.060, NRS 375.120 to 375.200, NRS 239B.030	None.

Community Development Block Grant (CDBG) Files

LRDA Number 20121881

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the receipt of funds for community development. Files may include but are not limited to, copies of proposals, award notice, narrative & financial reports, budgets and financial (accounting) documents, request for funds, invoices, forms, notes, supporting documents, and related correspondence.	Five (5) calendar years from the end of the calendar year in which the grant project was closed out.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section.3535 (d), 42 USC section.5301 to 5320 and 24 CFR Part 570, Subpart I (24 CFR 570.480 to 570.497)	None.

Economic Development - Client Profiles

LRDA Number 20071548

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains files on businesses inquiring into possible location, relocation, or expansion within the city\county. This series may contain, but is not limited to, name of company, company contact, type of business, community brochures and pamphlets, incentive information, newsletters, booklets, publications, correspondence, and similar documents.	Review annually, purging valueless, outdated and duplicated material.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 231.069, NRS 268.910, NRS 244.264, NAC 239.165 (1)(2)	None.

Façade Improvement Projects

LRDA Number 20141910

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents local government financial assistance to businesses for the external improvement of dilapidated commercial, industrial or mixed-use buildings in redevelopment areas. Records may include but are not limited to concept drawings, applications for assistance, ownership/principals disclosures, affidavits, consent forms, project reports, copies of bids, copies of permits/inspection reports, financial reports, rebates, photographs of completed projects, correspondence and similar records.	Six (6) fiscal years from the close of the project.	If this record series contains confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), County and Municipal Code	None.

Revolving Loan Account

LRDA Number 20141911

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents revolving loan accounts created in accordance with NRS 279.710. Records may include but are not limited to investment records, interest and income records, deposits, claims, cost reports and similar records.	Six (6) fiscal years from the fiscal year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 279.700 to 279.730, NRS 11.190 (1)(b)	The term of any loan that may be made from the revolving loan account must be 5 years or less.

Revolving Loans

LRDA Number 20141909

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents local government loans, grants, or subsidies issued to homeowners or small business owners located in redevelopment areas. Records may include but are not limited to application including supplemental materials, bids, homeowner's assistance program records, financial documentation, income verifications, terms and agreements, repayment records, related correspondence, and similar records.	Six (6) calendar years after the loan is closed out.	If this series contains any confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 279.700 to 279.730, NRS 279A.010 to 279A.110, NRS 11.190 (1)(b)	None.

Absentee Voter Records

LRDA Number 20070526

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer the casting and accounting of absentee ballots. This series may include, but is not limited to, request for absentee ballot, application for absentee ballot, absentee voter information, absentee ballot and instructions, records documenting the date the ballot is issued, the name of the registered voter to whom it is issued, the precinct or district, the political affiliation, if any, the number of the ballot, a return envelope, related lists and reports and similar documents.	Twenty-two (22) months after the close of the election.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1974, NRS 293.309 to 293.340, NRS 293.391, NRS 293.2696, NRS 293C.317, NAC 239.165 (1)(2)	None.

Abstract of Votes Cast

LRDA Number 20070542

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of a summary report of election results submitted to the Secretary of State.	Twenty-two (22) months after the close of the election.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	42 USC section 1974, NRS 293.387, NRS 293.395, NRS 293C.387, NAC 293.195 to 293.197	None

Ballots and Ballot Receipt

LRDA Number 20070529

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is the official list showing all candidates, ballot issues and ballot questions upon which an eligible elector is entitled to vote at an election. May contain voted ballot stubs, rejected ballots, spoiled ballots, ballot code list, challenge lists, voting receipts, records printed on paper of voted ballots, absentee requests for ballots and similar reports and records.	Twenty-two (22) months after the close of the election.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	42 USC section 1974, NRS 293.391, NRS 293.2673, NRS 293C.261, NRS 293C.390	None

Campaign Contribution and Expense Reports

LRDA Number 20141899

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of campaign contribution and expense reports filed with the Secretary of State in accordance with state law. Reports document the type of filing and date, summary of contributions, summary of expenses, contributions in excess of $100, expenses in excess of $100, in kind contributions and expenses, money on hand, indebtedness, and similar information.	Retain until no longer needed for reference or informational purposes.	The Secretary of State is the office of record for campaign contribution and expense reports.	NRS 294A.100 to 294A.190, NAC 294A.040 to 294A.098, NRS 11.190 (1)(b)0, NRS 11.190 (3)(d)	City and County Clerks offices may also have copies of these reports

Certificate of Election

LRDA Number 20071546

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is an official document presented to the successful candidate of an elected office.	Sixty (60) days after the close of the election; or from the date received by successful candidate, whichever is sooner.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 293.393 to 293.397, NRS 293C.387	The successful candidate receives the original certificate.

Challenge Lists

LRDA Number 20070531

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of a form furnished election board officers to be used in making a record of all challenges.	Twenty-two (22) months after the close of the election.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	42 USC section 1974, NRS 293.391, NRS 293C.390, NRS 293.303 to NRS 293.304, NRS 293C.292 to 293C.295, NRS 293.547, NRS 293.174, NRS 293.182	None

Contested Election Records

LRDA Number 20141898

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the actions involved in contested elections and may contain but is not limited to, demands for recount, recount board documentation, observer's reports, recount cost information, statement of contest, dismissals, depositions, judgments, ballots, list of witnesses, amended statement of contest, court cost documentation, withdrawal notices, related correspondence and similar documents.	Twenty-two months (22) from the date the Certificate of Election was delivered or from the end of the proceedings, whichever is longer.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 293.400 to 293.435, NAC 293.361 to 293.375	None

Declarations of Candidacy

LRDA Number 20070533

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents a candidate's intention to either run for office or withdraw from an election This series may contain, but is not limited to, date of declaration, name of candidate, candidate filing forms, fair campaign practices acknowledgement form, candidate withdrawal forms, written challenge forms, related correspondence, and similar documents.	Twenty-two (22) months after the close of the election.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 293.1725, NRS 293.1755, NRS 293.177, NRS 293.185, NRS 294A.290, NRS 294A.420, NRS 294A.120, NRS 294A.200, NRS 293.202, NRS 293.182, NRS 293C.145 to 293C.185	Review for historical value.

Election Complaints

LRDA Number 20071540

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents complaints alleging violations of voting rights in accordance with state and federal law. This series may contain, but is not limited to, written complaint, complaint contact information form (listing the name, address, phone number of the complainant, subject of complaint, date contacted and notes), review notes, copies of financial documents, copies of medical records, copies of affidavits, supporting documentation and related correspondence.	Twenty-two (22) months after the close of the election.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 15512, 42 USC section 15481 et seq., NRS 293.4685, NAC 293.025, NAC 293.500 to 293.560, NAC 239.165 (1)(2)	None

Election Costs Records

LRDA Number 20071542

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the reimbursements to the counties for costs related to cardstock for ballots (See NAC 293.200 and NRS 293B.210) and publication of constitutional amendments and statewide measures (NRS 293.253 and NAC 293.071). This series may contain, but is not limited to, claims from the counties, copies of manufacturers or vendor's invoices, related supportive documentation and related correspondence.	Twenty-two (22) months after the close of the election.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 293.253, NRS 293B.210, NAC 293.071, NAC 293.200	None

Initiative or Referendum Petitions

LRDA Number 20101797

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents initiative or referendum petitions submitted by registered voters in accordance with state law. This series may contain, but is not limited to, notice of intent, affidavit of petitioners, description of the anticipated financial effect (if applicable), signatures of registered voters, receipt for petition, certification of petition for sufficiency or insufficiency, record of determination, records of committee advocating and opposing ballot question, copy of sample ballot, copies of court records, correspondence, and related documents.	Retain petition narrative and certification of results of petition permanently. Retain other records twenty-two (22) months from the date of last action.	This record series should not contain confidential or restricted information and the non-permanent records may be destroyed in a non-secure manner such as deleting or recycling.	NRS 295.075 to 295.290, NRS 293.391, NAC Chapter 295, NRS 205.4617	The Nevada Secretary of State is the office of record for statewide initiative or referendum petitions.

Lists of Official Candidates

LRDA Number 20070534

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series lists the official candidates for an election and includes the name of candidate, party affiliation (if applicable), office sought, term of office, and similar data.	Permanent.	None	None	None

Official Returns

LRDA Number 20070541

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the total number of votes cast and vote percentage per candidate (or per proposition or question) by precinct/county.	Permanent	None	None	None

Petition Sign-Up Site Records

LRDA Number 20121848

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a form or notice designating the area of a building that can be used to gather signatures on a petition. Annually the form/notice must be submitted to the Secretary of State and the county clerk for the county in which the building is located.	Retain until next annual submission to Secretary of State and county clerk.	The Nevada Secretary of State is the office of record for this record series. This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 293.127565	In accordance with state law (NRS 293.127565) at each building that is open to the general public and occupied by the government of this State or a political subdivision of this State or an agency thereof, (other than a building of a public elementary or secondary school) there must be a designated area which can be used for gathering signatures for petitions.

Plans for the Security of Ballots

LRDA Number 20071545

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the submittal by county and city clerks, and approval by the Secretary of State, of plans for the security of ballots in accordance with NRS 293.3594 and NAC 293B.040. This series may contain, but is not limited to, plans for the security of ballot cards, transmittal letters, approval notice, request for amendment, related correspondence and similar documentation.	Twenty-two (22) months after the close of the election.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 293.3594, NRS 293C.3594, NAC 293B.040	None

Precinct Maps

LRDA Number 20070537

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the establishment, abolishment, alteration and consolidation of election precincts as required by NRS 293.205.	Four (4) calendar years from the end of the year in which the map was superseded.	It is the responsibility of the County Clerk to provide the Secretary of State and the Director of the Legislative Counsel Bureau with a copy or electronic file of a map showing the boundaries of all election precincts in the county every even numbered year or in special instances as necessary. (See NRS 293.206 and NRS 293.208)	NRS 293.205 to 293.213	A copy is retained permanently by the Nevada Secretary of State.

Procedure Plans for Observers of Elections

LRDA Number 20071543

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the submittal by county clerks, and approval by the Secretary of State, of plans for the accommodation of observers of election proceedings in accordance with NRS 293B.354. This series may contain, but is not limited to, county plan for accommodation of members of the general public observing election proceedings (including the location of the counting place and polling place, procedure for observers, requirements for observers, security and other provisions), transmittal letters, approval notice, request for amendment, related correspondence and similar documentation.	Twenty-two (22) months after the close of the election.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 293B.353 to 293B.354	None

Recall of Public Officers

LRDA Number 20101827

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the official filing of petitions for recall of public officers in accordance with state law. This series may contain, but is not limited to, notice of intent, affidavit of petitioners, petition narrative, verification of circulator, acknowledgement receipts, recall committee registration form, contribution and expense reports of recall committee, signatures of registered voters, certification of petition for sufficiency or insufficiency, record of determination, requests to remove name from petition, record of appeal filed with Secretary of State, nominating petitions, acceptance of candidacy forms, copy of ballot for recall, results of special election, correspondence, and related documents.	Retain petition narrative, certification of results of petition, and (if applicable) copy of ballot and certification of results of special election permanently. Retain other records twenty-two (22) months from the date of last action.	This record series should not contain confidential or restricted information and the non-permanent records may be destroyed in a non-secure manner such as deleting or recycling.	Nevada Constitution Article 2, Section 9, NRS Chapter 306, NAC Chapter 306, NRS 294A.250 to 294A.280, NRS 293.247 (1), NRS 293.1278 (1), NRS 293.12793 to 293.12795, NRS 293.393, NRS 293C.387	None

Records of Election Board Officers

LRDA Number 20070544

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the actions of election board officers in accordance with state law and regulation.	Twenty-two (22) months after the close of the election.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1974, NRS 293.217 to 293.245, NRS 293C.220 to 293C.250, NAC 293.140, NAC 293.230, NAC 293C.320, NAC 239.165 (1)(2)	None.

Records of Persons Assigned to Work at Polling Places

LRDA Number 20070545

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of all poll worker materials including, but not limited to, poll worker applications, assignment notices, availability notices, sign-in information, daily activity logs, related correspondence, and similar documents.	Twenty-two (22) months after the close of the election.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1974, NAC 239.165 (1)(2)	None.

Rosters of Registered Voters and Poll Books

LRDA Number 20070547

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the eligible registered voters in the precinct for a particular election, and is used to record the voting history of voters who vote in the election.	Twenty-two (22) months after the close of the election.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	42 USC section 1974, NRS 293.391, NRS 293C.390, NRS 293.075, NRS 293.285, NRS 293.293, NRS 293.333, NRS 293.363, NRS 293.373, NAC 293.176	None

Sample Ballots

LRDA Number 20071544

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of sample ballots for primary and general elections.	Twenty-two (22) months after the close of the election.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 293.565, NRS 293.391, NRS 293.256 to 293.2693, NAC 293.120 to 293.130	Sample ballots are retained permanently by the Nevada State Archives. For additional information see the Secretary of State's agency specific retention schedule, RDA # 2005047.

Tally Lists

LRDA Number 20070548

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are lists or worksheets used by election officials in counting and keeping track of votes cast at the time ballots are opened and read.	Twenty-two (22) months after the close of the election.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	42 USC section 1974, NRS 293.113, NRS 293.370 to 293.373, NRS 293.391, NRS 293C.372 to 293C.375, NRS 293C.390	None

Voter Registration Records

LRDA Number 20070528

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the registration or cancellation of registration of eligible voters. This series may contain, but is not limited to, application to register to vote, voters personal information, registration affidavits, cancellation of registration affidavits, cancelled applications, felony notifications, cancellation notices from county clerk, re-registration records, investigation reports, voter identification number, related lists and reports, transmittals, correspondence, and similar documents.	Three (3) calendar years after the date cancelled.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1974, NRS 293.537, NRS 293.5002, NRS 293.530, NRS 293.540, NRS 293.503, NRS 293.675, NRS 293C.525, NRS 293C.535, NAC 239.165 (1)(2)	This series may be used to provide the Secretary of State with information concerning the voter registration of the county or city and other reasonable information requested by the Secretary of State to establish or maintain the statewide voter registration list.

Voting Systems - Computer Programs

LRDA Number 20071701

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of certified copies of computer programs submitted to the Secretary of State in accordance with NRS 293B.130. Before any election where a mechanical voting system is to be used the county or city clerk prepares a computer program on cards, tape or other material suitable for use with the computer or counting device to be employed for counting the votes cast. This series may contain, but is not limited to, copies of the computer program, testing results, inspection reports, certification from accuracy certification board, correspondence and related documents.	Twenty-two (22) months after the close of the election.	The copies of the programs filed with the Secretary of State are not public records and are not available for inspection by the public. (NRS 293B.135 (2))	NRS 293B.130 to 293B.170, NAC 239.165 (1)(2)	This record series must be destroyed in a secure manner that will prevent reconstruction of the information.

Civil Preparedness Guidance (CPG) and State and Local (SLG) Guides

LRDA Number 20071450

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of guides issued by the Federal Emergency Management Agency (FEMA) to provide guidance and procedures for the preparedness and planning requirements associated with continuity of government responsibilities.	As long as administratively useful to the agency.	This record series may contain confidential or restricted information.	NRS 239C.210 (f)	None.

Disasters and Emergencies - Financial Records

LRDA Number 20071449

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents emergency management program expenses related to disaster or emergency relief. Records in this series provide a breakdown of program expenses that may be eligible for state or federal funding. This series may contain, but is not limited to, application for assistance, a copy of the declaration of emergency or disaster, preliminary damage assessments, financial status reports, request for advance forms, detailed cost reports, financial statements, copies of grant documents, cash transaction reports, reports of expenditures, reimbursement forms, quarterly reports, final expenditure reports submitted to the Nevada Division of Emergency Management and/or the Federal Emergency Management Agency (FEMA) , forms, memorandum, correspondence, and related documents.	Three (3) fiscal years after the annual or final expenditure report is submitted.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	44 CFR 13.42 (2)(b), NRS 414.090, NRS 414.135, NAC 414.010 to 414.140	None

Incident Records - Disasters and Emergencies

LRDA Number 20070300

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the extent and impact of natural or manmade disasters and emergency incidents and the actions taken by the local government in response to such incidents. This series may include, but is not limited to, incident plans, damage assessment and response records, resource allocation reports, situation reports to the Nevada Division of Emergency Management, activity logs, communication logs, incident summary reports, FEMA reports, photographs, public information releases, related correspondence and similar incident-related documentation.	Permanent.	This record series may contain confidential or restricted information.	NRS 414.020, NRS Chapter 239C	None.

List of Vendors from Whom Equipment and Products (supplies) are Purchased

LRDA Number 20070294

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents vendors providing emergency resources such as manpower, equipment, supplies, and services. This series usually includes names, daytime and nighttime phone numbers, and addresses of suppliers and vendors as well as contact names and similar information.	Until superseded by an updated list.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Plans for Recovery from Disasters

LRDA Number 20070295

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document plans to maintain necessary business operations, protect the public, and to safeguard vital records during emergency situations. This series may include, but is not limited to, hazard analysis records, first response procedures, emergency operations plans, incident response plans, disaster management and recovery plans, vital record plans, damage assessment plans, post disaster evaluation procedures, correspondence and related documents.	Retain this record series until superseded with an updated or amended plan. Retain one (1) copy of superseded plans Permanently for historical purposes.	This record series is confidential per NRS 239C.250 and must not be disclosed except upon the lawful order of a court of competent jurisdiction; or as is reasonably necessary in the case of an act of terrorism or related emergency.	NRS Chapter 239C, NAC 239.165 (1)(2)	Other copies of superseded plans must be destroyed in a secure manner that will prevent reconstruction of the information.

Records of Emergency Training Exercises

LRDA Number 20070296

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents emergency training exercises performed on a regular or special basis by local governments and/or emergency management departments. This series may include, but is not limited to, statements of purpose, scenario narratives, major and detailed sequences of events, messages and inputs (simulation material), evaluation points, critique and follow-up action reports, correspondence and related documents.	Permanent.	This record series may contain confidential or restricted information.	NRS Chapter 239C	None.

Records of Equipment Inventories

LRDA Number 20070298

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer the inventory of equipment and supplies which may be needed in cases of emergency.	Until superseded.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Advertising (including audio and visual materials)

LRDA Number 20070471

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to document promotions, advertising campaigns and public relations efforts. Records may include but are not limited to programs, schedules of events, passes, newsletters, news clippings, paste-ups, drawings, copies of ads, photographs, slides, videotapes, sound recordings, scripts, posters, brochures, flyers, related correspondence, and similar documents.	Six (6) fiscal years from the end of the fiscal year to which the records pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (1)(b)	Review for historical value.

Bookings

LRDA Number 20070473

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents arrangements with recreation boards/convention authorities/visitors bureaus for use of facilities, goods or services.	Three (3) fiscal years from the end of the fiscal year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Convention Calendar

LRDA Number 20071564

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a calendar of scheduled conventions distributed to hotels, motels, media, transportation companies, and similar entities.	One (1) calendar year from the end of the calendar year to which the record pertains	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Gaming and Room Tax Records: Duplicate (original filed by county)

LRDA Number 20070477

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents gaming and room tax proceeds distributed to fair and recreation boards and convention authorities/bureaus to promote convention and tourism business.	Three (3) fiscal years from the end of the fiscal year to which the records pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	None

Gaming and Room Tax Records: Original (taxing authority)

LRDA Number 20070476

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents gaming and room tax proceeds distributed to fair and recreation boards and convention authorities/bureaus to promote convention and tourism business.	Six (6) fiscal years from the end of the fiscal year to which the records pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (1)(b)	None

Marketing Records

LRDA Number 20121842

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents and administers local government sponsored marketing programs. Information may include, but is not limited to promotions, sweepstakes, tracking information, information requests, screenshots, website information, related correspondence and similar documents.	Six (6) calendar years from the calendar year to which the documents pertain.	Portions of this record series may contain confidential or sensitive information and those portions should be destroyed in a secure manner that will prevent reconstruction of the information. (See NAC 239.165 (1)(2)).	None	Review for historical value.

Press Kits

LRDA Number 20071562

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series usually contains information on shopping, dining, lodging, gaming, getting married, area attractions, area history, facts and figures.	Until superseded or no longer in use.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Reservations

LRDA Number 20070482

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents activities scheduled for tourist and convention facilities.	Three (3) fiscal years from the end of the fiscal year to which the records pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	None

Abstract of Taxes

LRDA Number 20071313

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is an abstract of real and personal taxes for the local government showing each taxing district, tax rate, real and personal property valuation, total valuation, allocations for various funds, total local levy, and grand total levy.	Permanent	None	None	None

Accounting Files (Office Copy)

LRDA Number 20070046

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These types of records are used to administer and document financial transactions and accounting functions (including accounts receivable and accounts payable) and may contain but are not limited to computer generated forms and reports, invoices, receipt books, journal entries, ledgers, accountant spreadsheets, disbursement log, billing claims, records of petty cash, charge slips, cashiers tapes, cash register tapes, daily cash and receipt reports, petty cash records, credit and collections records, copies of requisitions and purchase orders, vouchers, notes, correspondence and related documents.	Until resolution of an annual audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NAC 239.165 (1)(2)	None.

Accounts Payable Files

LRDA Number 20071235

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment of bills for goods and services. This series may include, but is not limited to, billing statements or claims, expense reimbursements, copies of checks, original invoices, copies of purchase orders, copies of bids and contracts, computer generated reports and printouts, vouchers, payment authorizations, receipts, cancelled checks or warrants, supportive documentation, and related correspondence.	Six (6) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.170 to 354.190, NRS 11.190 (1)(b), NRS 354.230 to 354.250, NAC 239.165 (1)(2)	None.

Accounts Receivable Files

LRDA Number 20070445

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents revenues owed by vendors, citizens, organizations, governments, and others, to be credited to accounts. This series may include, but is not limited to, computer generated reports, receipts, invoices, awards, logs, lists, summaries, credit card vouchers/remittances, financial statements and similar records. Information often includes receipt amount, date, invoice number, name, account number, account balance, adjustments, and similar data.	Six (6) fiscal years after collected or deemed uncollectible.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.255 to 354.257, NRS 11.190 (1)(b), NAC 239.165 (1)(2)	None.

Annual Budget - Files

LRDA Number 20070003

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the preparation of governmental budget requests presented to the governing body. This series may include, but is not limited to, staff reports, budget instructions, worksheets, copies of actuarial reports, surveys, allotment reports, contingency plans, budget proposals, estimates of revenues, financial forecasting reports and similar records.	Five (5) fiscal years from the year to which the records pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.59801	None

Annual Budget - Final Budget

LRDA Number 20070004

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the final annual financial plan for a governmental entity. This series may include, but is not limited to, financial summaries, spending plans, copy of certified final budget, budget message, affidavit of proof of publication of notice of public hearing, minutes, agendas, exhibits, staff reports, and related records.	Permanent.	None	NRS 354.59801	None

Audit Materials

LRDA Number 20070006

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of information provided to internal or external auditors by local governmental entities in accordance with NRS 354.624. Information may include, but is not limited to, various fund statements, property reports or lists, copies of accounting records, declarations of compliance, and any other records requested by or provided to auditors.	Until completion of annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Auditors' Reports

LRDA Number 20070005

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents annual financial audits of a local governmental entity (including school districts) and may include, but is not limited to, accountant's summary, fund statements, revenue statements, fund balance details, financial schedules, auditor's comments and recommendations, auditors work papers, copies of prior audit reports, related correspondence and similar documents.	Permanent.	None	NRS 354.624	None

Bank Transaction Records

LRDA Number 20071311

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the current status and transaction activity of funds held at banks. This series may include, but is not limited to, account statements, deposit and withdrawal slips, certificate of deposits, bank account reconciliations, transaction dates, beginning balance, check or deposit amount, document numbers, wire transfer request forms, automated clearing house records, adjustments, description of transaction, ending balance, and related documents.	Until completion of annual audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NAC 239.165 (1)(2)	None.

Bankruptcy Records

LRDA Number 20070469

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the notification of the local government that certain individuals have filed for bankruptcy protection. They are used to determine if the individual owes money to the local government and to file notice or claim with the court. Records may include notification from U.S. Bankruptcy Court, debtors name, account information, request for relief of automatic stay, reorganization and payment plans, discharge information, correspondence, and related documents.	Six (6) fiscal years after repayment or discharge of the debt.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	11 USC section 101, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	None.

Bills for Care of Indigent Persons

LRDA Number 20070426

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the cost for services provided to indigent persons and may contain, but is not limited to, information on individual receiving services, type of care provided, bills for hospital charges, physicians charges, ambulance charges, and charges from other medical providers, bill payment information, related correspondence, and similar documents.	Three (3) fiscal years from the date of bill payment.	Portions of this record series may contain confidential information (information on applicants or recipients of public assistance) and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 428.045, NAC 239.165 (1)(2)	None.

Bond Issues

LRDA Number 0070391

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the authorization to finance municipal improvements through bonded indebtedness and implementation of municipal bond issues. Series may include, but is not limited to, bond anticipation notes, authorizations, bond ratings, contracts or sales agreements, sample copies or specimens of bonds sold, financial/accounting documentation (such as information on coupon number, amount of bond, date bond issued, date of bond redemption, purpose of bond and to whom bond was issued), journal entries and other computer reports, related correspondence and similar documents.	Ten (10) calendar years after bond retired.	If this series contains confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.59817, NRS 354.624, NAC 239.165 (1) (2)	None.

Check Registers

LRDA Number 20070429

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of a register of all checks issued and usually includes check number, date of check, amount of check, individual or vendor to whom the check was written, invoice information, and the purpose of check. This series may also include checkbooks, and computer printouts such as check run reports.	Six (6) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.4617, NRS 11.190 (1)(b)	None.

Checks, Cancelled

LRDA Number 20070430

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents checks that have been cancelled, spoiled, voided, or stale dated.	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.4617, NRS 11.190 (3)(d)	None.

Claims Against Others

LRDA Number 20071547

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents claims against the public and insurance companies for the recovery of costs for damage to governmental property. This series may contain, but is not limited to, damage reports, copies of police reports, damage estimates, cost reports, photographs, summaries, copies of insurance documents, legal documents, related correspondence, and similar records.	Six (6) fiscal years after final payment is received, or one (1) fiscal year after the claim is written off as uncollectible.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.255 to 354.257, NRS 11.190 (1)(b), NAC 239.165 (1)(2)	None.

Credit Card Payment Records

LRDA Number 20071665

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment of money owed to local governmental entity by credit/debit card or electronic transfers of money. This series may contain, but is not limited to, records documenting type of charge, payment amount, credit/debit card information, copies of bills, bank statements, computer printouts, receipts, related correspondence and similar documents.	Until completion of annual audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 205.4617, NRS 360.092, NRS 354.770, NAC 239.165 (1)(2)	None.

Direct Deposit Authorizations

LRDA Number 20071259

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents authorizations to deposit employee payroll earnings into employee bank accounts through direct deposit. This series may include, but is not limited to, employee name, name of financial institution, authorization form, related correspondence, and similar documents.	Three (3) years after employee termination, cancellation, or change of authorization.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 516.5, NRS 11.190 (3)(d), NRS 239B.030, NAC 239.165 (1)(2)	None.

Direct Payment Records

LRDA Number 20071513

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the automatic payment of utility and other service types of bills from an individual's bank or similar account. This series may contain, but is not limited to, application form, customer information, bank account information, type of service account, account number, copies of billing statements, customer payment reports, payment histories, related correspondence and similar documents.	Six (6) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.255, NRS 354.760 to 354.770, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Employment Tax Records

LRDA Number 20070450

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to report the collection, distribution, deposit, and transmittal of federal income taxes. Records may include the federal miscellaneous income statement (1099), wage and tax form (W-2), request for taxpayer identification number and certificate (W-9), employers' quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar completed forms.	Four (4) years after the tax year in which the taxes are due, or four (4) years after the date the tax is paid, whichever is later.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	26 CFR 31.6001.1, 42 USC section 405 (c)(2)(C)(viii) [SSN], NRS 239B.030, NAC 239.165 (1)(2)	None.

Fees, Requests for Payment

LRDA Number 20071039

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents payment requests and may include but is not limited to overdue notices, requests for payment, receipts, related correspondence and similar documents.	One (1) fiscal year after receipt of payment or after written off as uncollectible.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Fixed Assets and Inventories

LRDA Number 20070440

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the process of updating and reconciling an inventory of the fixed assets in a governmental entity's possession. Records in this series may contain, but are not limited to, fixed asset inventories, copies of purchase orders and other fiscal records, monthly or annual property reports, copies of other property records, reports from Purchasing, memos, correspondence and related documents. Information contained in the Purchasing reports often includes: description of the items, manufacturers model and serial numbers, ID number, purchase order number, original cost, value, dates (purchased, received, etc.) and commodity code.	Five (5) fiscal years after superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.625, NAC 354.750	None

Franchise Fees

LRDA Number 20161923

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment of franchise fees for the right or special privilege to conduct business or provide services using the public right of way. The types of businesses that may be required to pay a franchise fee include, but are not limited to, providers of telecommunications, electric energy, natural gas, cable television, video service, ambulance service, solid waste collection and disposal, and recycling collection services. Records may include but are not limited to copy of franchise agreement, quarterly franchise fee payments, audit reports, delinquency reports, related correspondence and similar records.	Six (6) fiscal years following the receipt of payment.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1) (b), NRS 11.190 (3) (d), NRS 709.010 to 709.360, NRS 711.670 to 711.680, Municipal or County Code	None.

Fraudulent Checks

LRDA Number 20071317

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the cancellation and reissue of warrants (checks) due to "forgery" [someone other than the named individual endorsing and cashing the check]. This record series may contain, but is not limited to, cancellation of warrant, affidavits, copies of checks (warrants), copies of payment voucher forms, copies of deposit receipts, copies of bank statements, reissue document forms, copies of computer printouts, court documents, notes, supporting documents, and related correspondence.	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii), 42 USC section 1320C-9, NRS 422.290, NRS 205.4617, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Fund Transfer Records

LRDA Number 20071520

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents moneys transferred from one fund to another showing date, amount transferred, name of funds, purpose, and balance.	Until completion of an annual audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 354.598005, NRS 354.6115, NAC 354.360, NRS 11.190 (3)(d)	None.

Fundraising Records

LRDA Number 20070147

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents fundraising activities such as athletic ticket sales, merchandise sales, food and beverage sales, used book sales, car washes and similar activities used to supplement the income of various local government programs. This series may contain, but is not limited to, fundraising activity reports, lists of donors, thank you letters, event reports, sales reports, merchandise reports, income statements, cash register tapes, copies of receipts, cost reports, related correspondence and similar documents.	Retain fundraising reports for three (3) calendar years from the date of the event or activity. Retain financial records until completion of an annual audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190(3)(d), NRS 205.4617, NAC 239.165 (1)(2)	Review for historical value.

General Ledger

LRDA Number 20070442

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of one or more series of financial ledgers providing a final year to date summary of accounting data and a permanent audit trail for all fiscal receipts and disbursement transactions affecting any and all local government funds and accounts, including receipts and expenditures from all revenue sources, both public and private.	Permanent.	None	None	None

Gift and Donation Records [Financial Records]

LRDA Number 20071527

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents gifts and donations to the local government. This series may contain, but is not limited to, donor information, acknowledgement letters, financial statements and reports, records of fund disbursements, copies of checks, receipts, related correspondence, and similar documents.	Retain records related to significant monetary or property donations, wills, bequests, endowments, trusts and similar actions permanently. Retain other gift financial records for six (6) fiscal years from the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 205.4617, NAC 239.165 (1)(2)	None.

Grant Records

LRDA Number 20070060

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the awarding of funds from federal government, state government, private organizations, private benefactors, and similar sources. This series may include, but is not limited to, application and supporting documentation, project proposal, project plans and objectives, award notification, grant related contracts and/or agreements, equipment inventories, statistical reports, monitoring reports, summary reports, financial/accounting records, audit reports, correspondence, and related records.	Three (3) fiscal years from the submission of the final expenditure report, or for the retention period required by the granting authority, whichever is longer.	If this series contains any confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	"Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments" see OMB Circulars A-102 and A-133. See also the OMB publication entitled "Codification of Government wide Grants Requirements by Department." NRS 205.4617, NAC 239.165 (1)(2)	None.

Grants or Donations to Nonprofit Organizations

LRDA Number 20161927

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the granting of money or the donation of commodities, supplies, materials, staff resources, equipment, or the payment or discount of fees, to a nonprofit organization. Records may include but are not limited to copy of resolution, application for grant or donation, copies of nonprofits tax forms, disclosure forms, selection criteria evaluations, approvals, agreements, performance measures, progress reports, audit reports, and related correspondence.	Six (6) fiscal years from the expiration of the terms or agreement, or from the receipt of the statement of completion (if applicable).	This record series may contain confidential or sensitive information (such as Tax ID) and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 244.1505, NRS 268.028, NRS 332.025, NRS 372.3261, NRS 11.190 (1)(b), NRS 11.190 (3)(d)	None.

Grants: Unsuccessful Loan/Grant Applications

LRDA Number 20071248

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains applications and supporting documentation relating to federal, state, and private loans/grants submitted by local governmental entities which were not funded or were denied.	As long as administratively useful to the agency.	This record series may contain confidential or sensitive information (such as the Tax ID number) and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.4617, NAC 239.165	None.

Grants: Federal Grants- Real Property and Equipment

LRDA Number 20070716

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document real property and equipment purchased with funds from federal grants. This series may include, but is not limited to, copy of grant application documents; real property documentation (maps, plots, title records, etc.); equipment records (purchase documentation, user manuals, property ID documentation, etc.); tax documentation (assessment records, IRS tax documents, state and local government tax documentation, etc.); disposition records (sales, transfers or discarding records), related correspondence, and similar documentation.	Three (3) federal fiscal years from the date of the disposition, replacement or transfer of the property or equipment, or for the retention period required by the granting authority, whichever is longer.	This record series may contain confidential or sensitive information (such as the Tax ID number) and should be destroyed in accordance with NAC 239.165 when the retention period has expired.	NRS 205.4617, NAC 239.165 (1)(2)	None.

Housing Authorities Files

LRDA Number 20071732

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents various affordable housing programs usually funded by the federal government and managed by local housing authorities and may contain, but is not limited to, applications for assistance, assistance payment records, tenant information, authorization forms, inspection reports, checklists, income verifications, copies of plans or drawings, state and/or federal forms, related correspondence and similar documents.	For fiscal records retain three (3) federal fiscal years from the submission of the final expenditure report, or for the retention period required by the granting authority, whichever is longer. For property and equipment retain three (3) federal fiscal years from the date of the disposition, replacement or transfer of the property or equipment, or for the retention period required by the granting authority, whichever is longer.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	24 CFR 85.42, 7 CFR 3015.21 to 3015.22, NRS 315.170, NRS 315.320, NRS 315.961 to 315.996, NRS 239B.030, NRS 205.4617, NRS 239A.080, NAC 239.165 (1)(2)	None.

Investment Records

LRDA Number 20070444

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer investment accounts and may contain, but is not limited to, investment fund information, records related to specific investments, investment registers, investment reconciliations, confirmations of purchase, bank statements, records which document transaction activity, investment fund balances, investment performance documentation, related correspondence and similar documents.	Six (6) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b)	None.

IRS Section 125 Records

LRDA Number 20101833

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document premiums paid on voluntary benefit plans. Records may include, but are not limited to, employee personal data, employee contribution reports, pre-tax documentation, status reports, payroll deduction reports, and similar information. Premiums paid through IRS approved Section 125 (cafeteria) plans are paid on a pre-tax basis and are excluded from gross income.	Four (4) years after the tax year in which the taxes are due, or four (4) years after the date the tax is paid, whichever is later.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	26 USC 125, 26 USC 106, 26 USC 6039D, 26 CFR 31.6001-1, NAC 239.165	None.

Journal Entries

LRDA Number 20070446

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents journal entries detailing accounts to be charged and credited and is used to make adjustments and corrections to accounting records. These types of records usually include information on account number, amount debited, amount credited, account description, and reason for journal entry.	Six (6) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b)	None.

Liens and Releases

LRDA Number 20071666

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents liens filled for non-payment of taxes, services or merchandise in accordance with state/federal law. This series may contain, but is not limited to, notice of lien, refilling form, certificate of release, certificate of subordination, correction notices, certificate of non-attachment, certificate of revocation and reinstatement, certificate of withdrawal, copies of court documents, related correspondence and similar documents.	Retain records related to tax liens for ten (10) calendar years from the date of filing or refilling, whichever is later. Retain records related to liens for merchandise or services for six (6) calendar years from the date of final payment or action.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	26 CFR 301.6502, 26 CFR 301.6103 (a)(1) thru (p)(7), NRS 375A.310, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	None.

Local Government Financial Emergency Files

LRDA Number 20071746

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to aid a local government entity throughout a financial crisis and may contain, but is not limited to, accounting records (including accounts payable, accounts receivable, bank statements, purchase orders, claims, etc.) resolution requesting assistance, audit reports, budgets, contracts and agreements, corrective action plans, meeting records, public hearing records, special reports (financial analysis, proposals, etc.), correspondence and supportive documentation.	Six (6) fiscal years from the end of the fiscal year in which the financial emergency was declared over. Review for historical value.	Portions of this series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.675 to 354.725, NRS 11.190 (1)(a)(b), NRS 205.4617, NRS 239B.030, NAC 239.165	The Nevada Department of Taxation is the office of record for this record series.

Monthly Budget Status Reports

LRDA Number 20071517

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the monthly status of local government budgets. This series may contain, but is not limited to, information on original budget authority, budget adjustments, outstanding encumbrances, unencumbered balances, expenditures to date, amounts expended in the current month, breakdowns by category, supporting documentation and similar information.	Until completion of an annual audit.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.280, NRS 354.624	None

NRS 338.1444 Report

LRDA Number 20081761

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents compliance with NRS 338.1444 requirements for awarding of contracts for smaller public work to contractors. At least once each quarter, a local government shall prepare a report detailing, for each public work over $25,000 for which a contract for its completion is awarded pursuant to paragraph (a) of subsection 1, if any: The name of the contractor to whom the contract was awarded; The amount of the contract awarded; A brief description of the public work; and the names of all contractors from whom bids were solicited.	Three (3) fiscal years from the end of the fiscal year to which the report pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 338.1444, NRS 11.190 (3)(d)	A report prepared pursuant to subsection 338.1444 (3) is a public record and must be maintained on file at the administrative offices of the applicable public body.

Payroll Administrative Reports

LRDA Number 20070452

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains reports, statistical studies, and other records designed and used for budget preparation, projections, workload and personnel management, research, and general reference. It consists of summary reports organizing wages, deductions, and other data into categories such as quarter-to-date, year-to-date, fiscal year-to-date, breakdowns by area of expense, employee / employer contributions, and similar administrative reports.	Three (3) fiscal years from the fiscal year to which the reports relate.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii) [SSN], NAC 239.165 (1)(2)	None.

Payroll Deduction Input Documents

LRDA Number 20071686

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer deductions to employee's payroll. This series includes all forms used to input information into system for a payroll deduction, including authorization forms for the deductions.	Retain authorization forms for a period of three (3) fiscal years after the form is cancelled or superseded, or after the termination of the employee. Retain file maintenance documents for two (2) fiscal years from the date of the document.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 516 (c), NRS 239B.030, NRS 205.4617, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Payroll Files

LRDA Number 20070449

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administrate the payroll of local government employees. This record series may contain, but is not limited to, employee time records, cost summary reports, detail cost listings, copy of pay register, direct deposit reports, pay worksheets, net pay adjustments, quarterly reports, and similar reports and documents.	Three (3) fiscal years from the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 516.5(a), 29 CFR 516.6(a), NRS 608.115, NRS 11.190 (3)(d)	None.

Payroll Maintenance Reports

LRDA Number 20071687

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used in-house to control, correct, and maintain computer data related to the payroll system.	Two (2) fiscal years from the fiscal year to which the document pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 516.6, NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)	None.

Payroll Registers or Reports

LRDA Number 20070451

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents pay and benefits earned by governmental employees. This series may contain, but is not limited to, information such as employee name and payroll number, social security number, hours worked, rate, overtime, various allowances, gross pay, federal and other withholdings, voluntary deductions, garnishments, net pay, retirement deductions, leave earned and taken, payroll codes, check number and agency code, warrants issued, warrant register, and related data.	Retain year-end registers/reports for a minimum period of sixty (60) years from the year to which the record pertains. Retain other payroll registers for a minimum period of six (6) fiscal years from the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii) [SSN], 29 CFR 516.5(a), 29 CFR 516.6(a), NRS 608.115, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2)	This record series has been used to prove employment, verify retirement, and document longevity for employees when other records were not available. This is the reason for the sixty (60) year retention period.

Payroll Reports / Printouts (office copies)

LRDA Number 20070066

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents and verifies staff payroll activities. This series may include, but is not limited to, copies of internal computer printouts, longevity documents, time and attendance reports, time sheets, leave forms, ledgers, payroll deduction forms and related documents. The official copy of this type of report or printout is usually retained by Treasurers, Comptrollers, Finance Departments, or similar entities.	One (1) fiscal year from date of the document.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NAC 239.165 (1)(2)	None.

Postal/Freight Records

LRDA Number 20071532

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document transactions with the U.S. Postal Service, private couriers (such as FedEx, UPS, etc.) and private carriers concerning postal or freight services. Records may include, but are not limited to, postal meter records, receipts for postage stamps, receipts for registered and certified mail, receipts and documentation for insured mail, special delivery records, shipping company information, invoices, bills of lading, shipping tags, shipping receipts, shipment logs, documentation on the items being shipped, insurance documentation, loss and/or damage reports, correspondence and related documents.	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d)	None.

Procurement and Credit Card Records

LRDA Number 20071310

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer the authorization and use of procurement and /or credit cards by local government employees. This record series may contain, but is not limited to, authorizations, applications, agreements, procurement/credit card logs, policy and procedure guides, and other documents used to create accounts. This series may also contain, but is not limited to, accounting records related to purchases and payment of procurement/credit card bills, related correspondence and similar documents.	Retain records used to create procurement/credit card accounts for a minimum period of three (3) years after the discontinuation or cancellation of account. Retain accounting records related to procurement/credit cards until completion of an annual audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 354.624, NAC 239.165 (1)(2)	None.

Project Ledgers

LRDA Number 20070453

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents financial transactions and accounting functions related to capital improvements and permanent assets of the local government. These types of ledgers may include but are not limited to information on financial receipts and expenditures for design, engineering, construction, repair and/or major maintenance of local government owned or operated buildings, facilities, roadways, utilities, public works and other infrastructure.	Permanent.	None	None	None

Property and Equipment Inventory

LRDA Number 20070014

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the process of updating and reconciling an inventory of property and equipment owned or operated by a local government. This series may contain, but is not limited to, copies of purchase orders, monthly property reports, descriptions of items, manufacturer's model and serial number, fiscal reports related to original cost, value reports, commodity codes, memos, correspondence and other related records.	Five (5) fiscal years following update of the inventory.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.625	None

Quarterly Report of Resources and Expenditures

LRDA Number 20070015

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a statement of the receipts and expenditures of the three months next preceding, and the accounts allowed. This series may include, but is not limited to, financial reports, expenditure summary, copy of newspaper in which report was published, and related records.	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 244.225, NRS 11.190 (3)(d)	None

Receipts, All Monies Received

LRDA Number 20070454

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents revenue collected by the local government and may contain, but is not limited to, receipt slips, receipt books, receipt ledgers, fund information, information on the source of money collected, records documenting manner in which it must be apportioned, correspondence and related documents	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.270, NRS 11.190 (3)(d)	None

Refund Records

LRDA Number 20071316

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents credits or refunds to taxpayers for the overpayment of taxes or fees. Information may include, but is not limited to, account name and number, property location, tax ID number, amount of overage, cause of overage, certifications, written request for credit or refund, copy of receipts, related correspondence, and similar documents.	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.220 to 354.250, NRS 354.59888, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Returned Checks, Files

LRDA Number 20070521

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents attempts to collect monies for non-negotiable (usually insufficient funds) checks received for payment to agency accounts. Usually includes printouts or reports listing names, addresses, telephone numbers, banks upon which checks were drawn, reasons for return, and similar information.	Three (3) fiscal years after collected or written off as uncollectible.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 205.4617, NAC 239.165 (1)(2)	None.

Revenue Ledgers

LRDA Number 20070456

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series provides a financial history of the source of a local government's income.	Permanent.	None	NRS 354.624	None

Revenue Sharing Records

LRDA Number 20071514

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the receipt and administration of revenue sharing funds. Records may include, but are not limited to, affidavits of publication, claim reports, project records, revenue and expenditure summaries, status reports, audit reports, supporting documentation and related records.	Six (6) fiscal years from the end of the fiscal year to which the record pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b)	None

Room Tax Return Files

LRDA Number 20070483

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These files are actual monthly remitted reports for room taxes collected from the individual hotels/motels as well as a monthly calculation spreadsheet for remittance of said taxes collected to various agencies. It also includes copies of the agency remittances, payments and calculations.	Three (3) fiscal years after audit.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	None

Subsidiary Ledgers or Registers

LRDA Number 20071312

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the details of financial transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. This record series may contain, but is not limited to, expenditure ledgers, encumbrance listings, warrant registers, cumulative voucher sheets, and related documents and reports. This record series may also be used to provide backup documentation to the General Ledger.	Six (6) fiscal years from the end of the fiscal year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	None

Superfund Grant Records

LRDA Number 20071663

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents Superfund grants and my contain, but is not limited to, grant financial records and reports, property records, procurement records, time and attendance records, compliance documentation, related correspondence and similar documents	Ten (10) calendar years following the submission of the final Financial Status Report to the Environmental Protection Agency (EPA).	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 35.6700, 40 CFR 35.6705, 40 CFR 35.6710, 40 CFR 31.42 (e)	Review for historical value.

Tax Bills

LRDA Number 20070457

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are individual tax bills mailed yearly to each property owner or to the holder of the mortgage on the property, seeking payment of property taxes.	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 361.480	None

Tax Notices

LRDA Number 20070458

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are informational notices published at least quarterly in newspapers or posted in public places, specifying the dates property taxes are due, and the penalties for delinquency.	As long as administratively useful.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 361.480	It is recommended this series not be retained longer than three (3) years.

Tax Protest Letters

LRDA Number 20071319

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents taxes paid under protest by a taxpayer and may contain, but is not limited to, name and address of property owner, parcel identification number, legal description, assessed valuation, written statement setting forth the grounds on which the protest is based, request for re-evaluation, transmittal letters, copy of hearing results, court documents, related correspondence, and similar documents.	Six (6) calendar years after final determination.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 361.410 to NRS 361.435, NRS 11.190 (1)(b), NRS 11.190 (3)(a), NAC 239.165 (1)(2)	None.

Tax Receipts and Stubs

LRDA Number 20070460

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are receipts issued for the payment of taxes. They include receipt number, date of payment, parcel number, owner's name, current or delinquent tax payment, and amount paid.	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NAC 239.165 (1)(2)	None.

Tax Redemption Certificates

LRDA Number 20070461

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This certificate documents the property description, amount of delinquent taxes due, year of assessment, name of the owner or taxpayer of the property, various taxes, penalties, interest, and other costs added to the property, and a statement documenting the period of redemption.	Permanent.	This record series may contain confidential or sensitive information.	NRS 361.5648 to 361.620, NRS 250.110 to 250.180	None.

Tax Rolls

LRDA Number 20070459

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the official record of assessments, tax levied, and changes to the tax roll on properties. Information in This series may include, but is not limited to, name, address, assessed value, real market value, taxes levied, legal description, code area, property class, information on any changes made since previous tax roll, total exemptions, value as corrected, tax amount due, and tax amount paid.	Permanent.	Portions of this record series may contain confidential or sensitive information.	NRS 239B.030, NRS 250.110 to 250.180	None.

Tax Sales Redeemed

LRDA Number 20070463

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment of delinquent taxes by the person originally assessed on a property that has been sold for delinquent taxes. This series may include, but is not limited to, payment information, date redeemed, last known owners name, to whom sold or who made payment, property description, years and amounts for which back taxes paid, breakdown of tax and interest amounts, tax redemption certificate, related correspondence and similar documents.	Permanent.	This record series may contain confidential or sensitive information.	NRS 361.5648 to 361.620, NRS 250.110 to 250.180	None.

Tax Sales Reports

LRDA Number 20070462

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the sale of property for delinquent taxes. Reports may contain, but are not limited to, affidavits of publication, information on delinquent owner, description of property, tract or lot, assessed value of property, date of auction or sale, registration / bidder information, payment requirements, information on who purchased property, delinquent tax, penalties and costs, total amount due, amount of sale, supporting documents, correspondence, and related information.	Permanent.	This record series may contain confidential or sensitive information.	NRS 361.585, NRS 361.590	None.

Travel Records

LRDA Number 20071258

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents travel arrangements and claims made by staff members, commission and committee members and others associated with a local government. This series may include, but is not limited to, travel itinerary, request for travel authorization, travel authorization, request for training forms, request for out of state travel, transportation requests, hotel reservation information, per diem vouchers, reimbursement requests, receipts, plane tickets or stubs, parking expense documents, supporting documentation, related correspondence and similar documents.	Three (3) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 354.624, NRS 239B.030, NAC 239.165 (1)(2)	None.

Trial Balance Reports

LRDA Number 20071318

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These reports provide a detailed listing of accounting transactions and may be used in balancing the General Ledger. This series may include information on dates, account numbers, names, transaction codes, fund balances, bank accounts, balance sheets, income statements, month to date balances, year to date balances, and similar documents.	Until the completion of an annual audit.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Unclaimed Property Report

LRDA Number 20070464

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the reporting by holders of abandoned accounts in accordance with NRS Chapter 120A. This record series may contain various completed forms and reports as required by the State Treasurer (Administrator of Unclaimed Property), supportive documentation, associated correspondence, and similar material.	Seven (7) calendar years from the date the abandoned property report is filed with the State Treasurer.	This record series is confidential per NRS 120A.145, and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 120A.700, NRS 120A.145, NRS 120A.560, NAC 239.165 (1)(2)	None.

Accident Reports

LRDA Number 20070549

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents accidents involving departmental vehicles or equipment. Reports may contain, but are not limited to, date and time of accident, location of accident, type of accident, narrative reports regarding circumstances, parties involved, injury reports, copies of medical treatment reports, property damage reports, vehicle damage reports, witness statements, copies of police reports, departmental forms, notes, photos, correspondence, and related documents.	Three (3) calendar years following resolution or settlement of any claims or legal actions, or from the accident date if no legal action or damage results.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 41.130, NRS 41.139, NRS 41.0309, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 450B.730, NAC 239.165 (1)(2)	None.

Activity Reports and Logs, Fire Department

LRDA Number 20070550

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents departmental activity and operation and usually consists of reports or logs filed on a daily, weekly, monthly, or annual basis. Records in this series may include, but are not limited to, station logs, incident reports, morning reports, emergency response logs, alarm call reports, medical aid reports, paramedic daily logs, and similar types of activity reports or logs.	Retain annual activity reports Permanently. Retain other reports for five (5) calendar years from the year to which they pertain.	These types of reports are usually statistical in nature and should not contain personally identifying, confidential or restricted information. If there is personally identifying, confidential or restricted information in this record series that information must be protected from public disclosure and the non-permanent records containing that information must be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) 104.6, Uniform Fire Code (UFC) 104.3.2, NRS 239C.210, NRS 205.4617, NAC 239.165 (1)(2)	This series is useful for reference, performance monitoring, planning and budgeting, position justification, compiling statistical reports, and briefing subsequent shifts.

Against Medical Advice Records

LRDA Number 20101799

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents refusal by patient of treatment/transport by EMS and/or other first responders.	Six (6) calendar years from the receipt of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 450B, NAC Chapter 450B, 45 CFR 164.501, NRS 205.4617, NAC 239.165 (1)(2)	None.

Alarm System Files

LRDA Number 20071495

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the inspection and testing of individual fire alarm systems. This series may include, but is not limited to, permits, installation records, construction documents, diagrams, specifications, certifications, record of completion, inspection records, site information, building code reports, instructions, system testing records, system monitoring records, service agreements, maintenance and service reports, emergency contact lists, correspondence, and related documents.	Retain this record series for the functional life of the system.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code Section 907, Uniform Fire Code Section 1007, NRS 477.130, NRS Chapter 239C, NAC 477.365	None.

Ambulance Operating Permits

LRDA Number 20070554

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the application process and the receipt or denial of operating permits in accordance with state law and regulation.	Two (2) calendar years after the renewal, denial, revocation, or cancellation of the permit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 450B.120, NRS 450B.200, NRS 450B.840, NRS 11.190 (4)(e), NAC 450B.505 to 450B.645	None

Apparatus and Equipment Records

LRDA Number 20070558

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records are used to document and administer the management of apparatus and equipment in the possession of fire departments. This series may contain, but is not limited to, description of item, make and model, operating instructions, identification or license numbers, registrations, owner's manual, location of item, inspection reports, maintenance schedules, maintenance and repair reports, repair history, copies of work orders, test records (ladder, hose, air packs), test result reports, cost summaries, data sheets, inventory control records, accounting documents, control logs or lists, vendor information, photographs, correspondence and related documents.	Retain records related to apparatus and equipment use, inspection, maintenance, repair, and disposition for the life of the unit. If involved in an accident retain for the life of the unit plus an additional three (3) calendar years. Retain test related records for a minimum period of five (5) calendar years from the date of test. Retain related inventory control and accounting records until completion of an annual audit.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) 104.6, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 354.624, NRS 239C.210, NRS 477.030, NAC 239.165 (1)(2)	The series does not include hydrant records.

Building Inspections (Fire Department)

LRDA Number 20070567

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the inspection of commercial buildings, public buildings, structures, child care facilities, long-term care facilities, warehouses, parks, and similar facilities by fire departmental personnel for fire hazards, conformity with fire codes and regulations, and for other reasons permitted by state law/regulation or local policy. This series may include, but is not limited to, inspection reports, cumulative inspection history, violation notices, citations, documents verifying that the violation has been corrected, re-inspection forms and reports, notes, memos, photos, correspondence and related documents.	Retain records related to construction inspections for a minimum period of six (6) calendar years from the date of the inspection. Retain records related to annual fire code building inspections for a minimum period of five (5) calendar years from the date of the inspection.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) 104.6.2, Uniform Fire Code (UFC) 103.3.4, NRS 459.3819, NRS 459.3822, NRS 11.202, NRS 432A.180, NRS 278.0231, NRS 239C.210, NRS 11.203	None.

Building Plans

LRDA Number 20070568

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of copies of building plans for public and/or commercial buildings and structures. This series may contain, but is not limited to, blueprints, engineering drawings, as built drawings, specifications, grounds (landscape) drawings, photographs and similar documents.	Life of building or structure.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090 (Homeland Security Act), NAC 239.165 (1)(2)	None.

Burn Injury Reports

LRDA Number 20071478

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports received from providers of health care of any person who comes or is brought for the treatment of second or third degree burns to 5 percent or more of the body, burns to his upper respiratory tract or laryngeal edema resulting from the inhalation of heated air; or burns which may result in death.	Six (6) calendar years from the date of the report.	This record series may contain confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530 (j)(2), NRS 629.045, NRS 629.051, NAC 239.165 (1)(2)	None.

Controlled Substance Inventory and Use File

LRDA Number 20121874

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the inventory and use of controlled substances in emergency response vehicles in accordance with state and federal law.	Two (2) calendar years after the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	21 CFR 1304.04, NAC 639.482, NAC 639.485, NAC 239.165 (1)(2)	None.

Dispatch Logs

LRDA Number 20071479

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of printouts or manual logs maintained by emergency dispatch units. Log usually contains name of dispatcher, date and time call received, type of call (phone, radio, in-person) complainant name, address / phone number, nature of call, units dispatched, time dispatched, action taken, and related data.	One (1) calendar year from the date of last entry, or from the date of printout.	Summaries of the information in this record series may also be found in the "Activity Reports and Logs, Fire Department" record series.	None	None

Dispatcher, Audio Tapes

LRDA Number 20070571

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of audio tapes of incoming emergency calls, fire and emergency dispatches, radio activity, and 9-1-1 calls. Tapes are maintained on a 24-hour basis.	Sixty (60) days from the date of transcription, or if not transcribed sixty (60) days from the date of the tape.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 450B.120, NRS 450B.130, NRS 707.500, NAC 450B.578, NAC 450B.611	None

Duty Roster

LRDA Number 20070574

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of logs, reports, or printouts of daily, weekly, or monthly work assignments.	One (1) calendar year from the end of the calendar year to which the record pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Emergency Medical Incident Records

LRDA Number 20070555

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents services provided by fire or emergency medical services (EMS) personnel to sick or injured people. Information may include, but is not limited to, date, time, and incident location, type of call, responding unit information, patient information, type of injury or illness, preliminary impressions, action taken, patient status, medical release authorizations, signed consent forms, pre-hospital treatment records, related reports and logs, correspondence, and similar data.	Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 450B, NRS 629.021, NRS 629.031, NRS 629.051, NRS 41.500, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 450B.450, NAC 450B.505 to 450B.645, NAC 450B.620 to 450B.645, NAC 239.165 (1)(2)	None.

Evidence Log

LRDA Number 20071476

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of a log, report, or similar record used to track and document the chain of possession of evidence used in fire investigations.	Five (5) calendar years from the final disposition of the investigation.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	International Fire Code (IFC) 104.6, and 104.10, Uniform Fire Code (UFC) 104.3.2, NRS 11.190 (3)(d)	None

Explosives: Storage and Use Permits

LRDA Number 20071468

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the issuance of permits authorizing the manufacture, possession, storage, sale; display, use, or disposal of explosives for construction and demolition projects, fireworks, theatrical pyrotechnics, and other applications. This series may include, but is not limited to, applications, State Fire Marshall certificates, inspections, permits, insurance or bond verifications, fee payments, notes, forms, correspondence, and related documents. Information often includes name and address of permitted, license information (if applicable), location of use, amount and type of explosives used, conditions, emergency response procedures, and related information.	Five (5) calendar years from the renewal, suspension, revocation, or expiration of the permit.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) 3301.2, Uniform Fire Code (UFC) 7701.3.1, NRS 11.190 (1)(b), NRS 11.190 (4)(e), NAC 477.710 to 477.73, NAC 239.165 (1)(2)	None.

Exposure Reports

LRDA Number 20071233

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These types of reports are completed when a fire fighter is exposed to toxic fumes, smoke, or chemicals during the course of firefighting. It is used to verify exposure in case of illness. This series may include, but is not limited to, employee's name, position, station, address where injury occurred, name and type of occupancy, date and time of exposure, incident number, description of exposure, duration of exposure, symptoms present, copies of medical reports, date and signature of employee, and date and signature of supervisor.	Thirty (30) calendar years from the employee's termination of employment.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1910.1020 (d)(i), NAC 239.165 (1)(2)	This series is often filed with the "Firefighter Medical Files" record series.

False Alarm Reports

LRDA Number 20071467

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of information pertaining to false alarms, outcries, or reports of fire. These reports may include, but are not limited to the date and time of the report, the location, any identifying characteristics of the caller, the number of responding units, and the time it was ascertained as a false report.	Two (2) calendar years from the date of the report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 475.100, NRS 11.190 (4)(a)(e)	None

Fire Alarm Reports, Daily

LRDA Number 20071472

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of logs, reports, listings, and similar records of the daily fire alarm soundings and calls received by departmental personnel.	Ninety (90) days from date of report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Fire Codes

LRDA Number 20070583

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents fire codes and supplements to such codes, adopted by ordinance for the local government.	Until superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Fire Department Training Files

LRDA Number 20070629

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer employee development and training. This series may contain, but is not limited to, employee name, social security number, badge or ID number, training bulletins, request for training forms, training plans, training exercises, test scores, training certificates, training history, documentation of continuing education, records documenting completion of mandatory training requirements, fire academy reports and records, course outlines, courses taken, copies of course material, attendance records, proficiency tests, certificates, training evaluations, reports detailing training needs, records authorizing and administering the granting of educational leave, training summaries, logs, lists, reports, photos, forms, related correspondence and similar records.	Three (3) calendar years from the transfer, separation, retirement, or termination of the employee.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 477.020, NRS 477.039 to 477.090, NRS 239C.210, NAC 239.165 (1)(2)	A copy of the employee's development and training information should be sent to the employee and the new agency upon transfer.

Fire Hydrant Records

LRDA Number 20070586

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the installation, location, inspection, maintenance, repair, and replacement of fire hydrants. This series may include, but is not limited to installation records, location, fire flow rate, main size, water available, hydrant number, type (2 way, 3 way), lateral size, height from ground, inspection reports, condition, maintenance and repair records, pressure test results, damage reports, removal and replacement records, notes and remarks, and related documents.	Retain flow cards Permanently. Retain other records in this series for two (2) calendar years after the hydrant is moved, replaced, or no longer in service.	This record series may contain confidential or restricted information.	International Fire Code (IFC) 104.6, Uniform Fire Code (UFC) 103.3.4, NRS 239C.210, NRS 11.190 (4)(e)	None.

Fire Investigation Records

LRDA Number 20070597

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents investigations conducted by fire department personnel to determine the cause, origin, and circumstances of fires or fire related incidents. This series may contain, but is not limited to, investigation notes and reports, lab reports, casualty reports, damage reports, run reports, interviews, witness statements, transcripts, copies of police reports, suspect information, copy of arrest report, evidence log, court documents, insurance reports, vehicle records, photographs, audio-visual tapes, newspaper clippings, findings, determinations, disposition, final or summary report, correspondence, and similar records.	Six (6) calendar years from the close of the investigation, or if related to a criminal incident six (6) calendar years from the final disposition of the case.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) 104.6, Uniform Fire Code (UFC) 104.3.2, NRS 475.125, NRS 205.005 to 205.030, NRS 171.085, NRS 629.045, NRS 475.125, NRS 200.030, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Fire Investigation Records - Juvenile Offenders (Arson)

LRDA Number 20070599

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records in this series pertain to juveniles who are suspected of, or have been arrested for, willfully or maliciously burning or attempting to burn, (with or without intent to defraud), a dwelling house, public building, motor vehicle or aircraft, personal property of another, wild land, etc. This series may contain, but is not limited to, investigation notes and reports, lab reports, casualty reports, damage reports, run reports, interviews, witness statements, transcripts, copies of police reports, suspect information, copy of arrest report, criminal history (if any), hearing or court documents, probation reports, insurance reports, vehicle reports, photographs, audio-visual tapes, newspaper clippings, findings, determinations, prevention and intervention program records, disposition, final or summary report, correspondence, and similar records.	Six (6) calendar years after the juvenile reaches the age of majority.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 62H.100 to 62H.170, NRS 62H.010, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	None.

Fire Prevention Education Programs

LRDA Number 20071475

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents fire prevention education programs and similar outreach programs provided to the public by fire departments. This series may contain, but is not limited to, program descriptions, instructional materials, enrollment and attendance records, reports, speeches, handouts, brochures, films, posters, pamphlets, and similar documents.	One (1) calendar year after the end of the program.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Fire Reports

LRDA Number 20070600

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consist of reports and other records documenting fires and fire related incidents. Information may include, but is not limited to, incident number, date and time, conditions, type of alarm, method of alarm, type of situation found, action taken, number of personnel involved, engines and other vehicles at scene, method of extinguishing, equipment involved, property used, number of hydrants used, investigative reports, reports of incident-related injuries and deaths, dollar loss and extent of damage reports, notes, forms, photographs, audio/video tapes, correspondence and similar documents.	Retain reports documenting fatalities, arson, major fires, and fires of significance to the jurisdiction permanently. Retain other fire reports for a minimum period of six (6) calendar years from the date of final action.	This record series may contain confidential or restricted information and non-permanent records should be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) 104.6, Uniform Fire Code (UFC) 104.3.1 to 104.3.2, NRS 239C.090, NRS 11.190 (1)(a), NRS 171.085, NAC 239.165 (1)(2)	The determination of fires considered major fires or fires of significance to the jurisdiction should be done by Fire Chiefs or the State Fire Marshall.

Fire Station and Facility Inspection Records

LRDA Number 20121877

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series documents the periodic inspections of fire station and facilities to check for damage and recommend repairs and maintenance.	Three (3) calendar years from the date of the inspection or correction of any violations (if applicable).	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Uniform Fire Code 103.3.4, NRS 239C.090, NRS 239C.210	None.

Fire System Licensing Files

LRDA Number 20071493

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the licensing of persons engaged in the sale, leasing, installation or servicing of fire systems and components of fire systems.	Three (3) calendar years from the renewal, suspension, revocation, or expiration of the permit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	Uniform Fire Code 1001.4, Uniform Fire Code Section 1003, NRS 477.030, NRS 477.033, NAC 377.300, NAC 477.335 to 477.370, NRS 11.190 (3)(d)	None

Firefighter Medical Files

LRDA Number 20071466

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document an individual firefighter's work related medical history. This series may contain, but is not limited to, medical and/or physical examination records (pre-employment, pre-assignment, periodic, or episodic), required tests, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hearing test records, hazard exposure records, injury reports, first aid incident records, physical examination statements, medical release authorizations, signed consent forms, correspondence and related documents.	Six (6) calendar years after the death of the firefighter. (See NAC 617.080 (2))	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530 (j)(2), NRS 616C.052, NRS 617.135, NRS 617.454 to 617.457, NRS 617.485, NRS 616A.400, NAC Chapter 617, NAC 239.165 (1)(2)	Hazard exposure records document an employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous conditions.

Hazardous Material Incident Records

LRDA Number 20071480

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the investigation of hazardous material accidents or incidents including releases. This series may include, but is not limited to, incident reports, reports of personnel involved, cause reports, emergency response reports, clean-up operations reports, decontamination reports, follow-up reports, name and address of responsible party, correspondence, and related documentation.	Retain records related to responding personnel for a minimum period of thirty (30) calendar years after employee separation. Retain other records related to incident for a minimum period of thirty (30) calendar years from the date of last action.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1910.1020, 29 CFR 1910.120, NRS 477.039, NRS 477.047, NRS Chapter 459, NRS Chapter 239C, NAC 239.165 (1)(2)	This series should be reviewed for historical value before destruction.

Hazardous Material Reference Guide

LRDA Number 20070581

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This a reference guide developed by the State Fire Marshal in cooperation with local fire departments for use by state and local personnel who respond to accidents and incidents involving hazardous materials. The reference guide provides information regarding procedures for responding to the first critical moments of an accident or incident involving hazardous materials.	Until superseded.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 459.773, NRS 459.3819, NRS 239C. 210, NAC 239.165 (1)(2)	None.

Hazardous Materials Storage Permit Files

LRDA Number 20071482

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents and controls the permits for the storage of hazardous materials and extremely hazardous materials issued in accordance with state law/local ordinance. The files may contain, but are not limited to, facility information (name, address, phone numbers, contact names, etc.), map of facility, applications, list of chemicals and other hazardous materials being stored, financial worksheet, fee information (copy of check, receipt, etc.), related correspondence and similar documentation.	Five (5) calendar years from the date expiration, revocation or suspension of the permit.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) Section 105, Uniform Fire Code (UFC) Section 105, NRS 477.030 to 477.031, NRS 477.045, NRS 459.3819, NRS Chapter 239C, NAC 477.323, NAC 239.165 (1)(2)	None.

Maps and Plans of Water Systems

LRDA Number 20070648

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents maps, plans, blueprints, and similar records. This series is useful for locating fire hydrants, water mains, connections, valve locations and other water supplies used during fire emergency responses.	Until superseded.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 239C, NAC 239.165 (1)(2)	None.

Maps, Fire Department

LRDA Number 20070601

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of maps and related records maintained by fire departments which may be useful for reference, planning, verifying addresses, and for tracking various trends such as fire frequency and location, arson fires, and similar trends.	Until superseded.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Mutual Aid Agreements

LRDA Number 20070609

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents mutual aid agreements between individual fire departments and other parties (usually other municipalities, state or federal government) for providing firefighting, fire protection, emergency response, and other related services. This series may include, but is not limited to, agreement information on first alarm response, dispatch, incident command, training, expenses, billing, and similar data.	Retain record of agreement for a minimum period of six (6) calendar years from the termination of the agreement. Retain expense and billing information related to mutual aid agreements for a minimum period of three (3) fiscal years from the fiscal year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 414.060, NRS 11.190 (1)(b), NRS 11.190 (3)(d)	None

National Fire Incident Reporting System (NFIRS)

LRDA Number 20071483

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of statistical reports and related data submitted to the State Fire Marshall by local fire jurisdictions documenting fire and related incidents.	Ninety (90) days from the date report is submitted to the State Fire Marshall.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 477.030, NAC 477.905	None

Permit Files

LRDA Number 20071481

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents operational, construction, and special event /use permits issued by fire departments. This series may contain, but is not limited to, permit application, site review reports, plan review reports, copies of inspection reports, code reviews, special requirement reports, copy of applicable certificates, copy of permit, fee payment records, supporting documents, correspondence, and related data.	Five (5) calendar years from the denial, renewal, revocation, or expiration of the permit.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) Section 105, Uniform Fire Code (UFC) Section 105, NRS 11.190 (3)(d)	None.

Pre-Fire Planning Reports

LRDA Number 20070635

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of planning and survey reports, building plans, and similar records used to plan firefighting strategies.	One (1) calendar year after updated.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 239C, NAC 239.165 (1)(2)	None.

Radio Frequencies

LRDA Number 20070638

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for, and assignment of, radio frequencies. This series may include, but is not limited to, radio frequency authorizations, radio use records, frequency use agreements, applications, permits, copy of licenses, logs, forms, supporting documents, correspondence, and similar data.	Six (6) calendar years from the expiration or renewal of the authorization or agreement.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	47 CFR 2.103, 47CFR90.20, NRS 11.190 (1)(b), NRS 239C.210 (2)(f)	None.

Reports of Drills

LRDA Number 20071491

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the results of drills performed to instruct individuals in the appropriate procedures to be followed in the event of an emergency.	Two (2) calendar years from the date of the drill.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 394.170, NRS 432A.077, NRS 432A.180, NAC 432A.280, NRS 239C.210 (c), NAC 239.165 (1)(2)	None.

Responses, No Fire or Casualties

LRDA Number 20070641

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents responses which do not involve fire or casualties such as fuel spills, arcing power lines, and similar calls for assistance. Information in this series may include, but is not limited to, date, time, and location of incident, units responding, specific response, correspondence, and similar data.	Two (2) calendar years from the date of response.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Retrofitting Files

LRDA Number 20071487

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of files on buildings doing retro fits to comply with fire codes.	Three (3) calendar years from the close of the file.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NAC 239.165 (1)(2)	None.

School Master Files

LRDA Number 20070643

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents school plans and may contain, but is not limited to, plans, blueprints, as built drawings, schematics, calculations and specifications, photographs, associated correspondence, and related documents.	Life of building.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 392.450, NRS 394.170, NRS 477.030, NRS Chapter 239C, NAC 239.165 (1)(2)	None.

Standard Operating Procedures

LRDA Number 20070644

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the various standard operating procedures and guidelines adopted by fire departments.	Five (5) calendar years after superseded.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 239C, NAC 239.165 (1)(2)	Review for historical value.

Vacation Rosters

LRDA Number 20070633

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents approved employee vacations.	Two (2) calendar years from the posting of the roster.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 516.6, NRS 608.115	None

AIDS Drug Assistance Program Client Files

LRDA Number 20121856

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the AIDS Drug Assistance Program. The records may contain, but are not limited to applications with associated documentation, approval or denial documentation, copies of client financial records, related correspondence and similar records.	Three (3) federal fiscal years from the end of the fiscal year to which it pertains.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 300ff-11 et seq,.NRS 441A.220, NAC 239.165	None.

Air Pollution: Data

LRDA Number 20070650

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents compliance with federal and state law to monitor and collect ambient air quality data for pollutants deemed to be harmful by the U.S. Environmental Protection Agency (EPA).	Five (5) calendar years from the end of the calendar year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 445B.580, NAC 445B.315	None

Air Pollution: Inventory of Emissions

LRDA Number 20070651

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is a comprehensive listing, by source, of air pollutant emissions associated with a specific geographic area for a specific time interval.	Permanent.	None	40 CFR 58.15	None

Ambulance Service Permits File

LRDA Number 20071273

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains the information required to be submitted with an application for issuance or renewal of a service permit for the operation of an ambulance, air ambulance and vehicles of a fire fighting agency used in emergencies. This series may contain, but is not limited to, initial/renewal permit application, inspection reports, background information, correspondence and related documentation.	Three (3) years after expiration.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 450B.200 through 450B.230, NAC 450B.510 through 450B.640, NRS 11.190 3d	None

Application for Solid Waste Permits: Denied, Incomplete or Withdrawn

LRDA Number 20071444

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the applications that were never finalized of facilities that store, treat and/or dispose of solid materials in accordance with federal and state law and regulation. This series may contain, but is not limited to, draft application, design plans, emergency preparedness plan, closure plan, financial assurance plan, evaluation documentation, letter of deficiencies, denial letter, supporting documents, correspondence, and similar documentation.	Three (3) calendar years from the end of the calendar year in which the last action was recorded.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	42 USC section § 6912 et seq., 40 CFR Parts 257 and 258, NRS Chapter 444, NRS 11.190(3)(d) and NAC Chapter 444	None

Birth Certificates

LRDA Number 20070654

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains the original certificate of birth for all births occurring in the county.	Permanent.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.240, NRS 440.170(1); 440.650(2); and NAC 440.070(2)	None.

Burial Transit Permits

LRDA Number 20070655

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents transit permits issued in accordance with state law and regulation. Permits indicate the name of the cemetery, mausoleum, columbarium or other place of burial where the human remains will be interred, inurned or buried.	One (1) calendar year from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 440.500, NAC 451.130	None

Burning Permits

LRDA Number 20071474

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents permits issued to individuals for open air burning. Information may include but is not limited to name, address, phone number, location of burn, fire protection equipment and conditions required, date and time, and signatures of permitted and issuing officer.	Two (2) calendar years after the denial, revocation, or expiration of the permit, or for the period required by local ordinance, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (4)(e)	None

Certificate of Occupancy Logs

LRDA Number 20070657

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains copies of certificates of occupancy which document that a structure complies with the minimum health standards required by state and local laws.	Three (3) calendar years from the end of the calendar year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	None

Certificates of Stillbirth

LRDA Number 20070658

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains certificates or forms documenting stillbirths.	Permanent.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.340, NRS 440.170(1); 440.650(2); and NAC 440.070(2)	None.

Closures of Facilities

LRDA Number 20070659

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the closure of food and other types of facilities due to violations of state and /or local health laws or regulations.	Six (6) calendar years from the end of the calendar year to which the record pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NRSD 11.190 (3)(d)	None

Communicable Disease Case Files

LRDA Number 20121858

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of confidential case files of reportable communicable diseases. The file may include, but is not limited to, patient's name, age, sex, race, birth date, occupation, employer, address, disease, diagnosis, date of diagnosis, lab results, reporting physician; hospital or agency, copies of notification letters, copies of medical records or reports, CDC forms, related correspondence and similar records.	Six (6) calendar years from the date of receipt or production.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 USC section 1320d-2 (d)(2), 42 USC section1320d-6, 45 CFR 164.502, NRS 449.720, NRS 629.061.NRS 441A.220, NAC 239.165	None.

Communicable Disease/TB Control Reports

LRDA Number 20121860

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of statistical reports documenting confirmed cases of communicable disease. Repots may contain, but are not limited to, coded patient information, special studies, narratives on communicable diseases within the county, and similar data.	If the reports are submitted to a regulatory body (such as the State Board of Health, State Health Officer, State Health Division, CDC) retain for a minimum period of two (2) calendar years from the date of submission, or for the period required by the regulatory agency, whichever is longer. If the reports are not submitted to a regulatory agency retain permanently.	These are usually statistical reports and should not contain personally identifying information. If the reports do contain personally identifying information that information is confidential and must be destroyed in a secure manner.	NRS Chapter 441A and NAC Chapter 441A	None.

Daily Meteorological Data

LRDA Number 20070662

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This information is often used in the permitting process to document meteorological conditions related to air quality.	One (1) calendar year from the end of the calendar year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value

Dairy Samples

LRDA Number 20070663

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the results of milk and other dairy product samplings for compliance with state and local quality standards.	Three (3) calendar years from date results received.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NAC 584.5782	None

Death Certificates

LRDA Number 20070664

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains the original certificate of death for all deaths occurring in the county.	Permanent.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.240, NRS 440.170(1), 440.650(2), and NAC 440.070(2)	None.

Delayed or Altered Birth Records

LRDA Number 20071566

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the alteration of birth certificates. The files may consist of but are not limited to delayed or altered certificates filed in accordance with NRS 440.630 and supporting documentation.	Permanent.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.630, NRS 440.170(1); 440.650(2); and NAC 440.070(2)	None.

Dog Bites

LRDA Number 20070665

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains reports of dog bites and may include but is not limited to case number, information on person bitten, incident information, treatment given, dog type, results of investigation, correspondence and similar documents.	Two (2) calendar years from the date of the report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Emergency Medical Services (EMS) Course Files

LRDA Number 20071275

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document EMS Training Courses as required by NRS 450B.155, NRS 450B.1905, NRS 450B.191, NRS 450B.195, NRS 450B.850 and NAC 450B.720 to 725. This series may contain: notice to conduct EMS training form, course materials submitted for approval, course outlines, individual and/or agency request for approval of EMS course, approval/denial letters, letters of authorization, assigned course numbers, testing documents, course completion reports, attendance summary, skills summary, training records, record of completion of training, course evaluations, correspondence, and related documentation.	Three (3) years from the completion of the training program.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 450B.155, NRS 450B.1905, NRS 450B.191, NRS 450B.195, NRS 450B.850 and NAC 450B.720 to 725	None

EMS License / Certification Files

LRDA Number 20071274

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document the application for permit, licensure and/or certification for all categories of emergency medical technicians, firemen, ambulance attendants and first responders pursuant to NRS Chapter 450B and NAC Chapter 450B. The files may contain: applications, training completion reports (original and renewals), copies of certification and/or license, renewal forms with supportive documentation, copy of fingerprint cards, copy of current CPR training card, DMV license checks, copy of current driver's license, related correspondence and similar documents.	Retain the core application documents and the documentation for the last three most current renewal cycles for a minimum retention period of three (3) years after the expiration, revocation or suspension of the certification, permit, or license.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 450B and NAC Chapter 450B, NRS 11.190 3d, 42 USC section 405 (c)(2)(C)(viii).	None.

Food Protection Manager Certification

LRDA Number 20121840

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document the certification process for issuing and / or renewing a Certified Food Protection Manager certificate and photo ID card from the Health Department or District. Records in this series may include, but are not limited to, certification applications (new and renewal), photo identification, training completion reports and / or certificates, supportive documentation, application fee payment documentation, related correspondence and similar documents.	Three (3) calendar years after the expiration of the certificate.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 446.198, NRS 11.190 (3)(d)(e), NAC 239.165	None.

Health Protection Complaint Files

LRDA Number 20121852

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series documents complaints made to health departments/districts regarding food-borne illness, trash nuisances, sewage problems, food or product complaints, food establishments, conditions, and other complaints. The record includes county, city and/or town, complainant's name and address, a brief description of the complaint, action taken, and remarks.	Three (3) calendar years from date of entry.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d)	None.

Health Protection Permit Files

LRDA Number 20121853

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series consists of the permits issued by health departments/districts including, but not limited to: food establishments (including bakeries, public schools, airline food service providers, etc.) public spas, public bathing facilities, septic tank pumping contractors and individual sewage systems. The files may include, but are not limited to, application, inspection reports, copies of invoices, copies of permits issued, renewals, complaints, hearing documentation, related correspondence and similar documents.	Retain for a period of six (6) calendar years from the expiration of the permit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 446 and NAC 446.	None.

Health Protection Temporary Permit Files

LRDA Number 20121854

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series consists of permits and certificates issued to applicants on a temporary basis for such events as fairs, special events and similar occasions. The file may contain the application, correspondence, fee information, inspection reports and similar material.	Three (3) calendar years from final date of event.	None	None	None

Immunization: Consents

LRDA Number 20070667

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of forms, questionnaires and consents related to adult and/or children's immunizations.	Six (6) calendar years following end of calendar year in which consent form was signed.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530 (j), NRS 629.051, NRS 449.720, NAC 239.165 (1)(2)	None.

Immunization: Statistics

LRDA Number 20070668

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains statistical reports printed either on a regular basis or upon request and are used to administer and monitor adult / child immunization programs by health officials.	Permanent.	None	None	None

Inspection Reports and Files

LRDA Number 20070669

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for compliance with public health laws in accordance with state law and regulation. The files may include but are not limited to blueprints, plans, maps, public notices, letters of approval or denial, complaints and investigation reports, copies of construction and occupancy permits, equipment standards, fee documents, hearing documentation, related correspondence and similar material.	Six (6) calendar years from the date of inspection..	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	Review for historical value

Inventory of Hazardous Waste

LRDA Number 20070670

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents hazardous waste inventories in accordance with state and federal law/regulation.	Permanent.	This record series may contain restricted information.	NRS 239C.090, NRS 239C.210	None.

ISDS (Individual Sewage Disposal Systems) - Commercial Files

LRDA Number 20071438

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for the construction or remolding (improvement) of commercial sewage disposal systems as required by NRS 444.650 and NAC 444.750 to 444.8396. This series may include, but is not limited to, name, address and current phone number of the applicant, application for permit to construct a residential or commercial individual sewage system, sewage system plans, the legal description of the property, including the lot and block number, township, range, section and assessor's parcel number, on which construction, alteration or extension is proposed, specifications (including any details on installation and/or use of wells), engineering plans, soil tests, transmittal letter, project review letter of approval or denial, copy of occupancy permit, related correspondence and similar documents.	Forty (40) calendar years from the end of the calendar year in which the permit was approved, or six (6) calendar years from the end of the calendar year in which the system failed and is replaced with another system or is incorporated within a community system. Permits that were not approved, or were withdrawn, may be disposed of one (1) calendar year from the end of the calendar year in which the permit was received.	Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 444.650, NAC 444.750 to 444.8396, NRS Chapter 239C, NAC 239.165 (1)(2)	"Commercial" includes any business using its own sewage disposal system not connected to a community sewage system.

ISDS (Individual Sewage Disposal Systems) - Residential Files

LRDA Number 20071439

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for the construction or remolding (improvement) of commercial sewage disposal systems as required by NRS 444.650 and NAC 444.750 to 444.8396. This series may include, but is not limited to, name, address and current phone number of the applicant, application for permit to construct a residential or commercial individual sewage system, sewage system plans, the legal description of the property, including the lot and block number, township, range, section and assessor's parcel number, on which construction, alteration or extension is proposed, specifications (including any details on installation and/or use of wells), engineering plans, soil tests, transmittal letter, project review letter of approval or denial, copy of occupancy permit, related correspondence and similar documents.	Forty (40) calendar years from the end of the calendar year in which the permit was approved, or six (6) calendar years from the end of the calendar year in which the system failed and is replaced with another system or is incorporated within a community system. Permits that were not approved, or were withdrawn, may be disposed of one (1) calendar year from the end of the calendar year in which the permit was received.	Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 444.650, NAC 444.750 to 444.8396, NRS Chapter 239C, NAC 239.165 (1)(2)	"Residential" means a single family dwelling with a sewage disposal system not connected to a community sewage system.

Maternal Child Health Program Files

LRDA Number 20101828

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These files document maternal health services offered to individuals within the jurisdiction of the local health department. Records may include, but are not limited to, health screenings, health counseling, parenting skills education, newborn assessments, nutrition and feeding counseling, referrals to doctors and/or other agencies or providers, related correspondence and similar records.	Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530 (j), NRS 442.130, NRS 449.720, NRS 629.061, NAC 442.060, NAC 239.165	None.

Notices of Violations and Citations Issued

LRDA Number 20070671

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents citations and notices of violation issued by health departments.	Five (5) calendar years from the date of issuance.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	Review for historical value.

Orders for Maintenance Work

LRDA Number 20070672

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents service requests and may contain, but is not limited to, work orders, maintenance/repair requests, correspondence and similar documents.	One (1) fiscal year from the end of the fiscal year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Patient Medical Records

LRDA Number 20121851

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of the current and complete medical record for every patient seeking care or service from health departments/districts. Medical records may contain but are not limited to patient identification data, chief complaint or reason for seeking care, present illness, personal and family medical history, physical examination reports, laboratory reports, radiology, diagnostic imaging, and ancillary testing reports, consultation reports, requisitions for laboratory tests, consent forms, diagnoses, social services reports, clinical assessments, referral sources, intake interviews, mental status examination and assessments, growth charts and allergy history, adverse incident reports, temperature charts, insurance information, summary reports, correspondence and related documents	Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later.	This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information.	42 CFR 485.638, 42 CFR 491.10, 45 CFR 164.502, 45 CFR 164.530(j), NRS 449.720, NRS 629.021 to 629.061, NAC 449.379, NAC 239.165 (1)(2)	None.

Pools and Spa Files

LRDA Number 20071440

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for construction or remolding (improvement) of pools, spas, "water attractions", and similar public swimming/bathing related structures. This series may include, but is not limited to, applications, forms, plans, manufacturers specification information, technical documents, inspection records, testing results, letters of approval or denial of permit, related correspondence, and similar documents.	Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 444.065 to 444.120, NRS 11.190(3)(d), NAC 444.010 to 444.536	None

Program Reports

LRDA Number 20070674

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the program activities and accomplishments of various Health Department related programs. Reports are usually compiled on a weekly, or monthly basis with a summary report created annually. This record series may contain, but is not limited to, narrative of various program activities, records documenting staff participation in activities, achievement files, events files, awards files, enrollment reports, program information, statistics, reports, memorandum, notes, correspondence and related documents.	Retain annual program reports permanently. Retain other activity/program reports (not otherwise scheduled in this section) for Five (5) calendar years from the year created.	Records containing personally identifying health care information are confidential per 29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, NRS 449.720 and NRS 629.061.	29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, NRS 449.720 , NRS 629.061, NRS 629.051	Programs may include but are not limited to HIV/AIDS Prevention Programs, WIC Programs, Healthy Kids Programs, Chronic Disease Prevention Programs, Injury Prevention Programs, Baby your Baby Programs, Immunization Programs, Sexually Transmitted Disease (STD) Prevention Programs, Senior Programs, and other similar programs

Public Water System Plan Review Files

LRDA Number 20071436

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for the construction or remolding (improvement) of any public water system in the state as authorized by NRS 445A.885 and 445A.920. This series may contain, but is not limited to, blueprints, plans, drawings, specifications, letter of approval or denial, copies of laws and regulations, copies of codes, copies of use and construction permits, related correspondence and similar documents.	Ten (10) calendar years from the end of the calendar year in which the permit was issued. The records pertaining to plans which were denied and not resubmitted must be retained for three (3) calendar years from the end of the calendar year in which they were submitted.	This record series may contain confidential or restricted information under the Nevada Homeland Security Act (NRS Chapter 239C). This record series must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 445A.885, NRS 445A.920, NRS 11.204 (2), NRS 11.190 (3)(d), NRS Chapter 239C, NAC 239.165 (1)(2)	None.

Request for Vital Record

LRDA Number 20161942

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents requests for birth and/or death certificates and may contain but is not limited to requests (letters, forms and similar documents), copies of checks and payment receipts, related correspondence, and similar documentation.	Three (3) fiscal years from the end of the fiscal year to which they pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 440.650 to 440.715, NRS 440.125, NAC 440.070	None.

Ryan White Program Client Grievance Files

LRDA Number 20121857

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document the grievance by clients against participating pharmacies submitted to the Ryan White Program. The records may contain, but are not limited to grievances with associated documentation, review and tracking utilization documentation, technical training for the pharmacies documentation, termination documentation, related correspondence and similar records.	Three (3) calendar years from the closure of the case.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 300ff-11 et seq,. 42 U.S.C. § 300ff-21 et seq., NRS 441A.220, NRS 441A.260, NAC 239.165	None.

Sanitation Investigation Files

LRDA Number 20121855

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series consists of the investigative reports on sanitation in medical facilities, public institutions, child care facilities, senior citizen centers, public accommodations, schools, private water systems, sewer systems, frozen desert plants, milk haulers, rv parks. The files may contain correspondence, documentation of findings, and other material.	Three (3) calendar years from date of report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Sewage and Water System Plan Reviews - Hotels and Motels

LRDA Number 20071441

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for the construction or remolding (improvement) of facilities for public accommodations (Hotels, Motels, Boarding Houses, etc.) as authorized by NRS 447.185 and NAC 447.100. This series may include, but is not limited to, application, forms, plans, equipment specifications, copies of permits, letter of approval or denial, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.	Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 447.185, NRS 11.190(3)(d), NRS Chapter 239C, NAC 447.100, NAC 239.165 (1)(2)	None.

Sewage and Water System Plan Reviews - Mobile Home Parks

LRDA Number 20071442

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for the construction or remolding (improvement) of Mobile Home Parks and may contain, but is not limited to, application, forms, plans, equipment specifications, copies of permits, letter of approval or denial, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.	Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 445A, NRS 11.190(3)(d), NRS Chapter 239C, NAC Chapter 445A, NAC 239.165 (1)(2)	None.

Sewage and Water System Plan Reviews - RV Parks

LRDA Number 20071443

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for the construction or remolding (improvement) of RV Parks and may contain, but is not limited to, application, forms, plans, equipment specifications, copies of permits, letter of approval or denial, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.	Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 445A, NRS 11.190(3)(d), NRS Chapter 239C, NAC Chapter 445A, NAC 239.165 (1)(2)	None.

Solid Waste Disposal Files (Facility Files)

LRDA Number 20071437

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the operations of permitted facilities that store, treat and/or dispose of solid materials in accordance with the federal and state laws and regulations. The files may contain but are not limited to the following sections: (1) Permit (containing copies of location restrictions, permits, permit conditions, fact sheet, operating / management plans, facility plans, technical review, public notices, public hearings, EPA comments and related documentation): (2) Financial Assurances (cost estimates, bond documentation, insurance documentation, trust documentation, related correspondence and similar documentation): (3) Correspondence (containing general correspondence): (4) Inspections / Compliance (containing inspection reports, incident reports, notice of violations, plan of correction, monitoring reports, demonstrations, certifications, testing analysis, solid waste disposal reports, etc.) (5) Closure and Post-closure (containing plans, cost estimates, closure and post-closure monitoring (compliance) reports, topographical surveys, and related documentation)	One hundred (100) calendar years from the date of closure of the facility. At the end of the retention period this series should be reviewed for historical value and continued retention.	The post-closure operations may last up to thirty (30) years after the facility has closed.	42 USC section § 6912 et seq., 40 CFR Parts 257 and 258, NRS Chapter 444 and NAC Chapter 444	Since the environmental impact of solid waste sites are more or less permanent, these records are necessary for future use.

Statistical Record of Air Quality

LRDA Number 20070677

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of statistical reports documenting ambient air quality and may include but is not limited to reports, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.	Permanent.	None	None	None

Swimming Pool Testing Logs

LRDA Number 20071569

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the results of chemical and bacterial testing of local government owned or operated swimming pools.	Three (3) calendar years from the end of the calendar year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 444.150	None

TB Control Program Case Files

LRDA Number 20121859

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series consists of case file reports of tuberculosis. The files may contain, but are not limited to name, address, social security number, sex, race, birth date and place, marital status, and occupation of the patient, as well as the diagnosis, status, lab slips, therapy provided to the patient, follow-up activity, discharge information, related correspondence and similar records.	Six (6) calendar years from the date of report.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 USC section 1320d-2 (d)(2), 42 USC section1320d-6, 45 CFR 164.502, NRS 449.720, NRS 629.061.NRS 441A.220, NAC 239.165	None.

WIC Client Files

LRDA Number 20101826

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of files for clients applying for and/or receiving supplemental foods and nutrition education from the U.S. Dept. of Agriculture's Special Supplemental Nutrition Program for Women, Infants and Children (WIC Program). The files may contain, but are not limited to, application material, social information, eligibility documents, medical histories, financial documents, related correspondence, and similar documents.	Six (6) calendar years from the close of the case to match state requirement for same record series.	This record series contains confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	7 CFR 246.25, 45 CFR 92.42, NRS 49.251, NRS 422.290, NAC 239.165	None.

Admission and Discharge Statistical Reports

LRDA Number 20070678

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of statistics gathered from patient admission and discharge reports. Data may include but is not limited to the number of patients in a particular ward such as maternity or intensive care, the number of patients admitted for each hour of the day, the number of trauma patients in a day, types of injury or illness, types of services provided, demographic information, and similar statistical information.	Retain annual reports permanently. Retain daily and monthly reports until annual report is completed.	This record series should not contain confidential or restricted information and non-annual reports may be destroyed in a non-secure manner such as deleting or recycling.	NAC 449.329, NAC 449.963	None.

Admissions Register or Report

LRDA Number 20070679

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents patient admissions and may contain, but is not limited to, patient personal data, insurance information, chief complaint or reason for seeking care, billing and payment information, admission forms, and similar documents	One (1) calendar year from the end of the calendar year to which the records pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 449.329, NAC 449.963, NAC 239.165 (1)(2)	None.

Alcohol: Inventories and Orders

LRDA Number 20070683

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document orders for and inventories of tax free alcohol used for medical purposes.	Three (3) calendar years from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	27 CFR 22.105, 27 CFR 22.161, 27 CFR 22.162, 27 CFR 22.164, NRS 369.440	None

Alcohol: Permits

LRDA Number 20070684

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents permits issued to hospitals to use tax free alcohol in accordance with state and federal law. Permits to withdraw and use tax-free alcohol are continuing unless automatically terminated by the terms thereof, suspended or revoked as provided in 27 CFR 22.51, or voluntarily surrendered.	Until permit is suspended, revoked, or voluntarily surrendered.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	27 CFR 22.105, 27 CFR 22.24, 27 CFR 22.49, 27 CFR 22.51, NRS 369.440	None

Ambulance Enroute Telemetry Tape

LRDA Number 20070685

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the sending of a patients vital signs from an ambulance to a hospital or medical facility.	Six (6) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530, NRS 629.051, NAC 449.379, NAC 239.165 (1)(2)	None.

Annual Reports to Board

LRDA Number 20070687

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These types of reports document various hospital program activities and accomplishments for the previous year and may include but is not limited to statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.	Permanent.	None	None	None

Appointments for Treatment

LRDA Number 20070686

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the scheduling of patient appointments for various treatments.	One (1) calendar year from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Birth Records

LRDA Number 20070689

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents births occurring in local government owned or operated hospitals. Records may include but are not limited to all necessary information needed for completion of birth certificates such as baby's name, height, weight, time, date, location of birth, information on the baby's parents, copy of birth certificate, reports or logs of delivery room activities, physician notes, medical staff notes, applicable forms, related reports and similar documents.	Permanent.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.240, NRS 440.630, NRS 440.170(1); 440.650(2); and NAC 440.070(2)	None.

Blood Bank Records

LRDA Number 20070692

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of documents maintained in a blood bank and may include but are not limited to donor information, processing records, storage and distribution records, compatibility testing reports, quality control records, transfusion reaction reports and complaints, and similar records.	Ten (10) calendar years after the records of processing have been completed or six (6) months after the latest expiration date for the individual product, whichever is a later date. When there is no expiration date, records must be retained permanently.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	21 CFR 606.160, 21 CFR 606.165, 21 CFR 606.170, 21 CFR 606.151, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	This series may also include logs/reports which indicate on-hand inventory and notices of emergency shortages.

Blueprints of Buildings

LRDA Number 20070695

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of blueprints and other building plans which detail the layout of the buildings in the hospital's service district.	Life of Building	This record series may contain restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239.210, NAC 239.165 (1)(2)	None.

Census

LRDA Number 20070698

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series usually consists of a report which documents the number of patients admitted to and/or receiving treatment in the hospital/clinic at a particular time period.	Three (3) calendar years from the date of the report..	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	Review for historical value

Certificates of Stillbirth

LRDA Number 20070699

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of certificates of stillbirth submitted to the District Health Officer.	Retained Permanently by District Health Officer.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.340, NRS 440.630, NRS 440.170(1); 440.650(2); and NAC 440.070(2)	None.

Complaint Records - Mammography Facility

LRDA Number 20071577

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents complaints filed by an employee or patient against a mammography provider and the results of the accrediting body's investigation.	Three (3) calendar years from the date of receipt of each complaint.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	21 CFR 900.4, NAC 239.165 (1)(2)	None.

Constitution and Bylaws

LRDA Number 20070701

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of the constitution and bylaws of local government hospital boards and are used to establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules related to the board.	Permanent.	None	None	None

Credentialing Records-Physicians, Allied Health Providers and Observers

LRDA Number 20101804

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains credentialing paperwork for all physicians and allied health staff and may include license verifications, verification of work profile history, information regarding medical license activity, hospital privilege status, proof of continuing education, peer references, training certificates, TB tests, related correspondence and similar documents.	Ten (10) calendar years after individual is no longer on staff or ten (10) calendar years from last date of service, whichever is longer.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 41A.097, NRS 11.190 (1)(a), NRS 205.4617, NAC 239.165 (1)(2)	None.

Death Certificates

LRDA Number 20070703

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of death certificates submitted to the District Health Officer.	Retained Permanently by District Health Officer.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.240, NRS 440.170(1), 440.650(2), and NAC 440.070(2)	None.

Death Records

LRDA Number 20070704

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the deaths of individuals. Records may Include but are not limited to physicians report, medical staff notes, copy of death certificate, reports, logs or registers, applicable forms, related correspondence and similar documents.	Permanent.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.240, NRS 440.170(1), NRS 440.650(2), and NAC 440.070(2)	None.

Departmental Reports

LRDA Number 20070705

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These types of reports document various hospital department activities and accomplishments for the previous year and may include but is not limited to statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.	Retain annual report Permanently. Retain daily or monthly reports until annual report is completed.	This record series should not contain confidential or restricted information and non-annual reports may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Discharge Reports

LRDA Number 20070707

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents patient discharges and may contain, but is not limited to, discharge reports and summaries, copies of insurance documents, billing and payment documents, related correspondence and similar documents.	Two (2) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 449.963, NRS 11.190 (4)(e), NAC 239.165 (1)(2)	None.

Equipment: Depreciation Records

LRDA Number 20070711

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the depreciation of hospital equipment and may include but is not limited to cost reports, depreciation reports, related correspondence and similar information.	Three (3) fiscal years after disposition of the equipment.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Equipment: Inspection Records

LRDA Number 20070712

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the inspection and maintenance of equipment used by hospital personnel.	Life of equipment	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Equipment: Inventories

LRDA Number 20070713

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of inventories of hospital equipment.	Until superseded	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Equipment: Locations of Equipment

LRDA Number 20070714

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the physical location of hospital equipment.	Life of equipment	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Exposure Control Files

LRDA Number 20071703

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents exposure control activities designed to eliminate or minimize employee exposure to blood or other potentially infectious materials in accordance with OSHA standards. The files may contain, but are not limited to, exposure control plans, exposure determination documentation, communication of hazards documentation, employee exposure training records, compliance reports, work practice controls, housekeeping records, informational reports, supporting documentation and related correspondence.	Three (3) calendar years from the end of the calendar year in which the plan was reviewed and updated.	In accordance with 29 CFR 1910.1030 (c)(C)(iv) -Exposure Control Plans must be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.	29 CFR 1910.1030, 29 CFR 1910.1030 (c)(1), 29 CFR 1910.1030 (h)(2), NRS 11.190 (3)(d), NRS 11.190 (4)(e)	Review for historical value

Health Information Disclosure Files

LRDA Number 20071667

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the disclosure and/or denial of access to patient medical records in the custody of local government owned or operated hospitals or medical facilities in accordance with state and federal law. This series may contain, but is not limited to, various federal and state forms, release of information forms, requests for confidential information, requests to amend records, denials, appeals, copies of medical records, investigative reports, determinations, related correspondence and supportive documentation.	Six (6) calendar years from the end of the calendar year to which the file pertains.	This record series contains confidential information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information.	45 CFR 164.528, 45 CFR 164.530, 45 CFR 160.103	This series would also be applicable to other local governmental entities which meet the definition of a "covered entity" as defined in 45 CFR 160.103.

HIPAA Compliance Audits

LRDA Number 20101806

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents investigations and outcomes based on complaints and audits. Series may include, but is not limited to, complaints, memos and reports, policies and procedures, HIPAA presentations, articles and newsletters, mandatory training programs, compliance handbook, compliance manual, hybrid entity decision memos, workpapers, spreadsheets, compliance forms, audit findings, corrective action documents, related correspondence, and similar documents.	Seven (7) calendar years from the end of the calendar year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530 (j), NRS 205.4617, NAC 239.165 (1)(2)	None.

Infection Control Records

LRDA Number 20071578

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports used in identifying, reporting, investigating and controlling infections and communicable diseases of patients and personnel of the hospital.	Six (6) calendar years from the end of the calendar year to which the record pertains.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 449.325, NAC 239.165 (1)(2)	None

Inspections of Grounds and Buildings

LRDA Number 20070721

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the inspection of hospital property for security, damage, preventive maintenance and other purposes.	One (1) calendar year after superseded.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Lab Test Order Requisitions

LRDA Number 20101802

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to allow medical service providers to order laboratory tests.	Two (2) calendar years from the date of requisition.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 CFR 493.1105, NRS 205.4617, NAC 239.165 (1)(2)	None.

Medical Information Indexes

LRDA Number 20070718

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of various medical indexes and may contain, but is not limited to, physician's index, master patient index, operative index, dialogistic disease index and similar indexes.	Six (6) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	Review for historical value.

Methadone Clinic Records

LRDA Number 20070726

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of records of clients seeking assistance from methadone clinics. Records may contain but are not limited to identification information; past medical and social history; copies of initial and periodic examinations; evaluations and progress notes; and records documenting the review and any revisions of each plan of treatment.	Six (6) calendar years following a client's discharge.	This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information.	21CFR 1304.24, NRS 453.660, NRS 453.720, NAC 449.150, NAC 239.165 (1)(2)	None.

Patient Accounts **LRDA Number 20070722**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents closed patient accounts and may include but is not limited to billing documents, insurance information, payment documents, copies of cancelled checks, credit and collection notices, cash receipts, correspondence and similar documents.	Six (6) fiscal years from the date account is closed or written off as uncollectible.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530, NRS 11.190 (3)(d), NRS 239B.030, NAC 239.165 (1)(2)	None.

Patient Laboratory Test Records - Anatomic Pathology **LRDA Number 20101801**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to inform the physician and other health care providers of a patient's laboratory results for diagnostic purposes.	Ten (10) calendar years after date of reporting	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 CFR 493.1105, NRS 205.4617, NAC 239.165 (1) (2). 45 CFR 164.528, 45CFR164.501	None.

Patient Medical Records **LRDA Number 20070725**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of the current and complete medical record for every patient seeking care or service from local government owned or operated healthcare providers or institutions. Medical records may contain but are not limited to patient identification data, chief complaint or reason for seeking care, personal and family medical history, physical examination reports, laboratory reports, radiology, diagnostic imaging, and ancillary testing reports and interpretations, consultations, requisitions for various tests, treatment notes/reports, consent forms, progress notes/reports, diagnoses, treatment plans, assessments, postoperative reports, referrals, intake interviews, therapy plans, trauma reports, anesthesia records, blood donor and transfusion information, adverse reaction reports, transplant records, diet counseling and restriction notes, infant screening tests, nuclear medicine reports, growth charts, infection notices and follow-up, emergency room reports, insurance information, discharge summary, and related documents	Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later.	This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information.	42 CFR 485.638, 42 CFR 491.10, 45 CFR 164.502, 45 CFR 164.530(j), NRS 449.720, NRS 629.021 to 629.061, NAC 449.379, NAC 239.165 (1)(2)	None.

Patient Transport System Records

LRDA Number 20101800

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of data compiled to track movement of patients, visitors, equipment, blood and specimens done by Central Transportation.	Three (3) calendar years from the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 41A.097, NRS 205.4617, NAC 239.165 (1)(2)	None.

Permits - Narcotics

LRDA Number 20070728

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document permits to dispense controlled substances issued by the State Board of Pharmacy in accordance with state law. Permits issued by the Board expire on October 31 of each even-numbered year.	Two (2) calendar years from the expiration, renewal, suspension, or revocation of the permit	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	21 CFR 1304.04, NRS 639.180, NRS 453.246	None

Pharmacy: Adverse Drug Reaction Report to FDA

LRDA Number 20070729

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of voluntary reports submitted to the Food and Drug Administration (FDA) documenting adverse drug reactions.	Two (2) calendar years from date of record.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Pharmacy: Theft / Loss of Controlled Substances, Reports to Drug Enforcement Administration **LRDA Number 20070734**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of reports to the Drug Enforcement Administration of any theft or significant loss of controlled substances.	Two (2) calendar years from date of report.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 639.482, NAC 639.487, NAC 239.165 (1)(2)	None.

Pharmacy: Controlled Substance Inventory and Issue File **LRDA Number 20070730**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the inventory and use of controlled substances in accordance with state and federal law.	Two (2) calendar years after the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	21 CFR 1304.04, NAC 639.482, NAC 639.485, NAC 239.165 (1)(2)	None.

Pharmacy: Inspection Reports **LRDA Number 20070732**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents inspections by the State Board of Pharmacy and may include but is not limited to inspection reports, warnings, special bulletins, correspondence, and similar documents.	Two (2) calendar years after the date of issue.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NAC 639.505	None

Pharmacy: Narcotics Destruction Forms

LRDA Number 20070731

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the destruction of controlled substances in accordance with state and federal law and may contain, but is not limited to, forms, reports, proof of destruction statements, correspondence, and related documents.	Two (2) calendar years after the date of the record.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 639.282	None

Pharmacy: Repackaging of Medications Log

LRDA Number 20070733

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of a log which documents each controlled substance or dangerous drug packaged or repackaged by the pharmacy:	Two (2) calendar years from date of last entry.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NAC 639.512	None

Physician On-Call Schedules

LRDA Number 20101805

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series lists physicians on call for the hospital for each specialty.	Five (5) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 CFR 489.20, NRS 205.4617, NAC 239.165 (1)(2)	None.

Physician Privileges

LRDA Number 20101803

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of documents required for physicians to obtain or maintain hospital privileges.	Five (5) calendar years from the expiration of privileges.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.4617, NAC 165 (1)(2)	None.

Policies and Procedures

LRDA Number 20070735

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are written instructions, rules and guidelines usually in manual form documenting hospital policies and procedures. This series may include, but is not limited to, departmental or organization-wide directives, policy or operations manuals, instruction manuals, handbooks, memoranda setting out responsibilities and guidelines or outlining policies and procedures, bulletins, orders, rules, notices, notes, correspondence, and related documents.	Six (6) calendar years after superseded or abandoned officially.	Portions of this record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)	Review for historical value

Psychiatric Reports, Records and Case Histories

LRDA Number 20070736

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer the treatment of clients. The files may contain but are not limited to evaluations, legal records, treatment plans, client's rights forms, requests to inspect medical records, authorizations, signed consent forms, intake and secure storage of property and property lists, referrals and pass requests; general information assets and income assessments, billings, and similar documents.	Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later.	This record series contains confidential and/or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.502, 45 CFR164.530 (j), NRS 433A.360, NRS 422.290, NRS 629.021to 629.061, NAC 239.165 (1)(2)	None.

Radioisotopes - Receipt, Transfer, Use, Storage, Delivery, Disposal and Reports of Overexposure **LRDA Number 20070737**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to track radioisotopes from receipt through disposal.	As long as material is possessed and three (3) calendar years following transfer or disposal of the material.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	10 CFR 30.51, NRS 459.060, NAC 459.365 (7)	None

Radiological Film Badge Reports **LRDA Number 20101807**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to monitor employee exposure to radiation. Badges are collected monthly and sent out for examination and an exposure report is issued.	Thirty (30) calendar years after employee separation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1910.1020, 45 CFR 164.528, NAC 239.165	None.

Records of Mammograms and Related Documents **LRDA Number 20070740**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of records related to mammograms and may include but is not limited to patient information, x-ray film, provider of care information, radiologist's interpretation of film, and summary of results	Five (5) calendar years if a subsequent mammogram is performed on the patient at the facility; or Ten (10) calendar years if no subsequent mammogram is performed on the patient at the facility.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	21 CFR 900.12 (4), NAC 457.313, NAC 239.165 (1)(2)	A patient may request custody of their records and mammograms; or that their records and mammograms be transferred permanently to a responsible provider of care.

Reports of Communicable Disease

LRDA Number 20070744

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series fulfills the public health requirement of reporting the discovery of communicable disease. This series may include, but is not limited to, laboratory test results; name and address of patient; date of onset and the date of diagnosis of the communicable disease; the name and the address or telephone number of the health care provider making the report, and any other information requested by the health authority if available.	Six (6) calendar years from the end of the calendar year to which the report pertains.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 441A.230, NRS 629.061, NAC 239.165 (1)(2)	None.

Security Guards / Systems, Logs and Diaries

LRDA Number 20070747

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of logs or reports which document the activities of hospital security guards and/or security systems.	One (1) calendar year from the date of the report or last date of log.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Sharps Injury Log

LRDA Number 20071702

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document injuries from contaminated "sharps" as required by federal law (29 CFR 1904.8). The log contains information on the type and brand of device involved in the incident, the department or work area where the exposure occurred, an explanation of how the incident occurred, the name and identifying details of employee's involved and related information.	Five (5) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1904.8, 29 CFR 1910.1030 (h)(5), 29 CFR 1904.33, 29 CFR 1910.1030, 45 CFR 164.502, NRS 629.061, NAC 449.379, NAC 239.165 (1)(2)	None

Social Services Case Histories

LRDA Number 20070748

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents social services provided to patients other than what is filed in the patient medical record.	Six (6) calendar years from the date of last service.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Surgical Cases, Register

LRDA Number 20070749

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents surgical procedures performed at local government owned or operated hospitals or clinics and may include but is not limited to patient name or ID number; reason for surgery; date and time of surgery; surgeon, and similar information.	Six (6) calendar years from the last date in register.	This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530, NAC 239.165 (1)(2)	None.

Welfare Agency

LRDA Number 20070752

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of financial, administrative, and program records associated with Medicare and Medicaid claims, reimbursement, and client activities. Records may include but are not limited to copies of authorizations for service, pre-payment reviews, payment authorizations, billing invoices, medical review forms, payment authorization requests, certificate of medical necessity, medical justification, copies of investigative reports, notice of decision and other forms all with related backup material (MD notes, copies of medical records, etc.) and related correspondence.	Six (6) calendar years from the end of the calendar year to which the report pertains.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 302, 42 USC section 405 (c)(2)(C)(viii), 42 USC section 1320d-6, 42 USC section 1390d-2 (d)(2), 45 CFR 164.502, 45 CFR 164.530, NRS 433A.360, NRS 422.290, NAC 239.165 (1)(2)	None.

Agreements

LRDA Number 20070753

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the negotiation, execution, completion, and termination of legal agreements between an improvement district/board and other parties.	Six (6) calendar years after termination of agreement.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b)	None

Applications for Service

LRDA Number 20070754

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents applications for service and may contain, but is not limited to, applicant personal information, related forms, correspondence and similar documents.	Ninety (90) days from application date.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Covenants, Restrictions and Amendments thereto

LRDA Number 20070768

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of copies of covenants, conditions, and restrictions and any amendments to them.	Permanent.	None	None	None

Drains, Locations and Maintenance

LRDA Number 20070769

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the locations of storm and similar types of drains used for flood control.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210	None.

Easements

LRDA Number 20070773

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains copies of legal instruments allowing right-of-way to make limited use of private property. This series may include: names of parties, purposes and terms, access records, terms of easement, legal documents and similar records.	Permanent.	This record series may contain confidential or sensitive information.	NRS 205.4617	None.

Elections of Board-Records

LRDA Number 20070774

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the biennial election of trustees.	Six (6) calendar years from the date of the election.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Financial Reports

LRDA Number 20070775

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the details of financial transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. This record series may contain, but is not limited to, expenditure reports, encumbrance listings, warrant registers, cumulative voucher sheets, and related documents and reports. This record series may also be used to provide backup documentation to the General Ledger.	Six (6) fiscal years from the end of the fiscal year to which the reports pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b)	None

General Ledger

LRDA Number 20070763

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of one or more series of financial ledgers providing a final year to date summary of accounting data and a permanent audit trail for all fiscal receipt and disbursement transactions.	Permanent.	None	NRS 318.085	None

LID Foreclosure Files

LRDA Number 20141892

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents Local Improvement District foreclosure proceedings and may include but is not limited to delinquency notices, notice of lien, legal notices, court documents, judgments, certificates of redemption, certificates of sale, and similar documents.	Permanent.	This record series may contain confidential or sensitive information.	NRS 271.615, NRS 271.625, NRS 271.595, NRS 271.410	None.

Maps

LRDA Number 20070770

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains various maps depicting the location of lots and blocks, annexations, easements, property lines, zoning boundaries, and similar classifications. These maps are used for reference purposes and are frequently updated.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210	None.

Proceedings of the Board of Trustees (records)

LRDA Number 20070772

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the actions of the Board of Trustees in accordance with state law.	Permanent.	None	NRS 241.035, NRS 318.085	None

Project files for Construction

LRDA Number 20070776

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents new construction or modification to existing structures and may contain, but is not limited to, copies of applications and permits; inspection reports; plans; maps; blueprints; as-built drawings; design files; project orders, related correspondence, and similar documents.	Ten (10) calendar years after completion of project	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Reapportionments

LRDA Number 20070777

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents changes in the boundaries of improvement districts due to merger, consolidation, dissolution and similar actions.	Permanent.	None	None	None

Specifications of Wells

LRDA Number 20070780

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents engineering and design specifications of wells.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.210	None.

Water Flow of Wells

LRDA Number 20070781

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the water pressure and flow of well water.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.210	None.

Capital Improvement Enterprise Electronic Development Project Files

LRDA Number 20101810

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series documents new construction or modifications to existing structures or systems (examples: SMART buildings, retrofit to SMART buildings, Wi-Fi, emergency communication systems) and may contain, but is not limited to, request form, feasibility study, statement of work, background documents, copies of applications and permits, cost-benefit analysis, vendor information, copy of contracts, contract deliverables, design documentation plans, maps, inspector reports, release records, change-control records, project orders, weekly status reports, standards, specifications, technical reports, progress schedules, security documents, data files, revisions and reissues, photographs, post-implementation evaluations, quality-assurance assessments, testing records, memos, related correspondence and similar documents.	Six (6) calendar years after completion of the project.	This record series may contain confidential/ restricted/ proprietary information and should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC section 501, 15 USC section 5308, NRS 239C.090, NRS 239C.220, NAC 239.165	None.

Computer Access Log

LRDA Number 20071727

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the access to an employee's computer. The log consists of information relating to the name of the employee, the date (and time) of access, a reasonable explanation of the circumstances and considerations justifying the access, the name of each person authorized to perform the access, the name of each person allowed to examine the information retrieved, the name of each person required to store / maintain and/or destroy that information, details of inappropriate use or access to the computer and similar information.	Three (3) calendar years from the end of the calendar year to which it pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(a)(d), NRS 281.195	None.

Computer Run Scheduling Records

LRDA Number 20071344

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are records used to schedule computer runs, including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.	Two (2) backup cycles.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Computer Usage Files

LRDA Number 20071350

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are usually electronic files or automated logs created to monitor computer system usage. This series may include, but is not limited to, login files, system usage files, charge-back files, data entry logs, and records of individual computer program usage.	As long as administratively useful to the agency.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Documentation of Computer System and Programs

LRDA Number 20070244

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of all program specifications and documentation related to a particular program or system used by the local government. This series may include, but is not limited to, instructional manuals, booklets, reference materials, programmers notes and memos, general system design reports, test plans and results, conversion reports and statements, data documentation, source codes, application project files, addendums, specification architecture reports, conversion plans, correspondence, computer printouts, and related lists and checklists.	Retain until information is no longer needed to retrieve or store data, or for three (3) calendar years after system or program is discontinued or replaced, whichever is longer.	This record series may contain proprietary information and should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC Section 501, 15 USC section 5308, NAC 239.165 (1)(2)	None.

Enterprise Electronic Development Project Files

LRDA Number 20101809

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are records created and used during the development, design, control, and monitoring of a specific or group of enterprise electronic system or application projects. This series may include, but is not limited to, request form, feasibility study, statement of work, background documents, cost-benefit analysis, vendor information, contracts, contract deliverables, design documentation, release records, change-control records, standards, specifications, technical reports, security documents, data files, revision and reissues, post-implementation evaluations, quality-assurance assessments and testing records, related correspondence and similar documents.	Three (3) calendar years after completion of the project.	This record series may contain proprietary information and should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC section 501, 15 USC section 5308, NAC 239.165	None.

Enterprise Electronic Development Project Files - Not Implemented

LRDA Number 20101808

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are records created and used during the development, scoping and investigation of an enterprise electronic system or application project(s) that result in no action or implementation. This series may include, but is not limited to, request forms, project scope documents, background documents, vendor information, beta test results, feasibility studies, system objectives, cost-benefit analysis, memos, related correspondence and similar documents	One (1) calendar year after decision is rendered.	This record series may contain proprietary information and should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC section 501, 15 USC section 5308, NAC 239.165	None.

Error Reports

LRDA Number 20071341

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series includes reports produced to detect errors or potential errors within the system. The files may consist of paper printouts and/or online reports.	Until a superseding report is run or until the action for which they were produced has been accomplished.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Geographic Information System (GIS) - Core Data

LRDA Number 20121863

Description	Minimum Retention Period	Disposition	Legal Citations	Note
A geographic information system (GIS) integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of geographically referenced information. Records in this series may include but are not limited to, data in the database, maps, aerial photographs, data dictionaries, various datasets (such as base, building and structure, business information, emergency dispatch, environmental, land use and planning, transportation system) and related metadata.	Retain the core data such as parcel, boundary, zoning, and orthoimagery layers, with accompanying data sets until superseded. Retain historical snapshots (if applicable) permanently.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Help Desk Telephone Logs and Reports

LRDA Number 20071362

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document requests for technical assistance and the responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes.	One (1) calendar year after creation.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Internet Services Logs

LRDA Number 20071365

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of electronic files or automated logs created to monitor access and use of services provided via the Internet. Information in this series may also be used to document system audits, system security audits, create summary reports, and other purposes.	If this record series is used for auditing purposes and/or if the information is used in summary or annual reports, retain until completion of audit or when information is documented in summary or annual report, whichever is later. If not needed for any other purpose destroy when no longer needed by the agency.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Inventories of Circuits

LRDA Number 20071363

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of automated or paper records containing information on network circuits used by the local government including circuit number, vendor, cost per month, type of connection, terminal series, software, contact person, and other relevant information about the circuit.	Three (3) calendar years after the circuit is no longer used by the local government.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

IT Access Control Policies and Procedures

LRDA Number 20071724

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the controls placed upon access to system applications and/or data by an agency. The files may include, but are not limited to, user/ID policy, access control criterion, password control policies, logging procedures, dataflow diagrams, administrative change control process, procedures for processing terminations and similar policies with related correspondence.	Six (6) calendar years from the end of the calendar year in which the policy and procedure is superseded.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.210, NRS 11.190 (1)(b)	None.

IT Access Control Reviews and Audit Trails

LRDA Number 20071728

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the reviews and audits of the policies and procedures created to control access to system applications and/or data by an agency. The files may include, but are not limited to, security and access control logs (such as logs of password guessing attempts, unauthorized transactions, attempts at unauthorized privileges, unauthorized attempts at software or application modifications, etc.), firewall traffic log, reviews of security and access control logs, logging procedures reviews, lists of user access rights and user ID's, computer log reviews, other security audit/review reports with supporting documentation and similar documents.	Three (3) calendar years from the end of the calendar year in which the review and/or audit was concluded.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d)	None.

IT Asset Inventory Files

LRDA Number 20071720

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents IT inventories created and maintained by an agency in accordance with various PSP's (Policies, Standards and Procedures). The files may include, but are not limited to, physical equipment inventory , copyright section, software inventory, software libraries, software audits, data communications equipment inventory, other IT related inventories and lists, work station (and port) diagrams and assignments, inventory reports (to management), network configuration diagrams & documentation, system communication configuration diagrams & documentation, documentation of audits of equipment and similar documentation.	Three (3) calendar years from end of the calendar year in which the inventory is superseded or an audit/review is concluded.	This record series may contain confidential (Trade Secrets) information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 600A.080	None.

IT Contingency Plan Tests

LRDA Number 20071371

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the testing of IT contingency plans. This series may include, but is not limited to, copies of management's annual reviews, contingency plan testing documents (check lists, testing criterion, test results, etc.), copies of reports to management (on equipment, software, environmental conditions, security concerns, etc.), related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year in which the test was performed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 239C.210, NAC 239.165 (1)(2)	None.

IT Contingency Plans

LRDA Number 20071370

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents IT contingency plans established and maintained by a local government. The files may include but are not limited to an IT risk management plan (describing risks faced by a local government), IT disaster plan (a plan on how to conduct business because of a disaster), IT resumption of business plan (plan and procedures needed to bring back to normal operations after a disaster, including restoration of hardware, equipment and software), IT mitigation plan (plans and procedures on how to solve and/or implement corrective measures for deficiencies found in the regular tests of all contingency plans), procedures for system backups and recovery, management annual reviews, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year in which the plan is superseded.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 242.105, NRS 239C.210, NAC 239.165 (1)(2)	None.

IT Employee Access Control and Security Awareness Files

LRDA Number 20071725

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series administers employee security awareness training and signed documentation of agreements concerning use and access of applications and data. The files may include, but are not limited to, employee access letter of agreement and/or non-disclosure agreements, employee security awareness training documentation, password disclosure statement, employee email (and other application) agreements and related documents.	Three (3) calendar years from the end of the calendar year in which the form was modified or the employees' access rights were terminated.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 239C.210	None.

IT Security Evaluations

LRDA Number 20071368

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents evaluations on the security of computer systems concerning protection against unauthorized access, disclosure, or modification of data and protection against loss of data due to security breaches and /or sabotage. This series may contain, but is not limited to, initial security evaluation, periodic evaluations, special evaluations, copies of related system upgrade & modification documents, copies of security logs and reports, related correspondence, and similar documentation.	Three (3) calendar years from the end of the calendar year in which the evaluation was completed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 242.105, NAC 239.165 (1)(2)	None.

IT Security Plans

LRDA Number 20071723

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document the requirements to create and maintain plans for IT systems concerning security management, employee security training, personnel security measures, data and application security, software security, and physical and environmental security. The files may consist of, but are not limited to, written security plan, written policies and procedures, system security specifications, firewall administrative policy, physical security plan, emergency procedures for computer facilities and environmental controls, related correspondence and similar documents.	Six (6) calendar years from the end of the calendar year in which the plan, policy and/or procedure is superseded or revised.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.210, NRS 11.190 (1)(b)	None.

IT Security Reviews, Reports and Logs

LRDA Number 20071726

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document reviews and audits of the policies and procedures created to control physical access to IT systems, controls over environmental functions within computer facilities, reports of security breaches and suspicious activities. The files may consist of, but are not limited to, authorized visitor log, physical security reviews, environmental controls reviews, Annual Internal Compliance Reviews, Security Breach Reports, Reports of Suspicious Activities, Reports of Suspected Violations, checklists, reports to management, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the review and/or audit was concluded. Retain logs for a minimum period of ninety (90) days.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.210, NRS 11.190 (3)(d)	None.

IT System User Master List

LRDA Number 20071369

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document the creation, maintenance and management of IT system user access rights. The master list usually consists of an on-line electronic file containing user names, user ID codes, access rights and privileges (to data, applications, communications and other system devices) and similar documents.	Purge and or modify this record series as needed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Master Files

LRDA Number 20071333

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are electronic records that replace in whole or in part, hard copy records that have been scheduled through an approved records retention schedule and contain the same information as the scheduled records.	Purge the file after the expiration of the minimum retention period authorized for the hard copy of the file.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Network or Circuit Installation and Service Files

LRDA Number 20071364

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests by local governments to service provider for data communication service, installation, or repair and the response to the request. This record series may include work orders, work schedules, copies of building or circuitry diagrams, memoranda, correspondence, and related documents.	Three (3) calendar years after request is filled or after repairs are made.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239C.120, NAC 239.165 (1)(2)	None.

Production Job Submittal Log

LRDA Number 20071729

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a paper or online record series used as a history of non-automated batch job requirements. The record lists the programs and/or hardware which will be affected by the running of the requested job. Used to check on what order jobs are run on the system.	Retain paper copies for a minimum period of thirty (30) days from the date of the printout. Update the on-line computer record as needed.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Restructure Database Audit Report

LRDA Number 20071337

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of computer printouts created when the files are being restructured. This record series is used to verify successful completion of the process.	Review on a continuous basis, disposing of records which are no longer administratively useful or are duplicates of records maintained elsewhere.	None	None	None

Software Licenses

LRDA Number 20071245

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of documents proving the licensure and implementation of computer software programs by the local government. This series may include, but is not limited to, permitted uses, rights and restrictions, warranty information, liability statement, and laws governing use of the product.	Duration of license plus three (3) calendar years.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Software Review Files

LRDA Number 20071351

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are records related to the review and recommendation of software for local government use. This series may include vendor information, manuals, software reviews, and related material.	Three (3) calendar years after software is no longer used or evaluation period has ended.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	None

Activity Forms Submitted to State Subsidy Program

LRDA Number 20070782

Description	Minimum Retention Period	Disposition	Legal Citations	Note
	One (1) calendar year from the submission of forms or report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Aging Reports

LRDA Number 20101811

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to keep track of youth in detention. Information may include individual's personal information, offense information, court status, and similar data.	Retain until superseded by a new report	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 62H.025, NRS 205.4617, NAC 239.165	None.

Community/School Notification Files

LRDA Number 20101813

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents compliance with state law in notifying communities and schools that a juvenile has been adjudicated delinquent for an unlawful act that would have been a sexual offense if committed by an adult. File may contain, but is not limited to, copy of community notification, copy of school notification, law enforcement information, copy of court documents, related correspondence and similar documents.	Six (6) calendar years after the juvenile is no longer subject to community notification.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 179D.475, NRS 62F.220, NRS 11.190 (1)(a), NRS 11.190 (3)(a), NRS 205.4617, NAC 239.165	None.

Interstate Compact (ICOJ) Files

LRDA Number 20101812

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to track the interstate transfer of juveniles and may contain case information, staff reports, progress reports, copy of court orders, related correspondence and similar documents.	Retain until case is closed	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 62I.010 to NRS 62I.070, NAC 62H.520, NAC 239.165	None.

Juvenile Probation Case Files

LRDA Number 20070783

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to document and supervise juvenile offenders from the time the offender appears before an intake worker (or probation officer) until the disposition of the case. This series may contain, but is not limited to, intake information, delinquency referrals, evaluation profiles, predisposition investigation records, medical and/or psychological reports, records documenting social history, educational records, incident reports, offense history, impact statement, diversion program records, community service information, restitution information, parole information, court petitions, case disposition records, correspondence, and other materials pertaining to the case. This series includes informal arrests.	Six (6) calendar years from the end of the calendar year in which the case was closed.	This record series contains confidential and/or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 62H.025, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	This retention period is based on the approved retention period for similar records of the Nevada Department of Health and Human Services, Child and Family Services - Youth Parole Bureau. [RDA# 2003139]

Juvenile Probation Case Files-Sexual Offender

LRDA Number 20070784

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to document and supervise juveniles who have been classified as sexual offenders. This series may contain, but is not limited to, intake information, delinquency referrals, evaluation profiles, predisposition investigation records, medical and/or psychological reports, records documenting social history, educational records, incident reports, offense history, victim impact statement, restitution information, parole and probation information, court petitions, court findings, case disposition records, correspondence, and other materials pertaining to the case.	Twelve (12) calendar years from the end of the calendar year in which the case was closed.	This record series contains confidential and/or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 62H.025, NAC 239.165 (1)(2)	This retention period is based on the retention period for similar records of the Nevada Department of Health and Human Services, Child and Family Services - Youth Parole Bureau. [RDA# 2003142]

Statistical Reports

LRDA Number 20070785

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains statistical reports printed either on a regular basis or upon request and are used to administer and monitor Juvenile Probation Programs. These reports may include, but are not limited to, case characteristics, workload statistics, referrals received, type of referrals, program expenditure reports, program effectiveness reports, reports documenting annual effectiveness, financial monitoring reports, program monitoring reports, characteristics of youth referred, common charge statistics, dispositions, service snapshots, referrals by zip code, detention statistics and similar reports.	Permanent.	None	None	None

Accreditation Files

LRDA Number 20070787

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents compliance with the standards outlined by professional law enforcement agency accreditation programs such as the Commission on Accreditation for Law Enforcement Agencies (CALEA) program, P.O.S.T., and similar training programs. This series may include, but is not limited to, accreditation application, annual compliance reports, records documenting rules and regulations, records documenting standard operating procedures, general or special orders, internal reports, forms, correspondence, and other supporting documentation and backup material. This series may also include a formal written assessment statement of the agency's compliance or noncompliance and subsequent follow-up reports.	Retain certificate of accreditation Permanently. Retain other documents and backup material related to the accreditation process for the length of the current accreditation cycle plus an additional one (1) calendar year. If not accredited retain all records for a minimum period of one (1) calendar year from the date of notification of non-accreditation.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 289.510, NAC 289.310	None

Aircraft History and Maintenance Records

LRDA Number 20071684

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the history and maintenance of helicopters or fixed wing aircrafts used by law enforcement. This series may include, but is not limited to, records documenting the total time in service of the airframe; engine; each propeller; rotor and similar mechanical parts, the current status of life-limited parts of each airframe, engine, propeller, rotor, and appliance; any major alterations to such engines and devices; when inspections and overhauls last occurred; and documentation of compliance with Federal Aviation Administration (FAA) airworthiness directives.	Records of maintenance, preventative maintenance, and alteration- Retain until the work is repeated or superseded by other work or for 1 year after the work is performed, as applicable. For records of 100-hour, annual, progressive, or other FAA required or approved inspections- Retain until the work is repeated or superseded by other work or for 1 year after the work is performed, as applicable. For all other records retain until the aircraft is sold or no longer in service.	When an aircraft is sold, all records relating to the aircrafts airworthiness (See 14 CFR 91.417(b)(2)]) must be transferred to the new owner.	14 CFR 91.417(b)(2), 14 CFR 91.417(b)(1), NAC 239.165 (1)(2)	If an aircraft is involved in an accident or incident subject to investigation by the National Transportation Safety Board (NTSB), all records described in 14 CFR 91.417(b)(2), and those that have not been destroyed according to the retention period given, must be retained until the NTSB takes custody of the records or a release is granted by an authorized representative of the board. In addition, any records or reports, including internal memoranda, dealing with the accident or incident must be retained until authorized by the NTSB to the contrary.

Alarm Contact Records (Responsible Persons)

LRDA Number 20071458

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of alarm registration records, emergency contact lists, and similar records. These records are used to contact a business or residential owner if the business is vandalized or damaged. It also allows the officer to contact the alarm company to have an alarm shut off or reset after responding.	Two (2) calendar years from the date the list is updated or no longer in use.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2)	None.

Automated License Plate Reader/Recognition (ALPR) Records

LRDA Number 20121883

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of data captured by an ALPR and stored in the device's memory or in a separate data storage device or system. An ALPR is an investigative tool that uses a specialized camera hooked to an in vehicle computer. The image on license plates are scanned and matched with an on-board, real-time database. This database can be set with flags for vehicles that have been identified as stolen, wanted for Amber Alerts, wanted for various investigations and similar activities. Data may include but is not limited to, recorded image of a scanned license plate and optical character recognition data, a contextual photo (i.e.:, a photo of the scanned vehicle and/or occupants), global positioning system ("GPS") or other location information, date and time of the scan, laptop information, officers name, and similar data.	One (1) calendar year from the calendar year to which the data pertains. Data/photo's used as evidence in criminal or civil actions should be removed from the device/system and filed with the applicable case file.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None	None.

Auxiliary Police Files

LRDA Number 20070789

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of documents related to the employment of auxiliary law enforcement officers or temporary special deputies. This series includes records of citizen academy's for law enforcement volunteers.	Ten (10) calendar years from the end of the calendar year to which the files pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 477.014, 239.165	None.

Background Investigations (Internal)

LRDA Number 20141893

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents background investigations of new or potential peace officers, civilian employees, volunteers, interns, contracted workers, and professional visitors. Series may contain, but is not limited to, employment reference information, background survey questionnaires, background check disclosure authorizations and release forms, copies of fingerprint cards, information gathered from criminal background checks, correspondence and related documents.	If hired: Retain for a minimum period of three (3) calendar years after separation of service. If not hired: Retain for a minimum period of three (3) calendar years from the date investigation is completed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NRS 11.190 (3) (d), NRS 239B.010 to NRS 239B.020, NRS 179A.103, NRS 179A.075, NAC 239.165 (1) (2)	None.

Bail, Records of (copies)

LRDA Number 20070790

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents a defendant's posting of bail. This series may include, but is not limited to, copies of bail bond undertaking, record of the insurance, correspondence and related documents.	One (1) calendar year from the end of the calendar year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 178.484, NAC 239.165 (1)(2)	None.

Bicycles

LRDA Number 20070791

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the licensing of bicycles. This series may include but is not limited to application for license or registration, records documenting issuance of license, license plate, tags, sticker or any other type of identification approved by the local government, the name and address of the person to whom registered and/or licensed, the maker, the manufacturer's serial number, the number of each license issued, the date issued, copies of receipts for fees collected, and similar documents.	Retain license information for a minimum period of two (2) calendar years. Retain receipts for payment of registration and/or licensing fees until completion of annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Billings, Casino Records Checks

LRDA Number 20070794

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the billing of casinos for records checks done at their request.	Until completion of annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Bolo Books \ Bulletins from Other Agencies

LRDA Number 20071454

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains bulletins, circulars and similar records received from federal, state, and local law enforcement agencies. Usually contains descriptions and photographs of wanted individuals, missing persons, or stolen property.	Until superseded, obsolete, or until no longer administratively useful to the agency.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Booking\Re-Booking Records, Jails and Stations

LRDA Number 20070793

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of books, logs, or other records documenting the confinement and release of individuals held in an agency correctional facility. Information may include but is not limited to name, case number, sex, date of birth, age, height, weight, hair, eyes, social security number, visible scars and marks, NCIC identification number, address, phone number, alias, driver’s license number, occupation, next of kin and address, booking officer’s name, current date, charge data, medical data, release date, time, arresting officer, and related data. This series may also contain booking tapes (audio/ audio visual tapes and disks) related to the booking.	Two (2) calendar years, add copy to inmates' file or incident/crime report. Retain booking tapes for a minimum period of one (1) calendar year.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NAC 239.165 (1)(2)	None.

Calibration of Breath-Testing Device Records

LRDA Number 20121836

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents that the calibration of breath-testing devices used by law enforcement agencies conform with the regulations of the Nevada Commission on Testing for Intoxication. Records may include but are not limited to, calibration verification records, monthly accuracy tests, operator certifications, certified forensic analyst of alcohol reports, chronological device testing reports, response to breath testing samples, maintenance and repair reports, various forms, related correspondence and similar records.	Six (6) calendar years from the date of calibration.	NAC 484C.120(1) Evidential breath-testing devices used by law enforcement agencies must be calibrated by a certified forensic analyst of alcohol at least once within the 90 days immediately preceding the date on which the device is used to test a person's breath.	NRS 484C.600 to NRS 484C.630, NAC 484C.050 to NAC 484C.150, NAC 50.045, NRS 11.190 (1)(a)	NAC 484C.070(1) Preliminary breath-testing devices used by a law enforcement agencies must be calibrated by the agency or a certified forensic analyst of alcohol at least once a year.

Case Assignments, Log Books

LRDA Number 20070796

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents case assignments and may contain, but is not limited to, log books or similar records containing information on date case assigned, to whom case assigned, control or case number, date reported, crime, victim, suspect, background information on case and related information.	Three (3) calendar years from the end of the calendar year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	These may be in hardcopy or electronic form and are often used to control or track the status of work.

Cases Referred to District or City Attorneys

LRDA Number 20070799

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents cases referred to the District or City Attorney for advice or prosecution.	Six (6) calendar years from the date of final action.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190(1)(a), NAC 239.165 (1)(2)	None.

Civil Protective Custody Records

LRDA Number 20071745

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains information on individuals placed in civil protective custody by a peace officer. These individuals have been found in a public place under the influence of alcohol, in such a condition that they are unable to exercise care for their health or safety or the health or safety of other persons. This series does not pertain to arrests/citations.	Two (2) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 458.250 to 458.280, NRS 11.190 (4)(a), NRS 11.190 (4)(e)	None.

Community Notification Records

LRDA Number 20071460

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the notification of schools, organizations, and individuals that a sex offender has established a permanent or temporary residence within the community. This series may include, but is not limited to, current photograph of the offender, a complete description of the offender, name and all aliases which offender has used or under which offender has been known, each offense listed under NRS 179D.620 for which the offender has been convicted, and a brief description of the circumstances of the crime, including but not limited to the month and year when any such offenses were committed, and the age and sex of any victim, a general description of the geographic area where any such offense was committed, the name and location of any penal institution from which the offender was paroled, a general location of the offender's residence and workplace, the description and license number of any vehicles owned or regularly operated by the offender, and the location and telephone number of the parole and probation office responsible for supervising the offender, if the offender is under supervision.	Death of the offender (if known) or ten (10) calendar years after offender is relieved from community notification requirements, or ten (10) calendar years after offender no longer resides in the community.	Records in this record series may contain confidential (victim) information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 179D.600 to NRS 179D.800, NRS 179D.850, Sex Offender Community Notification Guidelines (Office of the Attorney General), NAC 239.165 (1)(2)	None.

Community Service Programs

LRDA Number 20070803

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents law enforcement involvement in community service programs such as DARE, Crime Stoppers, Neighborhood Watch, Explorer Program, and similar programs.	One (1) calendar year after the end of program. Review for historical value.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Concealed Weapons Permit (Retired Law Enforcement Officers HR-218)

LRDA Number 20121841

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to administer and document the issuance of concealed weapons permits to retired law enforcement officers. The "Law Enforcement Officer's Safety Act of 2004" also known as HR-218 allows full-time active duty and retired law enforcement officers who are carrying the identification required to carry concealed firearms across state lines. A requisite for retired law enforcement officers is that they must annually meet their State's standards for firearms training and qualification for active duty law enforcement officers to carry firearms. This series may contain, but is not limited to, HR-218 information packet, firearms certification form, photographic identification, retirement qualification and waiver form, agency conformation letter, records documenting the applicant’s payment of fees, correspondence and related documents.	Two (2) calendar years from the expiration, renewal, denial, or revocation of the permit.	This record series contains confidential (NRS 202.3662) information and must be destroyed in a secure manner that will prevent reconstruction of the information.	HR 218, 18 USC section 926C, NRS 202.3678, NRS 11.190 (4)(e), NAC 202.010 to NAC 202.040, NAC 239.165 (1)(2)	None.

Concealed Weapons Permits

LRDA Number 20070804

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to administer and document the issuance of concealed weapons permits by county sheriffs. This series may contain, but is not limited to, application for permit, certificate or other documentation which documents that the applicant has successfully completed a course in firearm safety, applicant personal information including fingerprints and photograph, applicant’s signature, records of investigation of applicant, information on the make, model and caliber of each firearm to which the application pertains, various forms, records documenting the applicants payment of fees, correspondence and related documents.	Ten (10) calendar years from the expiration, renewal, denial, or revocation of the permit.	This record series contains confidential (NRS 202.3662) information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 202.3653 to NRS 202.369, NAC 202.010 to NAC 202.040, NAC 239.165 (1)(2)	None.

Confidential Source Records

LRDA Number 20071416

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents information about informants used by law enforcement. This series may include, but is not limited to, number assigned to informant, informant and case officer names, photos, criminal history (if any), fingerprint cards, signature cards, letters of understanding on informant activities, reference to origins of the contact, reports of information supplied by informant, any payments made to informant, correspondence and related records.	Three (3) calendar years after informant is no longer active.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 49.335 to NRS 49.375, NRS 213.1513, NRS 463.144, NRS 11.90(3)(d), NAC 239.165 (1)(2)	None

Crime Prevention Program Records

LRDA Number 20070806

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents crime prevention programs provided by law enforcement to enhance communication and partnerships between law enforcement and citizens. This series may contain, but is not limited to, training and media presentation records including lesson plans, outlines, tests, evaluations, speeches, audio/visual presentations, maps, brochures, pamphlets, guides, and similar documents. Subjects may include neighborhood watch, home security, shoplifting prevention, school safety, alarm compliance & inspection, crime stoppers, block watch, business watch, and similar programs.	One (1) year after program is discontinued.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Criminal Citations

LRDA Number 20071730

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents criminal citations issued by law enforcement. This series usually includes date, time, location of violation, nature of offense, individuals name, address, occupation, driver's license or identification number, violation code, citation number, officers name, and signature of person receiving citation.	Three (3) calendar years from the date of issuance.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 171.1773 to 171.1778, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	If the individual is fingerprinted and those fingerprints are sent to the Central Repository for Nevada Records of Criminal History the records must be retained for the same retention period as the Incident/Crime Report Record Series. (LRDA # 2007-822)

Criminal Intelligence Research and Statistical Records

LRDA Number 20121844

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document research and analysis where a person was associating with a subject suspected of criminal activity. Records may include, but are not limited to, personal identifying information, data sources, intelligence reports, maps, diagrams, photos, blueprints, etc., access and dissemination log, risk assessments, related correspondence, and similar documents.	Retain these records for no longer than five (5) calendar years from the date of last validation.	This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	28 CFR 23.20, 28 CFR 22.23, 28 CFR 23.20 (h), NRS 239B.030, NRS 239C.210, NAC 239.165	None.

Department Reports

LRDA Number 20070786

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents individual officer, shift, and other activity reports usually filed on a daily, weekly, or monthly basis. This series applies to various duties such as dispatch, confinement, investigation, and patrol. Records may include, but are not limited to, various activity reports (officer reports, watch commander logs, office operations reports, reports of alarm responses, etc.), various statistical reports (such as reports tracking the number of arrests, cases worked, citations issued, work cards issued, hours worked, etc.), various special reports (such as reports of open cases, cases closed, lists of control numbers, incidents by beat, review of offenders, activity at location, etc.), and similar reports and activity indicators.	Retain annual reports Permanently. Retain other activity, statistical, and special reports (not scheduled elsewhere in this section) for two (2) calendar years from the year created, these reports can be printed or maintained on a computer system that allows for the retrieval and reproduction of the information.	Some reports in this record series may contain confidential or restricted information. Non-permanent records should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 280.190, NRS 11.190 (4)(a)(e), NRS 239.051, NAC 239.165 (1)(2)	This record series is useful for planning and budgeting, reference, performance monitoring, compiling annual reports, and for briefing subsequent shifts or activities.

Dispatch (Communications) and Emergency Call Records

LRDA Number 20161922

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the recording of radio communications at law enforcement dispatch centers and subsequent response activities. Records may include but are not limited to computer printouts, dispatch transmission logs or reports, and audio recordings. Information may include caller's name, address, and telephone number, details of incident or complaint, dispatchers name, which officer responded and when, and incident disposition.	Retain dispatch logs or reports for a minimum period of Two (2) calendar years from the date of the dispatch. Retain audio recordings for a minimum period of ninety (90) days from the date of the recording.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (4)(e), NRS 707.500, NRS 239B.030	None.

Equipment Violations

LRDA Number 20070811

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents inspections of the mechanical condition or equipment of vehicles by peace officers or inspectors. This series may include, but is not limited to, driver information, type of vehicle, license information, records documenting inspection, citation or notice of violation, evidence of correction of violation, and similar documents.	Two (2) calendar years after issuance of citation or notice of violation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 484.695 to NRS 484.701, NRS 706.235, NRS 484.813, NAC 239.165 (1)(2)	None.

Evidence Vault Inspection Reports

LRDA Number 20071385

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the inspection and inventory of evidence vaults, and includes spot checks and annual inspections.	Three (3) calendar years from the date of last inspection.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Explorer Program Participant Records

LRDA Number 20161934

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This volunteer program gives young men and women ages 14 to 20 a unique hands-on chance to determine if they want to pursue a career in law enforcement or a related field in the criminal justice system. Its mission is to offer a personal awareness of the criminal justice system through training, practical experiences, competition, and other activities. This series may contain but is not limited to, applications, background investigations, parental consent forms, liability release forms, medical waivers, meeting attendance records, examination records, program rules and regulations, fee payment records, and records of participation in community service activities.	Three (3) calendar years after the individual is no longer participating in the program.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None.

Fee Records

LRDA Number 20070813

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Record of all fees collected, showing amount, from whom collected, for what purpose collected and date of collection. Fees may include, but are not limited to, work permit fees, fingerprinting fees, photograph sales fees, report/case copy fees, background and license fees, and criminal history check fees.	Until completion of annual audit.	Records in this record series may be used to create quarterly financial statements. If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624, NRS 258.190, NRS 248.310	None

Field Interrogation Reports

LRDA Number 20071457

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of informational reports written by a peace officer related to individuals (including gangs), events, or vehicles for which the officer does not have probable cause for enforcement. Information usually includes name and address of person contacted, physical description of person or vehicle, officer's name, location of contact, date and time, witnesses, reason for contact, correspondence, and related data.	One (1) calendar year from the date of report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Fingerprint Cards sent to the Central Repository for Nevada Records of Criminal History

LRDA Number 20070815

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are usually cards containing fingerprints, palm prints, toe prints, and other personal identifiers. Information often includes name, address, date and place of birth, social security number, alias, occupation, employer, name of individual taking prints, and related information.	Until no longer useful to the agency.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Firearm \ Weapon Discharge Reports

LRDA Number 20070883

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the investigation of firearm/weapon discharges by law enforcement officers while in the line of duty. This series may contain, but is not limited to, use of force incident reports, investigation records, ballistic and other tests, summary and analysis of all relevant evidence, findings, departmental forms, various reports, correspondence and related information.	For reports resulting in disciplinary action-three (3) calendar years and add summary report to personnel file. For reports not resulting in disciplinary action three (3) calendar years from the date of the report.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d),(4)(a)(e), NRS 41.0336, NAC 239.165 (1)(2)	These records may be destroyed earlier upon the order of a court of record, upon order of the law enforcement agency or through a labor agreement.

Firearms: Qualification Records

LRDA Number 20070817

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the history of firearm proficiency and qualification by individual law enforcement officers.	Three (3) calendar years from date of last testing.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 289.510, NRS 289.550, NAC 289.230, NAC 289.240, NAC 289.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Firearms: Registration and Inventory

LRDA Number 20070816

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the registration and inventory of the firearms and weapons of law enforcement agencies. Information may include but is not limited to information on individual weapon is assigned to (such as name, badge or ID number, department or division) registration information (such as weapon type, make, model, serial number), and inventory information (such as total number of weapons, value), records documenting weapons signed out, records documenting weapon reassignment or transfer, records documenting weapon disposition, forms, lists, correspondence and similar documents.	Three (3) calendar years after the reassignment, transfer, or disposition of the weapon.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 354.625, NAC 239.165 (1)(2)	None.

Henry Files

LRDA Number 20161939

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series consists of inked fingerprint cards which were/are filed according to the Henry Classification Fling System. The Henry classification filing system has been replaced by the Automated Fingerprint Identification System (AFIS) and is generally no longer used by local law enforcement except for training purposes. These “Henry” fingerprint cards are now considered by many law enforcement agencies to be an obsolete record series.	Destroy the Henry fingerprint cards when no longer needed for administrative or training purposes.	These fingerprint cards should be destroyed in a secure manner that will prevent their reconstruction.	NRS 239B.010	None.

Impound/Abandoned Vehicle Case Files

LRDA Number 20071464

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the retrieval, storage and disposition of abandoned or impounded vehicles. The files usually include notification of abandonment, identifying information (such as make, model, plate number, identification number, year, color, condition), owner information (if known), officer information, impoundment documents, copy of towing report, correspondence related to action taken, storage information, required notices, appraisal documents, vehicle disposition records, records related to fees and payments, and similar documents.	Three (3) calendar years from the return, disposal, or sale of the impounded vehicle.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 487.205 to NRS 487.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None

Incident/Crime Files

LRDA Number 20071731

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These files contain information from investigation of a crime through to an arrest (if one is made). This record series may include, but is not limited to, investigation files, case narrative, investigative notes, arrest information, copy of coroner's report, copy of autopsy report, victim information, witness statements, fingerprint cards, crime lab requests and results, photos, recordings, diagrams, complaint reports, field notes, officer notes, background material, contact information, NCIC reports, suspect information, suspect statement, criminal history information, search warrants, line-ups, arrest and booking records, subpoenas and prosecution reports, copies of court documents, bulletins, teletypes, news releases, disposition, correspondence and related records.	Homicides and Sex Crimes- Retain for a minimum period of sixty-five (65) calendar years from the close of case. Other Felonies-Retain for a minimum period of twenty-five (25) calendar years from the close of case. DUI and Domestic Violence Misdemeanors-Retain for a minimum period of seven (7) calendar years from the close of the case. Gross Misdemeanors/ Misdemeanors retain for a minimum period of five (5) calendar years from the close of the case.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 200.010 to NRS 200.260, NRS 200.377 to NRS 200.3774, NRS 200.5095, NRS 193.140, NAC 239.165 (1)(2)	None.

Internal Affairs Files

LRDA Number 20070788

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents administrative investigations of peace officers and may include but is not limited to cause statements, complaint, transcript of interviews, hearing records, officers reply, audio and/or visual recordings, polygraphist records, findings and recommendations, correspondence and related records.	Three (3) calendar years after resolution.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 289.020 to 289.120, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	These files may be destroyed earlier upon the order of a court of record, upon order of the law enforcement agency or through a labor agreement.

Interstate Identification Index (Triple III) Log

LRDA Number 20071456

Description	Minimum Retention Period	Disposition	Legal Citations	Note
The III system is an interstate/Federal-State computer network that provides the means of conducting national criminal history record searches to determine whether a person has a record anywhere in the country. This record series documents inquires of the III system database.	One (1) calendar year from the date of inquiry.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	28 CFR 20.30 to 28 CFR 20.38, NAC 239.165 (1)(2)	None

Investigation Files

LRDA Number 20101830

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents investigations of criminal offences, traffic offences, missing persons, accidents, and other significant events requiring law enforcement response.	For investigations resulting in arrest: File with applicable incident/crime report. For investigations not resulting in arrest: Retain until statute of limitations for offense being investigated expires.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 171.080 to 171.095, NAC 239.165	None.

Jail Inspection Report or Log

LRDA Number 20071503

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the inspection of cells, common areas, kitchens and other work areas of jails and detention facilities by the health authority.	Six (6) calendar years from the date of the report or log.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b), NRS 444.335, NAC Chapter 211, NAC 239.165 (1)(2)	None.

Jails: Commissary and Kitchen Records

LRDA Number 20070825

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the routine operations and control of jail commissary, kitchens, and canteens. This series may include, but is not limited to, commissary reports, food logs, meal counts, meal plans, order forms, accounting records, inventory control documents, supply reports, use reports, copies of purchase orders or requisitions, invoices, receipts or vouchers, balance sheets, and similar documents.	Until completion of annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624, NRS 211.360	None

Jails: Incident Reports

LRDA Number 20070827

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents reports of incidents in, or on the grounds of, jails or detention facilities. This series may include, but is not limited to, records documenting the investigation of the incident, description of incident, persons involved (if known), date and time of the occurrence, accident reports, damage assessments, medical reports, witness statements, actions taken, arrest reports, summary reports, correspondence and related documents.	Two (2) calendar years from the date of the incident.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 212.190, NRS 212.070, NRS 211.020, NRS 11.190 (4)(e), NAC 239.165 (1)(2)	Incidents may involve employees, inmates, visitors, and others. If an incident results in a criminal investigation and arrest, a copy of the incident report should be added to the arrested individual's case file.

Jails: Inmate Abandoned Property Report or Log

LRDA Number 20071501

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports or logs of personal property abandoned upon an inmates transfer or release. This series may include, but is not limited to, property identification records, property tags, inmate personal information, reports submitted to the State Treasurer, correspondence, and records documenting the final disposition of the property.	Three (3) calendar years from the date of the report or log.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 354.625, NAC 239.165 (1)(2)	None.

Jails: Inmate Activity Requests

LRDA Number 20071500

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of logs or forms documenting an individual inmates request to attend church; educational classes; and self-improvement programs such as Alcoholics Anonymous and Narcotics Anonymous.	Two (2) calendar years from the date of log or form.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 211.120, NRS 211.210 to 211.220, NRS 11.190 (4)(a), NRS 11.190 (4)(e), NAC 239.165 (1)(2)	None

Jails: Inmate Case Files

LRDA Number 20070828

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document information on individuals confined in a jail or detention facility. This series may contain, but is not limited to, inmate identifying information, reports and records of inmate criminal history, fingerprint cards, mug shots and other identifying photographs, information sheets, admittance and assessment records, date of entry / release records, behavioral information, incident and disciplinary reports, gang affiliations, copies of police reports, copies of arrest records, information gathered from case files, treatment plans, educational records, work release records (if applicable), pre-release agreements, release or transfer records, copies of court documents, orders, standard forms, correspondence, and other relevant information concerning the arrest and confinement of an inmate.	Eighty-five (85) calendar years from the inmate's date of release or transfer; or five (5) calendar years from the confirmed death of the individual, whichever is first.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 179A.070, NRS 179A.075, NRS 179A.100, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	None.

Jails: Inmate Funds, Records of

LRDA Number 20070829

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records provide an accounting of individual inmates funds maintained by the jail or detention facility for use of those inmates. Records usually include the inmates name and number, date, and records documenting deposits, withdrawals, purchases and receipt.	Until completion of annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624, NRS 211.380	None

Jails: Inmate Grievances

LRDA Number 20161925

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series provides documentation of the investigation into any grievance filed by an inmate. Information may include but is not limited to, name of the inmate, inmate number, description of grievance, names of individuals involved, description of any related incidents, investigative notes, disciplinary actions, results of the investigation, grievance findings, and final action.	Three (3) calendar years following the final disposition of the grievance.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Civil Rights of Institutionalized Persons Act (CRIPA), 42 USC 1997, 28 CFR 40.10	None.

Jails: Inmate Mail Log or Report

LRDA Number 20071502

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the mail sent and received by inmates, indicating who the mail is from and to, and if it is acceptable to give to the inmate while incarcerated.	Two (2) calendar years from the date of the log or report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (4)(a)	None

Jails: Inmate Medical Records

LRDA Number 20070843

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents medical treatment given to inmates. This series may contain, but is not limited to, treatment logs, prescriptions, health questionnaires, laboratory reports, x-ray reports, medical reports from other facilities, and related records. Information may include inmate's name, date of treatment, description of treatment, and related data.	Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later.	Records in this record series contain confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 CFR 1003.132, NRS 211.140, NRS 629.021to 629.061, NAC 239.165 (1)(2)	None.

Jails: Inmate Work Program Records

LRDA Number 20070833

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer inmate work programs. This series may contain, but is not limited to, inmate information, offense information, skills assessments, screening documentation, selection or rejection information, work assignment information, copies of work release agreements, salary information, related program reports, correspondence and similar documents.	Three (3) calendar years from the year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 211.210 to 211.230, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Jails: Kitchen Inventory List

LRDA Number 20071656

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of an inventory of all small utensils and equipment used in the kitchen.	Three (3) calendar years from the date of the list.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Jails: Register

LRDA Number 20070830

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series provides summary information on inmates currently committed to a jail or detention center. Information in this series usually includes the name of inmate, age, gender, date of birth, intake number, offense, date of commitment and by what authority, term of confinement, date of release or transfer, and similar information.	Five (5) calendar years from the date of the register.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 248.050, NRS 211.030, NRS 211.090, NAC 239.165 (1)(2)	None.

Jails: Release Orders

LRDA Number 20070831

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are orders for the release of individuals from the custody of jails or detention centers. Release orders usually include individuals name, number, order date, court information, any conditions of release, judge's signature, and similar information.	Three (3) calendar years from date of release, and add copy to inmate's file.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Jails: Roster of Inmates

LRDA Number 20070832

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is a roster or population report of the inmates currently incarcerated in a jail or detention facility.	Ninety (90) days after roster is updated.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Jails: Suicide Threat \ Precaution Records

LRDA Number 20071505

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the action taken when an inmate is deemed to be suicidal or has special management needs. This series may include, but is not limited to, watch reports, shift change reports, reports documenting the emotional state of the inmate, and reports documenting the precautions taken.	Three (3) calendar years from the date of the incident.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2)	None.

Jails: Video Recordings

LRDA Number 20141886

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of video recordings used to maintain surveillance of inmate activities within the jail/detention facility. They contain footage of daily inmate activity, orientation, and disturbances. They may also contain physical building orientation and security practices.	Sixty (60) days from the date of the recording.	This record series may contain restricted or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None	None.

Jails: Visitors Log

LRDA Number 20070834

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents information about visitors to inmates confined in an agency correctional facility. This series may include, but is not limited to, logs, visitor cards, request slips, and similar records. Information often includes date, time in, visitor's name and address, visitor's signature, object of visit, time out, and related information.	One (1) calendar year from the date of last entry in the log.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 211.140	None

Juvenile Incident/Crime Reports

LRDA Number 20070835

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document information on juveniles investigated and/or arrested by law enforcement. This series may contain, but is not limited to, arrest report, reports and records of juveniles criminal history, juveniles identifying information, parent or guardian information, fingerprint cards, mug shots and other identifying photographs, information sheets, behavioral information, incident reports, police reports, booking information, copies of court documents, standard forms, correspondence, and related documents.	Permanent, sealed at age 24 or prior by court order.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 62H, NAC Chapter 62H, NRS 11.190 (1)(a), NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

K-9 \ Horse Management Records

LRDA Number 20071255

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer the management of police force K-9s and horses. This series may contain, but is not limited to, information on certification, history, status, animals health, training records and logs, incident reports, handling officer’s information, correspondence, related forms and similar documents.	Two (2) calendar years after the end of animal's service.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (4)(e)	None

Law Enforcement Training Records

LRDA Number 20070871

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer law enforcement employee development and training. This series may contain, but is not limited to, employee name, social security number, badge or ID number, request for training forms, training plans, training exercises, test scores, training history, training certificates, documentation of continuing education, records documenting completion of mandatory training requirements, course outlines, courses taken, copies of course material, attendance records, weapons proficiency tests, copy of POST certificates, training evaluations, reports detailing training needs, records authorizing and administering the granting of educational leave, training summaries, reports, forms, related correspondence and similar records.	Three (3) calendar years from the transfer, separation, retirement, or termination of the employee.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 289.450 to NRS 289.600, NAC Chapter 289, NAC 239.165 (1)(2)	A copy of the employee's development and training information should be sent to the employee and the new agency upon transfer.

Licenses, Business Background: Application

LRDA Number 20070839

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the background investigation by law enforcement of applicants for business licenses. This series includes gaming, liquor or any other type of business license listed in a local ordinance or code.	Three (3) calendar years from the date of the investigation.	Records in this record series contain confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 463.160, NRS 463.180, NRS 463.190, NRS 463.1605, NRS 463.230 to NRS 463.242, NRS 11.190(3)(d), NRS 11.190 (4)(a), NAC 239.165 (1)(2)	None.

Licenses, Business Background: Suspensions and Revocations

LRDA Number 20070840

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the investigation of a licensee who apparently is engaged in any conduct or transaction which could lead to the restriction, suspension or revocation of their business license.	Ten (10) calendar years from date of last action.	Records in this record series contain confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 463.160, NRS 463.1605, NRS 463.180, NRS 463.190, NRS 463.280, NAC 239.165 (1)(2)	None.

Licenses, FCC: Station

LRDA Number 20070838

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the process of obtaining licenses for radio system and other communication system operations from the Federal Communication Commission (FCC). This series may contain, but is not limited to, applications, permits, contracts and/or agreements, authorizations, copy of license, logs, forms, supporting documents, correspondence, and similar data.	Six (6) calendar years from the expiration or renewal of the license.	Records in this record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	47 CFR 90.15 to 47 CFR 90.20, NRS 11.190 (1)(b), NRS 239C.210, NAC 239.165 (1)(2)	None.

Missing Persons Incident/Crime Report

LRDA Number 20071511

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports and similar records taken by law enforcement of persons (children and adults) believed to be missing or abducted. This series may contain, but is not limited to, reports documenting missing persons identifying information, last known location, time last seen, clothing worn at time of disappearance, driver's license information, motor vehicle information, copy of fingerprints, photographs, dental records, x-rays, reports submitted to other agencies, other pertinent information gathered from parent, legal guardian, or next of kin, correspondence and related documents.	Retain unsolved cases Permanently. Retain solved cases for the same retention period as the applicable investigation file. If the person is located alive and no crime has occurred retain for three (3) calendar years from the close of the case.	This record series contains confidential information.	NRS 432.185 to NRS 432.380, NRS 179A.400, NRS 480.500, NAC 239.165 (1)(2)	See also Investigation Files.

Mobile Audio-Visual Recordings

LRDA Number 20071510

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of audio-visual recordings of law enforcement field actions. These recordings consist of event, non-event, or test recordings. Event recordings involve footage of an incident or encounter that could prove useful for investigative purposes or aid in the prosecution of a crime. Non-event recordings involve footage that do not have value to aid in an investigation or prosecution, such as footage of an incident or encounter that does not lead to an arrest or citation or of the general activities that an officer might perform while in the field such as assisting a motorist, clearing roadways, and similar activities. Test recordings are usually used for training purposes and as an aid in adherence to departmental policies	Transfer event recordings to the appropriate record series for the event documented and retain in accordance with the approved schedule for that record series. Retain non-event recordings for a minimum period of thirty (30) days. Test recordings may be removed from system when no longer administratively useful to the agency.	Recordings containing confidential or sensitive information should be destroyed in a secure manner	NRS 289.830, NRS 484E.110, NRS 52.247, NRS 239.010, NAC 239.165	Any record made by a portable event recording device pursuant to NRS 289.830 (2) is a public record which may be (a) Requested only on a per incident basis and (b) Available for inspection only at the location where the record is held if the record contains confidential information that may not otherwise be redacted.

Mobile Data Computer Transmissions (MDC)

LRDA Number 20071634

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents mobile data computer transmissions such as dispatch related transactions, information checks, status updating, and messaging transactions between patrol units.	Ninety (90) days from the date of the transmission.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.210 (f), NAC 239.165 (1)(2)	None

Parking Citations

LRDA Number 20071461

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are copies of parking tickets issued for meter violations and other parking infractions. Information may include but is not limited to date, time, license number of vehicle, make and model year of vehicle, officer's name, place of violation, type of violation, ticket number, and similar information.	Two (2) calendar years from the date of issuance.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 484.810, NRS 484.444	None

Parking Meter Collection Records

LRDA Number 20071463

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the collection and deposit of funds received from parking meters.	Until completion of annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 266.280, NRS 484.099, NRS 354.624	None

Pawn Shop Records

LRDA Number 20070848

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is a daily transcript or report of the merchandise bought, sold, or held in pledge by pawnbrokers. Information in this series includes but is not limited to the time, date, and place of transaction, the name or other identification of the person or employee conducting the transaction, a complete and accurate description of the goods acquired, including serial numbers, manufacturer's numbers, or other identifying marks, the name, age, address, and description of the person from whom the goods were acquired, the type of identification provided, the issuing agency, the identification number, the amount loaned, the number of the pawn ticket issued, and a signed statement swearing that the seller has the authority to sell or pledge these goods.	One (1) calendar year from the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 646.020 to NRS 646.047, NAC 239.165 (1)(2)	None.

Peace Officer Disciplinary Action Records

LRDA Number 20070807

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents dismissals, suspensions, progressive disciplinary measures, and other actions against peace officers. This series may include, but is not limited to, cause statements, administrative investigation records, hearing records, findings and recommendations, appeal records, correspondence, and related records.	Three (3) calendar years after employee separation.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 289.020 to 289.120, NRS 11.190 (3)(d), NAC 284.718, NAC 239.165 (1)(2)	These files may be destroyed earlier upon the order of a court of record, upon order of the law enforcement agency or through a labor agreement.

Photographs, Law Enforcement

LRDA Number 20071506

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of photographic images (stills, prints, negatives, slides, etc.) of crime scenes, accidents, domestic violence, property damage, property and similar photographs.	Retain this record series for the same retention period as the applicable incident/crime report.	None	None	Review for historical value.

Police Officer Medical Files

LRDA Number 20071465

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document an individual police officers work related medical history. This series may contain, but is not limited to, medical and/or physical examination records (pre-employment, pre-assignment, periodic, or episodic), required tests, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hearing test records, hazard exposure records, first aid incident records, physical examination statements, medical release authorizations, signed consent forms, correspondence and related documents.	Six (6) calendar years after the death of the police officer. (See NAC 617.080 (2))	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530 (j)(2), NRS 616C.052, NRS 617.135, NRS 617.454 to 617.457, NRS 617.485, NRS 616A.400, NAC Chapter 617, NAC 239.165 (1)(2)	Hazard exposure records document an employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous conditions.

Polygraph Examinations

LRDA Number 20070851

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents polygraph examinations given to criminal suspects, prospective employees, and others. This series may contain, but is not limited to, pre-examination records, question sheets, polygraph charts, reports of examination results, films, audio and video recordings of examinations, chart analysis, statements, conclusions and opinion of the examiner, background information, correspondence, and related documents.	Three (3) calendar years from the date of the test.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 801.30, NRS 648.183 to NRS 648.199, NAC 239.165 (1)(2)	None.

POST Course Certification Documentation

LRDA Number 20141884

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents law enforcement training courses certified by the Peace Officers Standards and Training Commission (POST). The files may contain, but are not limited to, A concise synopsis of the course, including, the title of the course, the intended goals of the course and specific objectives for the students in the course, detailed lesson plans, list of the intended instructors, the total amount of hours of instruction, description of the written or practical examinations, bibliography of all resource materials used to prepare the course, and related correspondence.	Three (3) calendar years from the decertification of the course or from the date the course has been superseded or no longer taught.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 289.510, 289.590, NAC 289.300 to 289.320	POST is the office of record for this record series. POST is required through their records retention schedule (RDA 2010-027) to retain this data for 35 years after all officers trained by the course have left law enforcement service.

Processes, Civil Cases

LRDA Number 20070852

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents pertinent information contained/listed in writs, orders, notices, and other civil process issued by a court or other legally authorized agency or individual to be executed, posted, or published by law enforcement.	One (1) calendar year after date of service or return.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Protective Order Log

LRDA Number 20141889

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a log of protective orders served by law enforcement. Information in the log may include but is not limited to officer's name, badge/ID number, protected party information, adverse party information, and date served.	One (1) calendar year from the date the order was served.	This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 33.060 to 33.065, NRS 33.300, NRS 33.430	The clerk of the court maintains a record of each order registered pursuant to NRS Chapter 33.

Radio and Car Logs

LRDA Number 20071633

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents radio calls giving time called, car or station calling, car or station called, car location, nature of call, and acknowledgment.	One (1) calendar year from the date of the call.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Records Dissemination Log

LRDA Number 20070859

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the dissemination of information of an individual's criminal history. This log must contain an entry showing to what agency or person the records of criminal history were provided; the date on which the information was provided; the person who is the subject of the information; and a brief description of the information provided.	One (1) calendar year from date information was provided.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 179A.130, NAC 239.165 (1)(2)	None.

Records Of Convicted Person Registration

LRDA Number 20070861

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are records maintained by law enforcement agencies of the registration of a convicted person required by law to register, who is living within the agencies jurisdiction. This series may contain, but is not limited to, individuals name, alias, address and occupation, social security number, identifying characteristics such as race, sex, age, hair and eye color, scars and blood type, name of employer, driver's license and vehicle information, crime committed and convicted of, date of conviction, place of conviction, sentence imposed, victim information, handwriting exemplars, DNA exemplars, photographs, fingerprints, correspondence and related documents.	Twenty (20) calendar years after offender is no longer required by law to register, or if the law enforcement agency has certain knowledge that an offender has moved from its jurisdiction ten (10) calendar years after offender leaves the jurisdiction.	Records in this record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 179C.010 to 179C.220, NRS 11.190(1)(a), NRS 11.190 (3)(d), NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2)	NRS 179C.010 "Convicted person" means: a person convicted in the State of Nevada or convicted in any place other than the State of Nevada of two or more offenses punishable as felonies, a person convicted in the State of Nevada of an offense punishable as a category A felony, a person convicted in the State of Nevada or convicted in any place other than the State of Nevada of a crime that would constitute a category A felony if committed in this state on July 1, 2003. 2. For the purposes of this chapter, "convicted person" does not include: (a) A person who has been convicted of a crime against a child, as defined in NRS 179D.210, or a sexual offense, as defined in NRS 179D.410; or (b) Except as otherwise provided in this chapter, a person whose conviction is or has been set aside in the manner provided by law.

Records Ordered Sealed by a Court

LRDA Number 20070860

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents records ordered sealed by a court of record in accordance with state and federal laws. This series may contain, but is not limited to, petition notice, affidavits, data sheets, copy of criminal history, copies of court documents, testimony of law enforcement, testimony of prosecuting attorney, hearing records, records of rehearing, evidence, signed order of the court sealing the records, access logs [detailing the authorized inspection of the records], computer printouts, microfilm, microfiche, and related documents.	Retain the sealed record for the same authorized retention period as the equivalent non-sealed record, unless directed otherwise by a court of record.	The sealing of a record limits access to the record, but does not normally effect the retention period.	NRS 179.245 to 179.301, NRS 176A.265, NRS 453.3365, NRS 239.125, NAC 239.165 (1)(2)	Non-permanent records in this series should be destroyed in a secure manner that will prevent reconstruction of the information.

Report of Multiple Sale or Other Disposition of Pistols and Revolvers-ATF form 3310.4

LRDA Number 20161944

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a form used by licensees to report all transactions in which an unlicensed person acquired two or more pistols or revolvers or any combination of pistols or revolvers totaling two or more at one time during five consecutive business days. In accordance with 18 USC 923 (g)(3)(a) licensees are required by federal law to send a copy of ATF form 3310.4 to the State police or the local law enforcement agency in the jurisdiction where the sale took place.	Retain no more than twenty (20) days from the date the form is received.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	18 USC 923 (g)(3)(a), 18 USC 923 (g)(3)(b)	18 USC 923 (g)(3))(b): Except in the case of forms and contents thereof regarding a purchaser who is prohibited by subsection (g) or (n) of section 922 of this title from receipt of a firearm, the department of State police or State law enforcement agency or local law enforcement agency of the local jurisdiction shall not disclose any such form or the contents thereof to any person or entity, and shall destroy each such form and any record of the contents thereof no more than 20 days from the date such form is received.

Sale of Personal Property

LRDA Number 20161938

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the sale of personal property by law enforcement to satisfy court awarded judgments.	Six (6) years from the date of the sale.	If this record series contains confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 248.120, NRS 11.190 (1)(a), NRS 11.190 (3)(d)	None.

Sex Offenders and Offenders Convicted of a Crime Against a Child Registration

LRDA Number 20071685

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are records maintained by law enforcement agencies of the registration of sex offenders and offenders convicted of a crime against a child who are living within the agencies jurisdiction. This series may contain, but is not limited to, individuals name, alias, address and occupation, social security number, identifying characteristics such as race, sex, age, hair and eye color, scars and blood type, name of employer, driver's license and vehicle information, crime committed and convicted of, date of conviction, place of conviction, sentence imposed, victim information, handwriting exemplars, DNA exemplars, photographs, fingerprints, correspondence and related documents.	The lifetime of the individual (if known) or until presumed dead at age one hundred (100), whichever is sooner. If the law enforcement agency has certain knowledge that an offender has moved from its jurisdiction retain this series for ten (10) calendar years after offender leaves the jurisdiction.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 179D.010 to 179D.570, NRS 213.1243, NAC 213.290, NAC 239.165 (1)(2)	None.

Special Unit/Task Force Activity Records

LRDA Number 20161924

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the activities of special units/task forces such as Special Weapons and Tactics, (SWAT), gang units, narcotics enforcement, K-9, anti-graffiti, DUI, search and rescue, and similar special operations police units. These types of units may be ongoing, limited duration, or just organized to address a specific problem or situation, and not intended to carry on beyond a final report or activity. Records in this series may include, but are not limited to, activity reports, programmatic records, intelligence reports, risk assessments , community outreach records, personally identifying information, maps, diagrams, photos, blueprints, etc., related correspondence, and similar records.	Retain annual activity/final reports permanently. Retain other activity reports for a minimum period of three (3) calendar years after completion of the operation, or for ongoing operations three (3) calendar years from the end of the calendar years to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None.

Special Watch Records

LRDA Number 20071459

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents special and vacation watches performed by law enforcement at the request of residents, business owners, and the public. This series may include, but is not limited to, the name and address of requestor, name, address, and telephone number of the business or residence, reason for watch request, type of watch, authorizations, date and time location was checked, officer's name and number, date check ended, officer remarks, correspondence, and similar data.	Cancellation of the watch.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None

Speed-Timing Equipment

LRDA Number 20070855

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the maintenance and calibration of radar guns, camera radar, and similar speed-timing devices. This series may contain, but is not limited to, factory certification of calibration, testing records, inspection records, records of results, maintenance and repair records, date of service or repair, equipment number, make and model, certificates, supporting documents, and similar information.	Three (3) calendar years after equipment is no longer in service.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 459.920, NRS 11.190 (3)(d)	None

Suspect Photographs (including Mug Shots)

LRDA Number 20070850

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of photographs of individuals who have been detained or arrested for various criminal offenses. These types of photographs are often used by law enforcement personnel, victims, and witnesses to aid in the identification of suspects. Information may include suspects name, address, description, date of birth, distinguishing marks or tattoos, and related information.	Add a minimum of two (2) prints to the individuals incident/ crime report or inmate file, or in a mug shot or digital photo program.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 171.1223 to 171.123, NAC 239.165 (1)(2)	None.

Temporary Criminal Intelligence Research and Statistical Records

LRDA Number 20121845

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document research and analysis where a person was associating with a subject suspected of criminal activity and an immediate determination as to the involvement with the subject could not be determined. The record may include, but is not limited to, personal identifying information, various reports with supportive documentation, maps, diagrams, photos, blueprints, etc., data entries, related correspondence, and similar information.	Retain these records for no longer than one (1) calendar year from the date of determination.	This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	28 CFR 22.23, NRS 239B.030, NRS 239C.210, NAC 239.165	None.

Traffic Citations

LRDA Number 20070877

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents citations issued by law enforcement to drivers violating motor vehicle and traffic laws. This series usually includes date, time, location of violation, nature of offense, driver’s name, address, occupation, state licensed, license number, vehicle's license number, state, make of vehicle, violation code, citation number, officers name, and signature of person receiving citation.	Two (2) calendar years from the date of issuance.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 484D.560 to 484D.580, 484A.680, NRS 706.235, NAC 239.165 (1)(2)(1)(2)	None.

Traffic: Accident Incident/Crime Reports

LRDA Number 20070875

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents reports of traffic accidents and the investigation of traffic accidents by law enforcement personnel. This series may contain, but is not limited to, name, address, and license number of driver or drivers involved, date and time of accident, location of accident, information on vehicle or vehicles involved, narrative reports regarding circumstances, diagramed description of how the accident happened, roadway description, prevailing conditions, damage reports, injury reports, name, and address of witnesses, blood-alcohol analyses, reports of incidents, citations issued (if applicable), copy of report submitted to Department of Motor Vehicles, other various reports, forms, photos, correspondence, and related documents.	Five (5) calendar years from the date of the investigation. Retain records of accidents not investigated by law enforcement for a minimum period of two (2) calendar years from the date of accident notification.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 484.227, NRS 484.394, NRS 484.243, NRS 484.247, NRS 480.360, NRS 484.801, NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2)(1)(2)	None.

Use of Force Reports - No Weapon Involved

LRDA Number 20161933

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the investigation of use of force by law enforcement officers while in the line of duty. This series may contain, but is not limited to, use of force incident reports, investigation records, summary and analysis of all relevant evidence, findings, departmental forms, various reports, correspondence and related information.	For reports resulting in disciplinary action-three (3) calendar years and add summary report to personnel file. For reports not resulting in disciplinary action three (3) calendar years from the date of the report.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d),(4)(a)(e), NRS 41.0336, NRS 289.040, NRS 289.057	These records may be destroyed earlier upon the order of a court of record, upon order of the law enforcement agency or through a labor agreement.

Vehicles, Maintenance and Repair Records

LRDA Number 20070880

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the maintenance and repair history of vehicles used by law enforcement. This series may contain, but is not limited to, description of the vehicle, manufacturer's owner and repair manual, service and repair records, copies of invoices of parts and labor, routine maintenance logs, warranties, related correspondence, and similar documents.	Life of vehicle; If the vehicle is involved in an accident retain for the life of the vehicle plus three (3) calendar years.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Vulnerability Assessments

LRDA Number 20121843

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These assessments are used to document the vulnerability of physical structures to criminal activity. Records may include, but are not limited to, contact information, analysis reports and supporting documentation, copies of security plans, maps, diagrams, photos, blueprints, related correspondence and similar information.	Retain these records as long as they hold value to the agency.	This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	28 CFR 22.23, NRS 239B.030, NRS 239C.210, NAC 239.165	None.

Warrants (copy of court records)

LRDA Number 20070882

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents written orders of the court. This series may include, but is not limited to, informational documents related to the wanted person, teletypes, subpoena or summons, and other records relevant to the service of warrants. Warrant information usually includes date, court, judge's name, individual's name and date of birth, charge, and related information.	Until served, executed, recalled, or cancelled by the court.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 248.100, NRS 259.140, NAC 239.165 (1)(2)	None.

Work Permit/Cards

LRDA Number 20070885

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer records associated with employee work cards as required by state law, county or municipal codes. This series may contain, but is not limited to, a referral or hire slip from the prospective employer, work card application packet, applicant personal information, signed authorization for release of information forms, copy of criminal history, investigative records, applicant fingerprints, applicant photograph, proof of payment of fees, and related documents.	Three (3) calendar years from the expiration, renewal, or denial of the work card.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 118A.335, NRS 648.060, NRS 599B.115, NRS 432A.175, NRS 655.070, NRS 11.190 (3)(d), NRS 11.190 (4)(a) and others, County Code, Municipal Code, NAC 239.165 (1)(2)	The purpose of the work card is to regulate businesses, trades and professions that require a high degree of supervision and that seriously affect the public health, safety, prosperity, security, comfort, convenience, general welfare and property of the State and its residents.

Work Permit/Cards for Prostitutes, All Records

LRDA Number 20070891

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer records associated with the employees of brothels (prostitutes, bartenders, managers, and others) required by county code to be licensed.	Twenty (20) calendar years from the expiration, renewal, or denial of the work card.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 441A.800 to 441A.815, County Code, NAC 239.165 (1)(2)	None.

Work Permits/Cards: Receipts for Work Cards

LRDA Number 20070889

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment of fees for processing work cards.	Until resolution of an annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Catalog Records

LRDA Number 20070893

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of electronic or physical records identifying and describing books and other materials in library collections. Information usually includes name of author, title, subject, publisher, publication date, and call number.	Until superseded or no longer needed for reference.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Collections of Fines and Fees

LRDA Number 20070894

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents money received for library fines, lost books, copy machine use, laser prints, facsimile services, computer-assisted legal research, and similar fines or fees. Information usually includes amount of money received, what the money was received for, date, and signature of person receiving payment.	Until annual audit is completed	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 239.013, NAC 239.165 (1)(2)	None.

Copy Log

LRDA Number 20070895

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents copy machine usage.	Until annual audit is completed	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	None

Narrative Reports

LRDA Number 20071561

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of annual reports relating to law library statistics on expenditures, circulation, attendance, print and non-print inventory, services and/or programs and other pertinent information.	Retain annual reports Permanently. Retain other activity/program reports (not otherwise scheduled in this section) for a minimum period of two (2) calendar years from the year created.	This record series should not contain confidential or restricted information. Non-permanent records may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Register of Borrowers

LRDA Number 20070898

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains information on individuals granted borrowing privileges. Information includes patron's name, law library card information, item borrowed, due date, and date returned.	One (1) calendar year after last activity shown on register.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Application to Become a Park Commissioner

LRDA Number 20070903

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Applications and resumes submitted to parks and recreation departments by individuals seeking to become a park commissioners. Usually contains: name, address, phone or contact number, social security number, job skills, employment history, educational background and similar documents.	Two (2) calendar years after the applicant is accepted or rejected.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NAC 239.165 (1)(2)	None.

Applications to Rent or Lease Facilities

LRDA Number 20070904

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of applications to rent/lease parks and recreation facilities and may contain, but is not limited to, facility request forms, applications, reservation forms, registration lists, copies of waivers, copies of permits, fee schedules, accounting reports, related correspondence and similar records.	Until annual audit is completed	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 239.0105	None.

Behavioral Reports

LRDA Number 20161943

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document problems/inappropriate behavior in Safekey and similar types of parks and recreation sponsored programs. Series may include but is not limited to personally identifying information, copy of participant code of conduct, “let’s think about it form”, report documenting problem/inappropriate behavior, signed copy of report received from parent or guardian, and similar documentation.	One (1) calendar year from the date of the incident.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105	None

Construction of Facilities, Proposed or Completed

LRDA Number 20070906

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents new construction or modification to existing park structures and may contain, but is not limited to, copies of applications and permits; inspection reports; plans; maps; blueprints; as-built drawings; design files; project orders, related correspondence, and similar documents.	Six (6) calendar years after construction completed or abandoned.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Contractors, Records of Persons Hired as

LRDA Number 20070908

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains information on persons hired as contractors on parks and recreation projects and may contain, but is not limited to, contractor name and license number, business name and license number, project information, duplicate copies of contracts or agreements, billing claims, copies of cancelled checks, correspondence and similar documents.	Three (3) fiscal years from the completion of the project.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NAC 239.165 (1)(2)	None.

Equipment: Rental Records

LRDA Number 20070916

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the renting of parks and recreation equipment by individuals or groups.	Until annual audit is completed	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 239.0105, NAC 239.165 (1)(2)	None.

Equipment: Usage Reports

LRDA Number 20070911

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the use of parks and recreation equipment by individuals or groups.	One (1) fiscal year from the end of the fiscal year to which the record pertains..	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105, NAC 239.165 (1)(2)	Review for historical value

Equipment: Use Requests

LRDA Number 20070910

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests by individuals or groups to use parks and recreation equipment.	One (1) fiscal year from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105, NAC 239.165 (1)(2)	None.

Park and Facility Inspection Records

LRDA Number 20071579

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents periodic inspections of parks and facilities to check for damage and recommend repairs and maintenance. Records often include inspection worksheets or checklists, maintenance request forms, maintenance and repair reports, correspondence and related documents.	Six (6) calendar years from the date of the inspection.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Park/Facility Inventories, Property and Equipment

LRDA Number 20070917

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents property and equipment records and inventories. This series may contain, but is not limited to, copies of purchase orders, monthly property reports, descriptions of items, manufactures model and serial number, fiscal reports related to original cost, value, commodity codes, memos, correspondence and other related records.	One (1) fiscal year after inventory is updated/superseded.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Permits Issued for Park or Facility Use

LRDA Number 20070919

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents permits issued for park or facility use by individuals or groups and may contain individual or group information, copy of permit, rental information, payment documents, receipts, related correspondence and similar documents.	One (1) fiscal year after completion of an annual audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 239.0105, NAC 239.165 (1)(2)	Review for historical value

Programs: Accidents Occurring During a Program Which Result in Personal Injury or Death

LRDA Number 20070920

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents accidents during a program which result in personal Injury or death. Reports may contain but are not limited to date and time of accident, location of accident, type of accident, narrative reports regarding circumstances, parties involved, injury reports, copies of medical treatment reports, property damage reports, witness statements, copies of police reports, departmental forms, releases, notes, photos, correspondence, and related documents.	Three (3) calendar years from the end of the calendar year to which the record pertains, if no action is pending.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239.0105, NAC 239.165 (1)(2)	None.

Programs: Descriptions of Programs

LRDA Number 20070921

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the planning, development, and publication of various recreational programs offered by parks and recreation departments. This series may contain, but is not limited to, course or program descriptions, lesson plans, instructor information, handouts, pamphlets, instruction manuals, and similar documents.	Until program is completed.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Programs: Participant Registration and Attendance Records

LRDA Number 20070922

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the registration and attendance of participants in various parks and recreation department sponsored events, activities, and classes. This series may contain, but is not limited to, registration/enrollment forms or cards, class or activity rosters, sign-in/sign-out sheets, and related documents. Information usually includes name, address, phone number, date of birth, pertinent medical information, signature of participant or parent or guardian, name, dates, and times of class or activity, fee paid, correspondence and similar documents.	One (1) calendar year after program ended.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105, NAC 239.165 (1)(2)	None.

Programs: Payment Records, Participants

LRDA Number 20070923

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment of fees by participants of parks and recreation department sponsored events, activities, and classes and may contain, but is not limited to, billing and payment documents, receipts, related correspondence and similar documents.	Until annual audit is completed	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 239.0105, NAC 239.165 (1)(2)	None.

Programs: Senior Citizens' Program Records

LRDA Number 20070925

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the registration and attendance of participants in various parks and recreation department sponsored senior citizen programs. This series may include, but is not limited to, registration/enrollment forms or cards, class or activity rosters, sign- in/sign-out sheets, and related documents. Information usually includes name, address, phone number, date of birth, pertinent medical information, signature of participant, name, dates, and times of class or activity, fee paid (if applicable), correspondence and similar documents.	One (1) calendar year after program ended.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105, NAC 239.165 (1)(2)	Review for historical value.

Schedules for Use of Facilities

LRDA Number 20070926

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the scheduling of parks and recreation facilities for use by individuals or groups.	One (1) calendar year from date scheduled.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105, NAC 239.165 (1)(2)	None.

Scholarship Applications

LRDA Number 20161937

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of applications for scholarships for free or reduced pricing for participation in local government sponsored programs or events.	Three (3) years from the award or denial of the scholarship.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105, NRS 11.190 (3)(d)	None.

Statements or Waivers Releasing a Park or Recreation Department from Liability for Personal Injury **LRDA Number 20070927**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents individual liability release forms required for participation in various programs offered by parks and recreation departments during the year. This series usually consists of event specific liability forms or waivers, participant information, contact information, signature of participant or parent/legal guardian, emergency contact information, and similar information.	Two (2) calendar years from the cessation of activity for which the release/waiver was signed, if no action is pending	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (4)(e), NRS 239.0105, NAC 239.165 (1)(2)	None.

Swimming Pool Operating Records **LRDA Number 20071673**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
The record series documents the operation of local government operated swimming pools. This series may include but is not limited water quality test and analysis reports, incident reports, copies of accounting documents, inspection and maintenance requests and reports, attendance counts, correspondence and similar documents.	Retain operation related records for three (3) calendar years from the end of the calendar year to which the record pertains, or for the period required by the Health Authority, whichever is longest. Retain copies of related accounting documents until completion of an annual audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 354.624, NAC 444.150, NAC 444.262, NAC 444.264, NAC 444.522, NAC 239.165 (1)(2)	None.

Affirmative Action Program Files

LRDA Number 20071691

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer Affirmative Action Plans in accordance with 29 CFR 1608 and the state EEO law (See NRS 613.310 to 613.435). This series may contain, but is not limited to, copy of Affirmative Action Plan, self-analysis documentation, compliance monitoring documentation, survey reports, completed forms, summary reports, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR Part 1608, 41 CFR Part 60-2, 29 CFR 1602.30, NRS 613.310 to 613.435, NAC 239.165 (1)(2).	The federal Equal Opportunity Survey is confidential in accordance with 41CFR 60-2.18 (d).

Alcohol and Drug Testing Records - Negative Results

LRDA Number 20101814

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the testing of current and prospective employees for alcohol and/or controlled substances prohibited by policy or statute. This series may include, but is not limited to, records which document the collection process, random sample process, decision to administer reasonable suspicion drug or alcohol testing, laboratory reports, consent forms, forms documenting employees receipt of drug and alcohol policy, test results, correspondence, and any other pertinent documentation.	One (1) calendar year from the date screening was completed.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. These records are not personnel records and must be kept in a separate location from employee personnel records per NRS 284.4068.	49 CFR 40.333, 45 CFR 164.501, NAC 239.165	Although this record series may contain "protected health information" as defined by HIPAA (Health Insurance Portability and Accountability Act, 42 U.S.C. § 1320d et seq.), these records are considered to be "employment records" under 45 CFR 164.501 definition of "protected health information" #2 (iii), and exempt from HIPAA access and retention requirements.

Alcohol and Drug Testing Records - Positive Results

LRDA Number 20070302

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the testing of current and prospective employees for alcohol and/or controlled substances prohibited by policy or statute. This series may include, but is not limited to, records which document the collection process, random sample process, decision to administer reasonable suspicion drug or alcohol testing, laboratory reports, consent forms, forms documenting employee's receipt of drug and alcohol policy, test results, correspondence, and any other pertinent documentation.	Five (5) calendar years from the date screening was completed.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. These records are not personnel records and must be kept in a separate location from employee personnel records per NRS 284.4068.	42 USC section 1320d et seq., 45 CFR 164.501, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	Although this record series may contain "protected health information" as defined by HIPAA (Health Insurance Portability and Accountability Act, 42 U.S.C. § 1320d et seq.), these records are considered to be "employment records" under 45 CFR 164.501 definition of "protected health information" #2 (iii), and exempt from HIPAA access and retention requirements.

Americans With Disabilities Act (ADA) Compliance Records

LRDA Number 20071422

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document compliance with the Americans With Disability Act (ADA). This series may include, but is not limited to, administrative reports, public inquiries, copies of policies and procedures, federal ADA inquiries, copies of compliance reports, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they pertain.	All records pertaining to any physical or mental disability of an employee or applicant are confidential per 29 CFR 1630.14 and must be maintained and filed separately from other personnel files.	29 USC section 255, 29 CFR 1602.31, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.

Appeals Files (Disciplinary Actions)

LRDA Number 20071662

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document employee disciplinary actions appealed to a hearings officer or hearings board involving suspension, demotion, termination, involuntary transfers and/or whistleblower complaints. This series may contain, but is not limited to, formal appeal forms or original letter requesting an appeal, copies of documents from the master personnel file, copies of applications, work performance standards, job descriptions, job announcements, personnel/payroll actions forms, request for hearing under the provisions of NRS 281.645 (Whistleblower Law), resignation forms, employee development report forms, written reprimands, audio and visual tapes, photos and similar documents.	Three (3) calendar years from the date of the decision of the hearings officer/ board, or the date the appeal was withdrawn, settled or dismissed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.30, NRS 281.645, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Apprenticeship Records

LRDA Number 20071743

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents applicant qualifications and may contain applicant information, original applications, job assignments, evaluation basis for selection or rejection, conditions of work, time records, hours of training provided, minority status, gender of all selected and rejected applicants, apprenticeship agreement, roster of apprentices, qualification records, related correspondence and similar documents.	Five (5) calendar years from the applicants completion, withdraw, or termination from the program.	This record series may contain confidential or restricted (personally identifying) information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 30.8(e), NAC 610.925, NAC 239.165	None.

Background Checks/Investigations

LRDA Number 20070304

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents background checks/ investigations of individuals including those for recruitment and active employment, volunteers, interns, and contracted workers. This series may contain, but is not limited to, employment reference information, background survey questionnaires, background check disclosure authorizations and release forms, copies of fingerprint cards, information gathered from criminal background checks, correspondence and related documents.	If hired: Retain for a minimum period of three (3) calendar years after separation of service. If not hired: Retain for a minimum period of three (3) calendar years from the date investigation is completed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NRS 11.190 (3)(d), NRS 239B.010 to NRS 239B.020, NRS 179A.103, NRS 179A.075, NAC 239.165 (1)(2)	None.

Commercial Driver's License Records

LRDA Number 20101816

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records are used to document that an individual has been granted a commercial driver's license when this type of license is required as a condition of employment. Records may include, but are not limited to, copy of commercial driver license, random drug test records, physical examination records, medical card, endorsements, and similar documents.	Five (5) calendar years from the expiration, renewal, suspension, or revocation of the license.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	49 CFR 391.41 (e), 49 CFR 40.333, 49 CFR 383, NRS 483.900 to 483.940, NAC 483.800 to 483.850, NAC 239.165	None.

Continuation of Insurance Benefits (COBRA) Records

LRDA Number 20071286

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents compliance with the Consolidated Omnibus Reconciliation Act of 1986 (COBRA). Records document notifications to employees or dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave. This series may contain, but is not limited to, employee and dependent names and social security numbers, insurance package currently carried, written notice of COBRA rights and whether the covered employee, spouse and/or dependents elected or rejected coverage, dates of termination, coverage end date, correspondence and related documents.	Six (6) calendar years after eligibility has expired.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	26 CFR 54.4980B-1 through 54.4980B, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2),	None.

Continuing Education Files

LRDA Number 20071660

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents continuing education and/or training that may be required for renewal of a professional license or certificate. The files may include, but are not limited to, educational transcripts, attendance rolls, course/workshop documentation, continuing education credit slips, continuing education training forms, related correspondence and similar documentation.	Three (3) calendar years from the end of the renewal period.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii) NRS 205.4617, NRS 239B.030, NRS 11.190(3)(d), NAC 239.165 (1)(2)	None.

Deferred Compensation Plans - Participant Records

LRDA Number 20070306

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the voluntary participation of individuals in Deferred Compensation Plans. Records may include, but are not limited to, plan selection and application forms, enrollment records, payroll contribution and deduction summaries, personal data records, authorizations, beneficiary information, living trust records, hardship records, change requests, payout estimates, year-end balance reports, distribution reports, correspondence, and related documents.	Six (6) calendar years from the close of the participants account or accounts.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	26 USC section 401(a), 26 USC section 457, 26 CFR 1.457, NRS 287.381 to 287.480, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Deferred Compensation Plans - Plan Details

LRDA Number 20071285

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents Deferred Compensation Plans offered as a voluntary benefit to aid employees in saving for retirement. This series may include, but is not limited to, plan explanations, details, and descriptions, third party administrator information, investment options, fund performance information, enrollment information, contribution and distribution information, correspondence and related documents.	Retain this record series for the full period that plan or system is in effect, plus three (3) calendar years after termination of the plan.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1627.3, 29 USC section1027, 29 CFR 2520, 26 USC section 401(a), 26 USC section 457(g), NRS 287.381 to 287.480, NRS 11.190 (3)(d)	None

Disciplinary Records

LRDA Number 20071298

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the investigation of allegations of employee misconduct and/or violation of department regulations or orders, state or federal statutes, or local ordinance. Series may include, but is not limited to, cause statements, investigative records, verbal/written reprimands, copies of work performance standards, corrective action agreements, interview and hearing records, findings and recommendations, employee's reply, various forms, and related records.	Three (3) calendar years from the date of last action, or for the period required by disciplinary settlements or negotiated agreements.	This record series may contain confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NRS 11.190 (3)(d), NAC 239.165 (1)(2), Collective Bargaining Agreements	Some information from this series may be included in the Master Personnel File.

Donated Leave Program Records

LRDA Number 20071296

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the receipt and donation of leave for medical emergencies. This series may contain, but is not limited to, leave donation forms, recipient applications, agency approvals or denials, medical or physician certifications, leave donation records, leave transfer records, payroll notification records, payroll reports, copies of time and attendance sheets, leave program termination records, correspondence and related documents.	Three (3) fiscal years from the fiscal year in which the leave was donated or used.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

EEO Reports

LRDA Number 20071690

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document Equal Employment Opportunity (EEO) reports required by state/federal law or regulation. This series may contain, but is not limited to, EEO reports and supporting documentation, special reports (if required), related correspondence and similar documentation.	Three (3) calendar years from the submission of the report.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1602.30 to 1602.45, NRS 613.310 to 613.435	None

Eligibility Lists

LRDA Number 20070307

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of lists and similar records of eligible applicants for employment positions. These types of lists are often used to set up applicant interviews as part of the employee selection process.	Two (2) calendar years from the year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NAC 239.165 (1)(2)	None.

Employee Assistance Program Case Files - Required

LRDA Number 20071295

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents required evaluations and treatment of employees who must complete the rehabilitation program recommended by the evaluation as a condition of continued employment. Records in this series may include, but are not limited to, appointment records, agreements, employee/family personal information, release of information forms, assessment records, counseling and consultation records, referral information, treatment plans, problem solving plans, plan implementation records, supervisory documentation, treatment disposition records, correspondence, and related documents.	Six (6) calendar years after employee completes program.	This record series is confidential and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 290dd-2, 42 CFR 2.1, 42 CFR 2.2, 42 CFR 2.13, NRS 11.190 1(b), NRS 11.190 3(d)	None.

Employee Assistance Program Case Files - Voluntary

LRDA Number 20071294

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the voluntary referral and treatment of employees and/or employee family members in agency sponsored assistance programs. Records may include, but are not limited to, appointment records, employee family member personal information, release of information forms, assessment records, informational materials, counseling and consultation records, referral information, treatment plans, supervisory documentation, problem solving plans, plan implementation records, correspondence, and related documents.	Six (6) calendar years after last treatment or session.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 290dd-2, 42 CFR 2.1, 42 CFR 2.2, 42 CFR 2.13, NAC 239.165 (1)(2)	None.

Employee Attendance Records

LRDA Number 20070048

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents employee attendance and may include but is not limited to time sheets or cards, leave requests, internal computer printouts, related correspondence, and similar documents.	Three (3) fiscal years from the year to which it pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 516.5, NRS 11.190 (3)(d)	None.

Employee Development \Training Records

LRDA Number 20071375

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer employee development and training. This series may contain, but is not limited to, employee name, social security or personnel ID number, request for training forms, training plans, employee training history, copies of training certificates, documentation of continuing education credits, records documenting completion of mandatory training requirements, reports detailing staff training (courses taken), statistical reports, training program evaluations, reports detailing training needs, records authorizing and administering the granting of educational leave, training summaries, related correspondence and similar records.	Three (3) calendar years from the transfer, separation, retirement, or termination of an employee.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29CFR1910.1001(4), NRS 11.190 (3)(d), NAC 239.165 (1)(2)	A copy of the employee's development and training information should be sent to the employee and the new agency upon transfer.

Employee Directories, Rosters or Indexes

LRDA Number 20071290

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is usually a listing of current employees and may include name, position title, work phone number, work address, and similar contact information.	Until superseded or no longer in use.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Employee Handbooks

LRDA Number 20071276

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of guidelines created to explain the internal operations, policies, and procedures of the agency to a new employee.	Six (6) calendar years from the date the handbook is superseded or discontinued.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Employee Licenses / Certificates

LRDA Number 20070837

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents licenses/certificates issued to employees by professional, educational, regulatory, or other agencies. These types of licenses/certificates are normally occupation specific (EMS, Peace Officer, Firefighter, Social Worker, Nurses, Engineers and similar professions) and are usually required as a condition of employment.	Three (3) calendar years from the expiration or renewal of the license or certificate.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Employee Medical Records [Except Police Officers and Firefighters]

LRDA Number 20071236

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document an individual employee's work related medical history. This series may contain, but is not limited to, medical examination records (pre-employment, pre-assignment, periodic, or episodic), X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, first aid incident records, physical examination statements, medical release authorizations, signed consent forms, correspondence and related documents.	Retain all medical (non-hazard exposure) records six (6) calendar years after their receipt or production. The medical records of employees who have worked for less than one (1) year need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment.	Access to these records is restricted pursuant to NRS 629.061, and they must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1630.14, 42 CFR 1003.132, 45 CFR 164.502, NRS 629.021 to 629.061, NAC 239.165 (1)(2)	These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act.

Employee Medical Records-Hazard Exposure Records

LRDA Number 20071289

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents an employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous work related conditions. Records may include, but are not limited to, hearing test records, radiation measurement records, blood test or other laboratory results, incident reports, first-aid records, X-rays, work station air sampling reports, biological monitoring results, medical treatment reports, medical release authorizations/letters, correspondence and similar documents.	Thirty (30) calendar years after employee separation.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1910.1020 to 1910.1030, 45 CFR 164.502, NAC 239.165 (1)(2)	These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act.

Employee Recognition Program Records

LRDA Number 20070332

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the recognition of employees for special service to the agency. This series may include, but is not limited to, service awards, recognition certificates, commendations, award nominations, lists of past recipients, and presentation or ceremony records and photographs.	Two (2) calendar years from the date of the record.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Employment Contracts

LRDA Number 20071288

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents individual employment contracts or, where contracts or agreements are not in writing, a written memorandum summarizing the terms and conditions of employment.	Six (6) years after expiration of the contract or agreement.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 516.5, NRS 11.190 (1)(b)	None.

Evidence of Insurability Files

LRDA Number 20071098

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer the addition of self, spouse or dependants to health insurance plans. The files may contain, but are not limited to, request forms, supporting documentation -- which usually includes, copies of birth certificates, marriage license and other legal documents, authorization forms and related correspondence.	Six (6) calendar years after the receipt of the records.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), NRS 11.190 (1)(b), 45 CFR 164.530 (j), NAC 239.165 (1)(2)	HIPAA compliance statement (45 CFR 164.524 (e)): This record series contains "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164.

Family Leave (FMLA) Records

LRDA Number 20070310

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and regulate the granting and monitoring of family leave under the Federal Family and Medical Leave Act of 1993 and the State Parental Leave Without Pay Bill. This series may contain, but is not limited to, requests for leave of absence form, requests for leave, requests for parental leave without pay, time sheets, payroll documents, medical reports and certification forms, certification of Physician or Practitioner form, notice of family leave act, FMLA fact sheet, notice of specific expectations and obligations, documents of disputes with related correspondence, documents of employer benefits and polices and procedures, and similar documents and related correspondence.	Three (3) fiscal years from the end of the fiscal year in which the leave was taken	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 825.500, 29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, 42 USC section 405 (c)(2)(C)(viii), NRS 205.4617	None.

Fitness For Duty Files

LRDA Number 20071469

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to document the action when an evaluation is done to determine an employee's ability to perform the essential functions of the job due to physical, mental or emotional disorders. This series may include, but is not limited to, incident reports, essential functions forms, certifications from health care providers (temporary disability, return to work, etc.), copies of medical records, copies of leave forms (with supportive documentation), copies of payroll reports (including time and attendance reports), hearing documentation, related correspondence and similar documents.	Three (3) calendar years from the date of final action.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, NAC 239.165 (1)(2)	None.

Garnishments

LRDA Number 20071247

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of documentation of requests and court orders served on the local government to withhold the wages of employees for garnishments, tax levies, support payments and other reasons. This series may contain, but is not limited to, writ of garnishment, notarized interrogatories, copies of writ of execution with attachments, answer of garnishee, affidavits, copies of accounting documents, notes, correspondence, and related documents.	Six (6) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 516.6, NRS 11.190 (1)(a), NRS 11.190 (3)(d), NRS 31.240, NRS 31.249, NRS 239B.030, NAC 239.165 (1)(2)	None.

Grievances: Case Files

LRDA Number 20070311

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents grievances or complaints filed by current employees, terminated employees, applicants, or private citizens regarding employment practices. This series may include, but is not limited to, complaints, investigation reports, interview documentation, witness statements, background information, supporting papers, summary of action taken, audio/video recordings, related correspondence, and summary of disposition.	Three (3) calendar years from the date the case is withdrawn, settled or dismissed.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.30, 29 CFR 1602.31, 29 CFR 1602.40, NRS 205.4617, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Grievances: Hearings

LRDA Number 20070312

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents grievances or complaints submitted for resolution to hearings officers or hearings boards. This series may include, but is not limited to, initial complaint, investigation records, background material, witness statements, interview and hearing reports, hearing officer's findings and decisions, correspondence, and related records.	Three (3) calendar years after the final disposition of the case.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.30, 29 CFR 1602.31, 29 CFR 1602.40, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Grievances: Record on Judicial Review

LRDA Number 20071661

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document grievance files or appeals of disciplinary actions where court action has been initiated. This series may contain, but is not limited to, copies of documents found in the grievance file, copies of documents within the appeals file, copies of hearing files, court documents, correspondence and related documents.	Six (6) calendar years from the date of the final court action, or the date the action was withdrawn, settled or dismissed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(a), NAC 239.165 (1)(2)	None.

Group Health and Life Insurance - Death Claims

LRDA Number 20161930

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer claims for life insurance upon a covered employee's death. Records may include but are not limited to, beneficiary information, claims for benefit and supporting documentation, benefit payment records, copies of medical records, copy of death certificate, related correspondence and similar records.	Six (6) calendar years after the claim is closed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), NRS 287.010	This record series may contain "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164.

Group Health and Life Insurance - Employee Records

LRDA Number 20161928

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents benefit and insurance coverage of local government employees and may contain, but is not limited to, insurance and benefit enrollment forms including changes and corrections, authorization statements, pre-tax documentation, copies of medical records, beneficiary information, payroll deduction forms, related correspondence and other documents pertinent to benefits.	Retain the employee's current documentation for six (6) calendar years from the date the employee is no longer covered under any benefit package. Retain superseded forms and authorizations for a period of two (2) calendar years from the date the records become inactive, expired, or superseded.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), 45 CFR 164.530 (j), 29 CFR 516.6, NRS 11.190 (1)(b), NRS 11.190(3)(d)	This record series may contain "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164.

Group Health and Life Insurance - Long Term Disability Records

LRDA Number 20161929

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer claims for long term disability. Records may include but are not limited to, employee information, physician’s statement, copies of medical records, claims and supporting documentation, HIPAA access and disclosure statement, related correspondence and similar information.	Six (6) calendar years from the date of the closure or final resolution of the claim.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), NRS 287.010	This record series may contain "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164.

Group Health and Life Insurance Plans

LRDA Number 20070314

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents group insurance policies offered by a local government as part of the employee benefits program. This series may contain, but is not limited to, information on various insurance plans (health, life, catastrophic illness, dental, vision, long-term care) enrollment information, handouts and brochures, related correspondence, and similar information.	Retain for a minimum period of one (1) calendar year from the termination of the plan.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1627.3 (2), NRS 11.190 (1)(b)	None

Job Advertisements

LRDA Number 20070315

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of advertisements to inform eligible job seekers of job openings. The notices may include position number, position title, salary range, job location, minimum qualifications, brief description of duties, where to apply and special instructions.	Two (2) calendar years from the close of the recruitment.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1602.31	None

Master Personnel File

LRDA Number 20070321

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is the official personnel file for people employed by local governmental entities. The file may contain, but is not limited to, job applications, credential files, background checks, notice of appointment documents, personnel transaction records, classification and salary records, payroll withholding information, leave summary records, employee development documents, employee performance documents, training documents, disciplinary actions, longevity reports, copies of licenses or certificates, records relating to other employment practices (including policy acknowledgments and agreements), personnel action forms, exit interview records, and similar documents related to an individual's employment.	Retain records which document employment history (including but not limited to salary history and longevity documents) for a minimum period of ten (10) calendar years from the end of the calendar year in which the individual separated from service. Records which do not document employment history and are not scheduled elsewhere in the" Records of Personnel" section may be purged from the file three (3) calendar years from the end of the calendar year in which the individual separated from service.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.30, 29 CFR 1602.31, 29 CFR 516 .5, NRS 11.190 (3)(d), NRS 205.4617, NAC 239.165 (1)(2)	If the employee is rejected for any lawful reason during their probationary period retain this series for a minimum period of three (3) calendar years from the end of the calendar year in which the individual was rejected or dismissed.

Organizational Climate Studies

LRDA Number 20141903

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents studies conducted to assess and evaluate the culture, employee morale, effectiveness of management, and the internal communication of an organization. Findings from these studies may be used to assist an organization in maintaining a healthy, efficient and hospitable workplace. Series may include, but is not limited to survey summaries, study summary, findings and recommendations, follow-up summary findings, and related correspondence.	Three (3) calendar years from the closure of the study.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None.

Pay Resolutions for Management and Classified Employees

LRDA Number 20070318

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the determination of compensation for management and classified employees. This series may contain, but is not limited to, salary surveys, job evaluations, compensation schedules, correspondence and related documentation.	Two (2) calendar years from the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31	None.

Personnel Files - Temporary and Seasonal Employees

LRDA Number 20071297

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the employment history of temporary and seasonal employees. These employees are usually hired to perform specific tasks or projects, and length of employment is usually for a limited duration. Records may include, but are not limited to, job applications, background checks, employee personal information, position classification and salary records, payroll withholding information, leave summary records, evaluations, training certificates, and other similar records related to an individual's employment.	If the employee's length of continuous service is one (1) year or greater retain this record series for a minimum period of thirty (30) calendar years after separation. If the employee's length of continuous service is less than one (1) year retain this record series for a minimum period of three (3) calendar years after separation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Photo Identification Records

LRDA Number 20071287

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series includes photographs and other records used to identify governmental employees, private security personnel, contract workers, and others. This series may include, but is not limited to, identification cards, photographs, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and related documents.	Until superseded or obsolete.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Position Description Records

LRDA Number 20071284

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series describes the specifically assigned duties and responsibilities of a particular employment position. Information may include, but is not limited to, essential job duties, job standards, working conditions, salary or pay range, educational requirements, required licenses/certificates, and other desired qualifications.	Two (2) calendar years after superseded or eliminated.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1602.31	None

Position Reports

LRDA Number 20070323

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents information used in the management of employment positions. This series may include, but is not limited to, information on incumbents, vacant position status, authorized positions filled, job descriptions, position groups, position titles, position inventories and structures, hiring plans, staff lists and related records.	Two (2) calendar years after superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1602.31	None

Reasonable Accommodation Records

LRDA Number 20071470

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document requests for "reasonable accommodation" in the work place. This includes information regarding the medical and mental condition, history and work-related restrictions of an employee or applicant as permitted by the Americans with Disabilities Act . The files may contain, but are not limited to, essential function forms, self-evaluations, copies of medical records, certifications from health care providers, documents relating to work related accommodations (including formal requests for accommodations, responses, and related supportive documentations), related correspondence and similar documents.	Three (3) calendar years from the date of separation of employment with the agency, or for applicants that are subsequently not hired, from the date the recruitment was closed.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 12101 et seq., 29 CFR 1630.14, 42 USC section 405 (c)(2)(C)(viii) , NRS 205.4617, NAC 239.165 (1)(2)	All records pertaining to any disability of an employee or applicant are confidential (29 CFR 1630.14) and must be filed separately from other personnel files and stored in a secure manner.

Recruitment Files

LRDA Number 20070325

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the recruitment and selection of individuals for employment or promotional opportunities. Records may include, but are not limited to, job announcements and descriptions, applicant lists, applications and resumes, examination records and results, letters of reference, recommendations, classification specifications, affirmative action records, interview questions, interview and application scoring notes, evaluations, applicant background investigation information, civil service records, promotion lists, position authorization forms, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and ratings levels), and any other selection or screening criteria. This series may also include inactive or cancelled recruitment records.	Four (4) years from the close of the recruitment.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1981, 28 USC section 1658, 29 CFR 1602.30, 29 CFR 1602.31, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Recruitment Files: Pre-Employment Medical Screenings

LRDA Number 20071471

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used in the recruitment process for pre-employment medical inquiries in accordance with 29 CFR 1630.14 (ADA). The files may contain, but are not limited to, medical questionnaire (medical history) forms, medical release authorizations, signed consent forms, physical fitness exams and reports, blood work results, results of medical exams by a health care provider, copy of the essential functions form, copies of job description, related correspondence and similar documents.	Four (4) years from the close of the recruitment process.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1981, 28 USC section 1658, 29 CFR 1630.14, NRS 11.190 (3)(d), NRS 613.310 to 613.435, NAC 239.165 (1)(2)	All records pertaining to any disability of an employee or applicant are confidential (29 CFR 1630.14) and must be filed separately from other personnel files and stored in a secure manner.

Retirement and Deduction Reports - Public Employees Retirement System (PERS)

LRDA Number 20070455

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents deductions and payments made towards employee retirement benefits to the Public Employees Retirement System (PERS) and may contain, but is not limited to, retirement contributions reports, employer paid contribution reports, copies of payroll deduction forms, deduction input documents, employer subsidiary transaction listings, monthly reports, transmittals, forms, correspondence, and related documents.	Six (6) fiscal years from the fiscal year to which the reports pertain.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii) [SSN], NRS 286.290, NRS 286.460, NRS 286.288, NRS 11.190 1(b), NAC 239.165 (1)(2)	The Public Employees Retirement System (PERS) has the legal responsibility to administer and maintain the retirement benefit information of those employees enrolled in the PERS system.

Salary Surveys

LRDA Number 20071381

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents studies and surveys conducted by local governmental entities or its agents to gather comparative salary information for employment positions in comparable organizations. This series may contain, but is not limited to, surveys and salary comparisons for all employees within the state of Nevada (public and private), surveys and salary comparisons for all Nevada employers, compilations from Western States, occupational studies, special survey classes, benefits comparison reports, work papers, backup documents, notes, correspondence, and related documentation.	Two (2) calendar years from the end of the calendar year in which the study was conducted.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Salary/Wage Schedules

LRDA Number 20071382

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents all tables or schedules (from their last effective date) of the employer which provide the piece rates or other rates used in computing straight-time earnings, wages, salary, or overtime pay computation.	Six (6) calendar years from the date schedule is superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 516.6, 29 CFR 1602.31, NRS 11.190 (1)(b)	Review for historical value.

Seniority Lists

LRDA Number 20070627

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the ranking of employees by the employee's length of service.	Until superseded by a new list.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 613.380	None

Sexual Harassment / Discrimination Files

LRDA Number 20071323

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document investigations into alleged sexual harassment and/or discrimination in accordance with the Governor's Policy Against Sexual Harassment and Discrimination. This record series may contain copies of the sexual harassment and discrimination policy acknowledgement forms, sexual harassment or discrimination complaint forms, intake reports, notices given to employee documenting their rights during an internal investigation, investigative reports and statements, findings, supportive documentation, related correspondence, and similar documents.	Five (5) calendar years from the end of the calendar year in which the investigation was closed. If the governmental entity is notified of a pending claim at either the Nevada Equal Rights Commission, the Equal Employment Opportunity Commission, or that an action is pending in court, the case files involved must be retained until the final disposition of the charge or action or for the five (5) calendar year period, whichever is longer.	These records have been declared confidential by NRS 613.075 (3) and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 613.075 (3), NAC 239.165 (1)(2)	None.

Supervisor Performance Assessments

LRDA Number 20101815

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of assessments of supervisors done by employees.	Three (3) calendar years from the date of assessment, or for the period required by a collective bargaining agreement (if applicable).	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, 29 CFR 516.5, NRS 239.165	None.

Unemployment Insurance Records

LRDA Number 20071445

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents compliance with the Unemployment Compensation Law (NRS Chapter 612) and regulations (NAC Chapter 612) adopted by the Employment Security Division of the Department of Employment, Training and Rehabilitation. Records in this series may include, but are not limited to, payroll reports, personal information related to each person who performs services for the employing unit, report of changes, applicable forms, correspondence and other relevant information.	Four (4) calendar years from the end of the calendar year to which they pertain.	Records in this record series are confidential (NRS 612.265) and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 612.220, NRS 612.260, NRS 612.265, NAC 612.020, NAC 239.165 (1)(2)	None.

Unemployment Insurance Records - Employer Contribution Records

LRDA Number 20071446

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents compliance with the Unemployment Compensation Law (NRS Chapter 612) and regulations (NAC Chapter 612) adopted by the Employment Security Division of the Department of Employment, Training and Rehabilitation. Records in this series may include, but are not limited to, quarterly contribution and wage reports, new hire reporting, payroll reports, personal information related to each person who performs services for the employing unit, report of changes, corrections to quarterly reports, applications for adjustment, applicable forms, correspondence and other relevant information.	Four (4) calendar years after the date the contributions to which they relate become due, or the date the contributions are paid, whichever is later.	Records in this record series are confidential (NRS 612.265) and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 612.220, NRS 612.260, NRS 612.265, NAC 612.020, NAC 612.030, NAC 239.165 (1)(2)	None.

Union Contracts

LRDA Number 20070328

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents negotiations and contractual agreements between local governments and bargaining units, it may also be used for labor relations planning. This series may contain, but is not limited to, union contracts and amendments, tentative agreements, arbitrator's recommendations, negotiation work notes, management counter proposals, negotiation updates, newspaper clippings, press releases, research background material, employee classification printouts, minutes, sound recordings, exhibits and reports of meetings, correspondence and related records.	Six (6) fiscal years after the contract is renewed, amended or expires, or for the period required by the contract or agreement, whichever is longer.	In accordance with NRS 288.153, any new, extended or modified collective bargaining agreement or similar agreement between a local government employer and an employee organization must be approved by the governing body of the local government employer at a public hearing.	29 CFR 516.5, 29 CFR 405.9, NRS 288 .010 to 288.280, NRS 11.190 (1)(b), NRS 11.190 (3)(d)	Review for historical value.

Unsolicited Applications and/or Resumes

LRDA Number 20071292

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents applications or resumes received for which no position has been announced.	Six (6) months from the date the application is received if not returned to the solicitor.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NAC 239.165 (1)(2)	None.

Verification of Eligibility for Employment (United States Citizenship and Immigration form I-9)

LRDA Number 20070329

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the verification of employment in accordance with the Immigration Reform and Control Act of 1986 as found in Title 8 of the United States Code section 1324a. May contain: US Department of Justice Immigration and Naturalization Service form I-9, Employment Eligibility Verification with attachments, Handbook for Employers, and associated documents.	Three (3) years after the date the of hire, or one (1) year after employment is terminated, whichever is later.	These files must be kept separate from other personnel records and accessed only by the appointing authority and/or designated representative, the named employee, the agency legal counsel, or legal counsel from the District Attorneys Office. Supervisors reviewing an employee's records must not have access to these documents. Reference: Title 8 U.S.C. § 1324a and 8 CFR 274a.	8 USC section1324a (3), 8 CFR 274a, NAC 239.165 (1)(2)	The forms and supporting documentation (if any) may contain confidential or sensitive information and must be destroyed in accordance with NAC 239.165 (1)(2) after the retention period has been satisfied.

Volunteer Worker Records

LRDA Number 20070331

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents work performed for the local government by citizens without compensation for their services. This series may include, but is not limited to, agreements, applications, skills test results, training documentation, task assignment and monitoring records, copies of workers compensation records, interest forms, correspondence, and related documents.	Three (3) calendar years after separation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii), NRS 205.463 to 205.465, NRS 616A.130, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Annual Reports

LRDA Number 20070931

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the actions taken within the previous calendar year which furthers or assists in carrying out the policies or programs contained in the comprehensive regional plan, and any work relating to the comprehensive regional plan that is proposed for the next fiscal year. This series may include, but is not limited to, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.	Permanent.	None	NRS 278.0286	None

Distance Separation Analysis Reports

LRDA Number 20161935

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents location analysis of businesses. Records may include but are not limited to request form, site plan, parcel map and reports pertaining to uses for proposed alcohol and liquor, massage/reflexology, smoke shop, check cashing, teenage dancehall, teenage nightclub, sexually-oriented businesses, as well as group homes, and youth drop-in centers.	Two (2) years from date of analysis.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Municipal and County Code	None.

Facilities Plans

LRDA Number 20070934

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of plans, maps, blueprints, drawings, and similar records documenting publicly owned or publicly supported facilities that are necessary or desirable to support intense habitation within a region, including, without limitation, parks, roads, schools, libraries, community centers, police and fire protection, sanitary sewers, facilities for mass transit and facilities for the conveyance of water and the treatment of wastewater.	Until facility ceases to exist.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Hearings - Notice of Public Hearing

LRDA Number 20071719

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the posting of notices of public hearings. Usually includes information on date, time, place and location of hearing, list of locations where notice has been posted, agenda, and related records.	Permanent.	None	NRS 278.0217	None

Master Plan

LRDA Number 20070935

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of comprehensive, long-term general plans for the physical development of the city, county or region as required by the state law. This series includes but is not limited to information on Community Design; Conservation Plans; Economic Plans; Historical Properties Preservation Plans; Housing Plans; Land Use Plans; Population Plans; Public Buildings Plans; Public Services and Facilities; Recreation Plans; Rural Neighborhoods Preservation Plans; Safety Plans; School Facilities Plans; Seismic Safety Plans; Solid Waste Disposal Plans; Streets and Highways Plans; Transit Plans; Transportation Plans, and similar plans and reports which relate to the physical development of the city, county or region.	Permanent.	None	NRS 278.150	None

Records of Actions Taken Against Commission or District

LRDA Number 20070938

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents legal actions taken against Planning Commissions or Districts in accordance with state law.	Six (6) calendar years after action is resolved.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 278.0233, NRS 11.190 (1)(a)	None

Records of Official Actions

LRDA Number 20070939

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the official actions of Planning Commissions or Districts and may include, but is not limited to, agendas, staff reports, transcripts of proceedings, minutes of public meetings, related correspondence and similar documents.	Permanent.	None	NRS 278.290	None

Records of Public Hearings

LRDA Number 20070940

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents public hearings conducted prior to adoption or amendment of master plans.	Permanent.	None	NRS 278.220	None

Regional Plan

LRDA Number 20070942

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the development, review and/or amendment of regional plans in accordance with state law.	Permanent.	None	NRS 278.0272	None

Reports from Public Utilities

LRDA Number 20070943

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of reports from public utilities which own an interest in or are engaged in the construction or operation of a utility project in a region or county whose population is 100,000 or more. Report documents the location of the utility project to the planning commission of each city, county or region in which project is located.	Three (3) calendar years from the receipt of the report.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 278.145, NRS 239C.210, NAC 239.165 (1)(2)	None.

Resolutions

LRDA Number 20070944

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are formal statements of a decision, or expression of opinion put before or adopted by Planning Commissions or Districts.	Permanent.	None	NRS 278.050	None

Rules for Transactions of Business

LRDA Number 20070945

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are written instructions, rules, and guidelines (usually in manual form) which document a Planning Commission/District methods for transaction of business.	Six (6) calendar years after superseded or abandoned officially.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 278.050, NRS 11.190 (1)(b)	Review for historical value.

Staff Reports

LRDA Number 20070932

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the review by agency staff of items submitted to Planning Commissions/Districts for action. This series may include, but is not limited to, General Information Summaries, Determination and Finding Reports, Land Examination Reports, Transaction Reports, Staff Analysis, Staff Recommendations, Copies of Maps/ Plans, Copies of Applicable Regulations, correspondence and similar documents.	Three (3) calendar years from the date of submission to the Commission or District.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 278.050, NRS 278.290	Summaries of these types of reports are usually included in the minutes of Planning Commission/ District meetings.

Case Files

LRDA Number 20070946

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains all information, reports, court records, and similar documents on cases in which the Public Administrator is involved.	Seven (7) calendar years after the case is closed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.010 to 253.120, NRS 11.190 (1)(a)	None.

Collected Fee Records

LRDA Number 20101817

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents fees collected from decedent estates paid to the public administrator. Fees are remitted to the county treasurer.	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.010 to NRS 253.120, NRS 11.190 (3)(d), NAC 239.165	None.

Inventories of Property

LRDA Number 20070947

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is a listing of all properties which are part of a decedent’s estate.	Seven (7) calendar years after the case is closed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.010 to 253.120, NRS 11.190 (1)(a)	None.

Annual Reports

LRDA Number 20071405

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These reports document all the cases handled by the Public Defenders office during the preceding year and may contain program activity reports, narrative reports, statistical reports, correspondence, and similar documents.	Permanent.	The Public Defenders office is required by statute (NRS 260.070) to submit annual reports to the Board of County Commissioners. Records in this record series may also be required by the Nevada Legislative Commission (NRS 260.075).	NRS 260.070, NRS 260.075	None

Appealed Cases

LRDA Number 20071406

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents cases on appeal, and may contain, but is not limited to, notice of appeal, applicable case file, correspondence with the client concerning the appeal, correspondence with the State Public Defender, copies of court documents, transcript of court case proceedings, copies of pleadings, attorney's notes, briefs, legal research, memorandums, correspondence, and related documents.	Seven (7) calendar years after termination of the representation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii) [SSN], SCR 1.15, SCR 1.6, NRS 49.035 to 49.115, NRS 260.010 to 260.080, NRS 171.188, NRS 62D.030, NRS 11.207, NAC 239.165 (1)(2)	None.

Office Files and Records - Life and Death Sentences

LRDA Number 20101829

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents and administers life and death sentence cases to which the public defender is a party. This series may include, but is not limited to, duplicates of law enforcement records, motions, pleadings, decrees, petitions, transcripts of proceedings, depositions, interrogatories, responses, affidavits, witness statements, criminal records of defendants, copy of presentence report, copies of court records, correspondence, and other supporting documents relative to the case. Case files may also contain internal memos, attorney notes, research and working papers, copies of case law, reference material, copies of other similar cases, and other documentation pertinent to the case developed by the public defender and used in preparing the case for defense.	For cases litigated, settled out of court, or dismissed: Retain this record series for a minimum period of period of forty-five (45) calendar years from the date of final disposition. For cases where the public defender withdrew or other legal counsel was appointed: Transfer all related records to the appointed legal counsel. Note: This retention period is based on Case Files - Felonies: Life and Death Sentences (RDA# 2004261) on the state public defenders agency specific retention schedule.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	SCR 165 (1), SRC 156, NRS 49.035 to 49.115, NRS 260.010 to 260.080, NRS 171.188, NAC 239.165	None.

Office Files and Records of Adult Clients Represented

LRDA Number 20070948

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer case files of adult clients represented by the Public Defender. This series may include, but is not limited to, duplicates of law enforcement records, motions, copy of presentence report, pleadings, decrees, petitions, transcripts of proceedings, depositions, interrogatories, responses, affidavits, witness statements, criminal records of defendants, copies of court records, correspondence, and other supporting documents relative to the case. Case files may also contain internal memos, attorney notes, research and working papers, copies of case law, reference material, copies of other similar cases, and other documentation pertinent to the case developed by the Public Defender and used in preparing the case for defense.	For cases litigated, settled out of court, or dismissed: Retain this record series for a minimum period of period of seven calendar years (7) after termination of the representation. For cases where the Public Defender withdrew or other legal counsel was appointed: Transfer all related records to the appointed legal counsel.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405, SCR 1.15, SCR 1.6, NRS 49.035 to 49.115, NRS 260.010 to 260.080, NRS 171.188, NAC 239.165 (1)(2)	None.

Office Files and Records of Juvenile Clients Represented

LRDA Number 20070949

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer case files of juvenile clients represented by the Public Defender. This series may include, but is not limited to, duplicates of law enforcement records, motions, pleadings, decrees, petitions, transcripts of proceedings, depositions, interrogatories, responses, affidavits, witness statements, criminal records of defendants, copy of presentence report, copies of court records, correspondence, and other supporting documents relative to the case. Case files may also contain internal memos, attorney notes, research and working papers, copies of case law, reference material, copies of other similar cases, and other documentation pertinent to the case developed by the Public Defender and used in preparing the case for defense.	For cases litigated, settled out of court, or dismissed: Retain this record series for a minimum period of period of seven calendar years (7) after termination of the representation. For cases where the Public Defender withdrew or other legal counsel was appointed: Transfer all related records to the appointed legal counsel.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405, SCR 1.15, SCR 1.6, NRS 49.035 to 49.115, NRS 260.010 to 260.080, NRS 171.188, NRS 62H.100 to 62H.170, NRS 62D.030, NAC 239.165 (1)(2)	None.

Client Financial Records

LRDA Number 20101818

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of financial records for clients and/or wards of public guardian's offices. Records include check requests, invoices, statements, check registers, balance sheets, cancelled checks, stop pay forms, stale date check reports, representative payee reports, and positive pay reports, impound forms and burial forms, Account receivable records including but not limited to, daily deposit reports, check reconciliation reports, burial and impound account forms, monthly bank and investment statements, interest apportionment reports, monthly bank reconciliation reports, administrative records including daily exception reports, fraudulent check files, investment/checking fund transfer files, IRS reports, and similar records.	Seven (7) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.190, NRS 11.190 (1)(b), NRS 205.4617, NRS 159.179, NAC 239.165	None.

Client/Ward Case Files- Public Guardian & Representative Payee

LRDA Number 20101821

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of case management records for clients and wards consisting of personal, financial, medical, legal documents required to manage the individual and/or individual's property. May include, but is not limited to, referral information, correspondence, case documentation including but not limited to; financial, medical, personal information, court documents, case activity fee information, case notes, copies of medical records., originals of wills, birth/marriage certificates, car titles, life insurance policies, receipts, medical insurance cards, ID cards and wage stubs.	Seven (7) calendar years after the termination of the guardianship.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.190, NRS 11.190 (1)(a)(b), NRS 205.4617, NRS 159.179, NAC 239.165	None.

Client/Ward Fees Paid

LRDA Number 20101819

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents fees paid to county treasurer. Fee records include reports and request for refund forms relating to fees remitted to treasurer's office.	Seven (7) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.190, NRS 11.190 (1)(b), NRS 205.4617, NRS 159.179, NAC 239.165	None.

Client/Ward Personal Property Liquidation Records

LRDA Number 20101820

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the inventory, sales and proceeds of client/ward's personal property liquidated on electronic/public auction.	Seven (7) fiscal years from the end of the fiscal year in which the property was liquidated.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.190, NRS 11.190 (1)(a)(b), NRS 205.4617, NRS 159.179, NAC 239.165	None.

Client/Ward Property Inventory Records

LRDA Number 20101822

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents inventories of client/ward property managed by Public Guardian offices and may contain personal property inventories, vehicle inventories, work orders and inventory sheets.	Seven (7) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.190, NRS 11.190 (1)(a)(b), NRS 205.4617, NRS 159.179, NAC 239.165	None.

Acquisition Records

LRDA Number 20070959

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records relating to the acquisition of library materials including, but not limited to books, periodicals, software, compact discs, videotapes, audiotapes, and film. This series may also include information related to the accession date, publisher and cost, date entered into or removed from the collection, and method of final disposal.	Until annual audit is completed	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	None

Applications for Library Card

LRDA Number 20070950

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of forms submitted by individuals to request borrowing privileges from a public library. Applications may include the individual's name, address, telephone number, date of birth, and/or social security number.	Until application is processed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Catalog Records

LRDA Number 20070951

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of electronic or physical records identifying and describing books and other materials in public library collections.	Until superseded	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Daily Sign-In or Sign-Up Records

LRDA Number 20071585

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains daily sign-in/up sheets for use of computers or other technical equipment, used for control and statistical purposes. Also includes Internet sign-in logs.	Until close of business day.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Equipment Use Records

LRDA Number 20071583

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the loan or use of library equipment by the public and may include the loan or use of public access computers, DVD or video tape players, cassette tape recorders and film projectors.	One (1) fiscal year from the fiscal year to which they pertain.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Fines, Overdue Books and other media, Records of

LRDA Number 20070952

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment or discharge of fines for overdue books. This series may include, but is not limited to, overdue notices, requests for payment, receipts, related correspondence and similar documents.	Until annual audit is completed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 239.013, NAC 239.165 (1)(2)	None.

Fines, Requests for Payment

LRDA Number 20070953

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for payment of fines. This series may include, but is not limited to, overdue notices, requests for payment, receipts, related correspondence and similar documents.	One (1) fiscal year after receipt of payment or after written off as uncollectible.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Friends of the Library Records

LRDA Number 20071582

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the activities of "Friends of the Library" groups, local library associations or non-profit groups which exist for the purpose of generating funding for services and equipment for libraries. This series may include, but is not limited to, membership lists/forms, press clippings, solicitation letters to potential members, programming records including publications/ brochures and press releases, accounting records, annual reports, agendas, meeting minutes, tickets, event records, related correspondence, and similar documents.	Retain annual reports, meeting minutes and agendas, one copy of publications and brochures and press releases permanently. Retain related accounting records until completion of annual audit. Retain other records for as long as administratively useful to the library.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 379.026, NRS 379.106, NAC 239.165 (1)(2)	None.

Interlibrary Loan Requests

LRDA Number 20070954

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of physical or electronic forms used by a library to request the loan of books or materials from another library.	Six (6) months after item returned.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Library Reports

LRDA Number 20071586

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains statistical and narrative reports documenting collection, registration, circulation, lost books, children's programs, and other library activities. This series may include, but is not limited to, various reports such as circulation statistics by category (non-fiction, fiction, magazines, etc.), books reserved, photocopies made, overdue notices mailed, borrowers registered, copies of budget status reports, expenditure reports, attendance reports, reports documenting new activities and services, related correspondence, and similar information.	Retain annual statistical and narrative reports Permanently. Retain other activity /statistical reports for Two (2) calendar years from the year created.	This record series should not contain confidential or restricted information. Non-permanent records may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Program Registration Records

LRDA Number 20071584

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of registration records for library sponsored events and may include sign-up sheets or completed registration forms with participants' personal information.	Thirty (30) days after event.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	Review for historical value.

Reference Request Records

LRDA Number 20070958

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reference questions received by public libraries. This series may contain, but is not limited to, telephone and mail logs, faxes, e-mails, and written correspondence.	One (1) fiscal year from the fiscal year to which they pertain.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013	None.

Returns, Includes Records of Items Returned Through Interlibrary Loans

LRDA Number 20070961

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the return of books, periodicals, compact discs, videotapes, audiotapes, film, and similar media.	One (1) fiscal year from the fiscal year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Standing Orders

LRDA Number 20070962

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents standing orders for library materials including but not limited to books, periodicals, newspapers, audio tapes, video tapes, CD's, DVD's and similar items.	One (1) fiscal year after cancellation of order.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Acceptance Letters

LRDA Number 20071591

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of letters from local governmental entities to external agencies/developers accepting responsibility for future maintenance and management of public infrastructure.	Permanent.	None	None	None

Aerial Photographs

LRDA Number 20071589

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains color and black and white photographs and negatives documenting topographical and physical features of a specific area at a specific date and time. Information often includes date, location, frame sequence numbers, and other descriptive information. This series is often used for planning and land management purposes.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090	None.

Alternative Fuel Vehicle Records

LRDA Number 20071592

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of monthly reports to the State Department of Conservation and Natural Resources documenting compliance with NAC 486A.180.	Three (3) fiscal years after the end of the month for which the records were compiled.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 486A.160 to 486A.190	None.

Approval of Payments

LRDA Number 20070966

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the approval of payments to contractors (and others) for work performed and completed.	One (1) fiscal year after project completed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Asbestos Abatement Records

LRDA Number 20161932

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents asbestos abatement projects and may include, but is not limited to, project identification, scope of work (including contractors documents, notice to proceed, etc.), project tracking documentation (including status checks, change orders, etc.), project review, exposure control documentation, budget documentation and post-closing review, related correspondence, and supportive documentation.	Thirty (30) calendar years from the close of the project.	This record series does not contain employee medical records. If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1910.1001, 29 CFR 1910.1020, 29 CFR 1910.1200, NRS 618.750, NAC 618.953	Employee medical records can be found in the "Personnel" section of the manual. For Employee Medical Records -Hazard Exposure see LRDA # 20071289.

Barricade Plans

LRDA Number 20070967

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents approved or denied barricade plans.	Three (3) calendar years after denied, superseded or removed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Bridge and Culvert Files

LRDA Number 20071590

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains documents relating to the construction and repair of bridges and culverts. Records may include but are not limited to plans, drawings and blueprints of substructure and superstructure, specifications for materials and types of construction, estimates of cost, notices to bidders, bids, copy of contract or agreement, construction reports, inspection reports, maintenance and repair reports, reports to the board of county commissioners, related correspondence, and similar documents	Life of the structure.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 403.580 to 403.610, NRS 239C.210, NAC 239.165 (1)(2)	Review for historical value

Certified Payroll Reports

LRDA Number 20071521

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports from contractors and subcontractors of public works projects documenting compliance with NRS 338.010 to 338.090 and NAC 338.005 to 338.125. This series may include, but is not limited to, certified payroll reports, compliance statements, investigative reports, verifications, nonperformance payroll reports, applicable forms, related correspondence, and similar documents.	Three (3) calendar years after the final payment is made by the public body for the public work.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 3.4 (b), NRS 338.010 to 338.090, NRS 608.115, NAC 338.005 to 338.125, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Construction Tests, Results

LRDA Number 20070971

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the results of construction and construction materials testing.	Six (6) calendar years after the substantial completion of construction or improvement.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.202, NRS 11.2055	None

Disaster / Damage Reports

LRDA Number 20070974

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the extent and impact of natural or manmade disasters and emergency incidents and the actions taken by the public works department in response to such incidents. This series may include, but is not limited to, incident plans, damage assessment and response records, resource allocation reports, situation reports to the governing body, activity logs, communication logs, incident summary reports, copies of FEMA reports, photographs, public information releases, related correspondence and similar incident-related documentation.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210	None.

Equipment Maintenance Reports

LRDA Number 20070975

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports which document the maintenance of equipment in the possession of public works departments. This series may contain, but is not limited to, description of item, make and model, operating instructions, identification or license numbers, registrations, owners manual, maintenance schedules, maintenance and repair reports, repair history, copies of work orders, control logs or lists, vendor information, location of item, repair inspection reports, photographs, correspondence and related documents.	Life of equipment	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Facility Equipment Inspection Files, OSHA Required

LRDA Number 20101824

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series records documents the inspections of elevators, escalators, boilers. pressure vessels, and other related equipment from installation through the life of the unit. The files may contain inspection reports, copy of permits, OSHA and OSHES forms, copies of maintenance records, equipment standards, reports and regulations, related correspondence, and similar material.	Retain for the life of the asset. If equipment is involved in an accident retain for life of asset plus three (3) calendar years.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 455C.100 to 455C.160, NAC Chapter 455C, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165	None.

Field Books

LRDA Number 20101823

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series provides a history (raw data) of the activities of survey field crews and documents work on civil projects, land boundaries, roads and streets, and similar surveying and mapping activities.	Permanent	None	NRS 255.110	None

Field Reports, On-Site Inspections: Commercial and Public

LRDA Number 20070976

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents on-site commercial / public building or structure inspections and is used to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with uniform building codes, and all other building standards adopted by the local government. This series may contain, but is not limited to, inspection requests, information on owner, location of property, location of structure, type of construction, copy of applicable codes, statement of restrictions, daily inspection logs, inspector's notes and remarks, inspector's signature, correspondence and related documents.	Six (6) calendar years after the completion of the improvement or project.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 11.190 (1)(b), NRS 239C.090, NAC 239.165 (1)(2)	None.

Field Reports, On-Site Inspections: Residential

LRDA Number 20070977

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents on-site residential inspections and is used to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with uniform building codes, and all other building standards adopted by the local government. This series may contain, but is not limited to, inspection requests, information on owner, location of property, location of structure, type of construction, copy of applicable codes, statement of restrictions, daily inspection logs, inspector's notes and remarks, inspector's signature, correspondence and related documents.	One (1) calendar year after certificate of occupancy is issued.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Fuel Summary Reports

LRDA Number 20071594

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports of daily, weekly, or monthly fuel disbursements. Information may include, but is not limited to, type of fuel dispersed, pump locations, meter or stick readings, gallons delivered, and total gallons consumed. This series may also indicate oil and antifreeze disbursal.	Three (3) calendar years from the date of the report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Highway/Road Maintenance Schedules

LRDA Number 20070980

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of highway/road maintenance schedules which document the starting date and projected date of completion for routine maintenance and repair, pavement marking, snow and ice removal, and similar maintenance or repair activities.	One (1) calendar year after superseded or revised or completed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Intersection Files and Records

LRDA Number 20121872

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of drawings, maps, plans, permits, photographs, traffic count reports, copies of accident reports, related correspondence and similar records.	Permanent	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	23 USC Chapter 4, NRS 484A.105	None.

Maps, Plans, and Drawings

LRDA Number 20070983

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains various maps, blueprints, and drawings which may pertain to zoning, soil, land use, utilities, water supplies, road and bridge construction and repair, water mains, sewer lines, sewer line connections, fire hydrants, sewer district boundaries, valve locations, and similar engineering and construction related projects.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Master Plan and Amendments

LRDA Number 20070984

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the present and projected needs of the local government for water, sewer, storm drainage, flood control, telephone systems, streets, utilities, bikeways, and other systems. Records may include but are not limited to reports, evaluations, cost analyses, plans; maps; and drawings, correspondence and related documents.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210	None.

Parking: Fees for Permits

LRDA Number 20070986

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment of fees for parking permits and may include but is not limited to copy of fee schedule, copy of permit issued, permit log or report, copy of receipts issued, and similar documents.	While active or until completion of an annual audit, whichever is longer	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Parking: Handicapped Permit Applications

LRDA Number 20070987

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the application and issuance of special parking permits, placards or stickers.	Three (3) calendar years from the expiration or renewal of the permit	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 482.384, NRS 481.063, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Permits to Work in the Public Right of Way

LRDA Number 20121873

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series documents permits issued for private use or construction in/on municipal right-of-way such as streets sidewalks, or adjacent land for demolitions, excavations, street cuts, crane operations, concrete construction of curbs, gutters, sidewalks, and similar activities.	Three (3) calendar years after expiration, revocation or discontinuance of the permit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.		None.

Permits, Industrial Waste Discharge

LRDA Number 20070989

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of logbooks, registers, or comparable documents providing a record of industrial waste discharge permits issued by a local government or any of its departments or subdivisions.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS 459.520, NAC 445A.228, NRS 239C.090	None.

Project Files - External Agency / Developer

LRDA Number 20070995

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents projects initiated and administered by external agencies/ developers such as Nevada Department of Transportation, The Army Corps of Engineers, Nevada Division of Environmental Protection, and similar agencies. The files may contain but are not limited to requests for comment, responses, records documenting project need, letters of support, copies of plans; blueprints; and drawings, related correspondence and similar documents.	Three (3) calendar years after project completed.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.090, NRS 239C.210, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Projects, Reports of Expenditures

LRDA Number 20070992

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains reports of expenditures related to public works projects.	One (1) fiscal year after project completed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.5945	None

Property Acquisition Records

LRDA Number 20070970

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the acquisition of properties for public works projects. This series may contain, but is not limited to, feasibility studies, engineering drawings and reports, survey of land, property appraisals, property acquisition negotiations, property acquisition agreements, eminent domain documents, copies of rights-of-way acquisition documents, petitions, copy of property condemnation notice, notice of proceedings, copy of deed, notes and reports, hearing files, legal documents, correspondence, and related documents	Permanent.	Portions of this record series may contain confidential or sensitive information.	NRS Chapter 340	None.

Public Works Project Files

LRDA Number 20070991

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents public works projects and may contain but is not limited to copies of bid documents, award and endorsements records, copy of applications and permits, contractor's bonds, preconstruction engineering reports, structural design calculations, specifications, plan check files, lab testing reports, utility and land surveys, notice to proceed, weekly status reports, inspector memos and reports, evaluations, construction field meeting reports, progress schedules, change orders/proposals, variances, easement and rights of-way documents, project orders, copies of plans; maps; blueprints; profiles; and as-built drawings, requests for information, guarantees, notice of completion, certificate of occupancy, copies of accounting records, photographs, memos, various forms and reports, related correspondence, and similar documents.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS 338.010, NRS 239C.090, NRS 239C.210	NRS 338.010 (17) Public work" means any project for the new construction, repair or reconstruction of a project financed in whole or in part from public money for: public buildings, jails and prisons, public roads, public highways, public streets and alleys, public utilities, publicly owned water mains and sewers, public parks and playgrounds, public convention facilities which are financed at least in part with public money, and all other publicly owned works and property.

Refrigerant Usage Log

LRDA Number 20071425

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents and tracks the usage of CFC & HCFC refrigerants used in mechanical systems and appliances.	Three (3) calendar years from the last date in log.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 82.166	None

Revenue Expenditure Reports

LRDA Number 20070994

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports which summarize expenditures, revenue, encumbrances, and other budgetary information. Reports are often used to monitor and control expenditures.	One (1) fiscal year after resolution of an annual audit.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	None

Sewer Maintenance Records

LRDA Number 20070997

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents sewer maintenance and may include but is not limited to service requests, inspection reports, maintenance and repair orders, maintenance and repair reports, related correspondence and similar documents.	Ten (10) calendar years from the completion of the maintenance or repair.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Signs and Road Marking Records

LRDA Number 20071522

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the planning, installation, and scheduled and unscheduled maintenance and repair of signs and other road or street markings and may include but is not limited to planning reports, installation reports, drawings, maintenance and repair reports, correspondence, and related documents.	Three (3) calendar years from the date of repair or replacement.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Special Assessment Districts, Files

LRDA Number 20070998

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of files on public works projects related to redevelopment projects requiring extraordinary maintenance, repair and improvement and may contain, but is not limited to, plans, maps, blueprints, as-built drawings, inspection reports, project orders, project reports, billing and payment information, correspondence and related documents.	Five (5) fiscal years after the fiscal year in which the notice of completion is issued.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 11.190 (1)(a)(b), NRS 318.350, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Specifications

LRDA Number 20070999

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the specifications of buildings, structures, and equipment that public works departments are responsible for constructing, maintaining or repairing.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS 239C.090	None.

Street Light Records and Plans

LRDA Number 20071000

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the planning, installation, and scheduled and unscheduled maintenance and repair of street lights and may include, but is not limited to, planning reports, installation reports, schematics and drawings, maintenance and repair reports, correspondence, and related documents.	Retain installation records and plans until the light is removed or replaced. Retain maintenance and repair records for three (3) calendar years from the date of last action.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Street Maintenance

LRDA Number 20071001

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of reports and/or logs which document the scheduled and unscheduled maintenance and repair of streets. This series may also contain work orders, inspection reports, related correspondence, and similar documents.	Ten (10) calendar years from the completion of maintenance or repair.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Street Name Changes

LRDA Number 20071002

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents street dedications, street closings, the assignment and alteration of street names, and similar records that provide official control of the naming and numbering of streets and roads.	Permanent.	None	None	None

Structure Which is Moved

LRDA Number 20071004

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains records related to structures which have been moved.	Two (2) calendar years after relocation.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Studies

LRDA Number 20071005

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents studies performed by outside consultants or in-house staff. These types of studies may include, but are not limited to, hydrology, environmental impact, flood control, transportation, traffic engineering, feasibility, growth, neighborhood, studies documenting long range forecasts and projections, and similar studies.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS 239C.090	None.

Subdivision Files

LRDA Number 20071006

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents that developers meet accepted standards for design and construction of the Public Works portion of subdivision development, such as streets, street lights, sidewalks, curbs and gutters, utilities, storm drainage, and fire protection. This series may include, but is not limited to, copies of tentative maps, review files, inspection reports, applications for deferral of off-site improvements, copies of surveys, various studies and analysis, off-site data sheets, bond and fee documents, receipts, copies of documents from planning commission and governing body, transmittals, final map, project correspondence, and related documents.	Five (5) fiscal years after the fiscal year in which the notice of completion is issued or subdivision bond is released, whichever is later.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 278.330 to 278.380, NRS 239C.210, NAC 239.165 (1)(2)	None.

Tentative Subdivision Files

LRDA Number 20071009

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents tentative or proposed subdivisions and may include, but is not limited to, tentative maps, review files, inspection reports, copies of surveys, various studies and analysis, bond and fee documents, receipts, copies of documents from planning commission and governing body, transmittals, project correspondence, and related documents.	Five (5) calendar years after organization or abandonment.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 278.330 to 278.380, NRS 239C.210, NRS 11.190 (3)(d)	None.

Traffic Count Reports

LRDA Number 20071010

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents traffic volume on individual roads and streets, bridges, local government owned parking lots or structures, intersections, etc.	Five (5) calendar years from the date of the report..	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	Review for historical value

Traffic Signal Records

LRDA Number 20071524

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the planning, installation, and scheduled and unscheduled maintenance and repair of traffic signals and may include but is not limited to planning reports, installation reports, schematics and drawings, maintenance / repair requests, maintenance / repair reports, correspondence, and related documents.	Life of traffic signal.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Tree and Plant Files

LRDA Number 20071429

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the planting, trimming, inspection, and removal of trees and shrubs along public streets, roads, sidewalks, and other public areas.	Two (2) calendar years after work completed.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (4)(e)	None

Underground Storage Tank (UST) Records

LRDA Number 20071426

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the description, location, operation, testing, maintenance, and final disposition of underground storage tanks. This series may contain, but is not limited to, copies of forms submitted to the Environmental Protection Agency (EPA) and/or the Nevada Division of Environmental Protection, certificates of enrollment (registration), initial site characterization reports, corrosion protection documentation, leak detection system documentation, spill and overfill protection documentation, corrective action plans, investigation reports, monitoring reports, storage tank system maintenance and repair documentation, copies of financial surety records, closure or change in service records, site assessments, related correspondence and similar documents.	Five (5) calendar years from the permanent closure of the storage tank and completion of all remedial activities.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	40 CFR Part 280, NRS 459.800 to 459.856, NAC 459.9921 to 459.999, NAC 239.165 (1)(2)	None.

Underground Storage Tank -Leaking (LUST) Records

LRDA Number 20071427

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the investigation, reporting and monitoring of storage tanks that have leaked or have been reported of suspected leakage. This series may contain, but is not limited to, complaint / spill report forms (reports of all releases), initial site characterization reports, free-product removal reports, investigation of soil and ground water reports, assessments, corrective action plan, investigation reports, monitoring reports, storage tank maintenance and repair documentation, copies of financial surety records, copies of reports and forms submitted to the Environmental Protection Agency (EPA) and/or the Nevada Division of Environmental Protection, related correspondence and similar documents.	Five (5) calendar years from the permanent closure of the storage tank and completion of all remedial action.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	40 CFR Part 280, NRS 459.800 to 459.856, NAC 459.9921 to 459.999, NAC 239.165 (1)(2)	None.

Waste Water Monitoring

LRDA Number 20071018

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents waste water monitoring activities, and may include but is not limited to flow measurement and analyses reports, calibration reports, maintenance reports, duplicates of permits, analytical reports, correspondence and similar documents	Twelve (12) calendar years from the date of report.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Water Rights, Files and Maps

LRDA Number 20071019

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents water rights and may contain, but is not limited to, applications, maps, proof of beneficial use, studies, notices of application, letters of protest, approval or rejection notices, water permits, planning documents, construction documents, court documents, copies of judgments, water acquisition agreements, certificates of appropriation, deeds of conveyance, statements of work actually constructed, mitigation plans, cancelled permits, copies of fee schedules, fee payment documents, related correspondence, and similar documents.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS Chapter 533, NRS 239C.110, NRS 239C.210	None.

Work Orders

LRDA Number 20071020

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents service requests and may contain, but is not limited to, work orders, maintenance/repair requests, correspondence and similar documents.	One (1) year after work completed.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Assignment of Vehicles

LRDA Number 20070361

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the assignment of purchased and/or leased vehicles to an agency. This series may include, but is not limited to, vehicle description, agency request forms, budget account information, terms and conditions, correspondence and related documents.	Until superseded.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Bid Files

LRDA Number 20070364

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the publicizing, evaluation, and awarding of quoted bids to vendors and other individuals or organizations and provides recorded evidence of accepted and rejected bids. This series may include, but is not limited to, requests to bid, requests for proposals (RFP), bid exemption documents, bid specifications, bid estimates, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, bid advertising records, tally sheets, bid registers, related correspondence, and similar records.	Seven (7) fiscal years after the date of execution of the contract.	Documents in vendor proposals may contain proprietary information which may be protected by copyright (17 USC sec.501) or trade secret (15 USC sec 5308) laws. NRS 332.061 defines the confidentiality of these types of records. This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC section 501, 15 USC section 5308, NRS 333.333, NRS 332.039, NAC 239.165 (1)(2)	None.

Cancelled Bid Files

LRDA Number 20071305

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents bids to provide goods or services which were cancelled prior to the awarding of a contract. This series may include, but is not limited to, bid specifications, copies of bids received prior to cancellation, documentation on reason for cancellation, documentation of action up to the time of cancellation, evidence of cancellation, correspondence and related documentation.	Three (3) fiscal years after cancellation. Unopened bids should be returned to the bidder.	Documents in vendor proposals may contain proprietary information which may be protected by copyright (17 USC sec.501) or trade secret (15 USC sec 5308) laws. NRS 332.061 defines the confidentiality of these types of records. This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC section 501, 15 USC section 5308, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Contract Appeals Files

LRDA Number 20071306

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents contract appeals. This series may contain, but is not limited to, notices of appeal and acknowledgments, specifications, bid documents, contract copies, change orders and amendments, exhibits, correspondence, documents received from parties, hearing records, final decisions and related documents.	Six (6) calendar years from the date of final disposition.	Documents in vendor proposals may contain proprietary information which may be protected by copyright (17 USC sec.501) or trade secret (15 USC sec 5308) laws. NRS 333.333 defines the confidentiality of these types of records. This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC section 501, 15 USC section 5308, NRS 11.190 (1)(b), NRS 333.333, NAC 239.165 (1)(2)	Questions on access and confidentiality should be addressed by your agency legal counsel

Disbursement Records

LRDA Number 20071308

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the disbursement of office supplies, commodities, parts, and other expendable materials. This series may contain, but is not limited to, supply requests, requisitions, inventory control information, stock reduction forms, inventory sign-out sheets, requesting agency information, billing and budget account information, correspondence and similar documents.	One (1) year after completion of an annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Excess, Lost and Stolen Property Files

LRDA Number 20071234

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the property in the custody of a local government which has been lost, stolen, exchanged, or declared excess. The files may include but are not limited to monthly property reports, copies of purchase orders and other fiscal records, police and internal incident reports, memos, correspondence and related documents.	Three (3) fiscal years from the fiscal year to which they pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.625, NRS 11.190 (3)(d)	None

Labor Prevailing Wage Violations

LRDA Number 20121875

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series documents the investigation and determination of violations of labor prevailing wage, overtime wage disputes, minimum wage requirements charged in local government contracts.	Three (3) calendar years from the final outcome or disposition of the case.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 338.020 to 338.030, NRS 332.390, NRS 11.190 3(d)	None.

Product Recall Records

LRDA Number 20101825

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of manufacturer recall notices and response forms for items purchased/used by local governmental entities.	Three (3) calendar years from the date of notification.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Receiving Reports

LRDA Number 20071302

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents items or services actually delivered or provided to the purchaser and may contain, but is not limited to, packing slips, copies of requisitions and purchase orders, description of goods or services ordered, signature of individual signing for receipt of goods or services, delivery receipts, service receipts, notations of shortages or damaged goods, correspondence and related documents.	One (1) fiscal year after completion of an annual audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NAC 239.165 (1)(2)	None.

Requisitions and Purchase Orders

LRDA Number 20070371

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the request and purchase of goods and services. This series may include, but is not limited to, requisition forms, supply orders, orders from stock, purchase orders, purchase order log books, records documenting voided or cancelled purchase orders, cost specifications, authorizations, vendor information, shipping instructions, unit of issue, description of goods/services ordered, unit price, extended price, blanket orders, running orders, purchasing agent signature, billing and budget account information, correspondence and related records.	One (1) fiscal year after completion of an annual audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NAC 239.165 (1)(2)	None.

Sale of Surplus Goods to the Public, Records of

LRDA Number 20070377

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the sale of surplus goods and equipment. This series may include, but is not limited to, advertisements, posting notices, inventory of sale items, price list, billing records, receipts or transmittals for funds received, title information, title transfers, correspondence and related documents.	Three (3) fiscal years from the fiscal year of the sale.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Supplies

LRDA Number 20070368

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents supply inventories and requests and may contain, but is not limited to, supply requests, supply inventories, packing slips, receiving reports, copies of delivery receipts, copies of requisitions, requisition log, copies of purchase orders, inventory control forms, sign-out sheets, correspondence and related documents.	One (1) fiscal year after resolution of an annual audit.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	None

Vendor Code Requests

LRDA Number 20071309

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are forms or applications used to request vendor code numbers for vendors not currently listed as providing goods or services to the governmental entity. Information may include vendor name, address, phone number, type of goods or services provided, contact name, assigned vendor number, and related documents.	Until superseded, updated, or no longer needed for reference.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Vendor Files

LRDA Number 20070378

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents vendors providing goods and services to governmental entities. This series may include, but is not limited to, name of vendor or company, name of contact or agent, address, telephone and fax numbers, e-mail and web site address, description of goods and services provided, vendor and/or tax ID number, vendor evaluation forms, information on past performance, price lists, correspondence and similar documents.	Three (3) fiscal years from the fiscal year to which it pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.4617, NAC 239.165 (1)(2)	None.

Vendor Master List

LRDA Number 20070379

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Master list of vendors providing goods and services to the local government. It may include but is not limited to vendors name, address, phone number, fax number, e-mail address, product and service information, vendor identification number, tax ID number, contact name, and related information.	Until superseded by new master list.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.4617, NAC 239.165 (1)(2)	None.

Vendor Performance Case Files

LRDA Number 20071300

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents problems or special cases involving purchasing of commodities or services. Records may include documentation of vendors and contractors who have failed to meet terms and specifications of purchasing contracts or who have failed to deliver commodities or services in a timely manner.	Six (6) calendar years after closed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b), NAC 239.165 (1)(2)	Closed is usually defined as the date the information contained in the file is deemed no longer relevant due to vendor performance improvement or when the vendor no longer conducts business with the local government.

Warranties

LRDA Number 20070080

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents manufacturer's/vendor's warranties to replace and/or repair defective equipment.	Expiration of warranty plus one (1) fiscal year.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Allotments of Fuel Tax

LRDA Number 20071021

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the receipt of money collected via motor fuel taxes.	One (1) fiscal year after an annual audit is completed.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	Review for historical value.

Money Received and Expended, Reports of

LRDA Number 20071026

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of reports of money received and expended for regional transportation related projects.	One (1) fiscal year after an annual audit is completed.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	None

Planning Files (proposed streets, highways or transportation systems)

LRDA Number 20071027

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the planning of regional transportation projects and may include, but is not limited to, project requests, feasibility studies, preliminary plans, project analysis, cost analysis, related correspondence, and similar documents.	Three (3) fiscal years from completion or termination of a project.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.090, NAC 239.165 (1)(2)	Review for historical value.

Project Files - Construction

LRDA Number 20071023

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the construction, acquisition and improvement of streets, avenues, boulevards, alleys, highways or other public rights-of-way used for any vehicular traffic, sidewalks, crosswalks, pedestrian rights-of-way, curb cuts, curbs, gutters, culverts, catch basins, drains, sewers, manholes, inlets, outlets, retaining walls, bridges, overpasses, tunnels, underpasses, approaches, sprinkling facilities, artificial lights and lighting equipment, traffic separators, traffic control equipment, and similar structures or equipment. Files may include, but are not limited to, maps, plans, diagrams, drawings, surveys, engineering and survey notes, detailed specifications, profiles, project descriptions, project applications, design files, acquisition documents, appraisal files, cost reports, construction reports, copies of inspection reports, results of construction tests, environmental impact statements, cost reports, copies of claims, copies of contracts or agreements, bond documents, work orders, legal documents, final or as-built maps and plans, related forms and reports, photographs, correspondence, and similar documents.	Permanent.	This record series may contain confidential or restricted information.	NRS 373.024, NRS 373.028, NRS 239C.090, NRS 239C.210	None.

Project Files - Grants

LRDA Number 20071028

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the dispersal of funds provided by state and/or federal grants through the Department of Transportation.	Three (3) fiscal years from submission of the final expenditure report, or as required by the granting authority, whichever is longer.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	49 CFR 18.42, NAC 239.165 (1)(2)	Review for historical value.

Project Review Files

LRDA Number 20071029

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is usually created when a city, county, or developer asks for impact studies and a review of routing requirements for new subdivisions or other developments that will require public transportation.	Three (3) calendar years from the date of review.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	Review for historical value.

Property Acquisition Records

LRDA Number 20071597

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the acquisition of real property obtained through eminent domain proceedings for transportation-related projects, and may include, but is not limited to, public hearing records, findings and determinations, appraisal information, copy of court documents and proceedings, related correspondence, and similar documents.	Permanent.	Portions of this record series may contain confidential or sensitive information.	NRS 373.116	None.

Route Files

LRDA Number 20071596

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the day to day operation, riding volume, problems, for each bus in service, and may be used as possible justification for the creation or elimination of new or existing routes.	Three (3) calendar years from the end of the calendar year to which the files pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Services for Elderly or Incapacitated Persons: Applications for Services

LRDA Number 20071030

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of applications and supporting documents of elderly or incapacitated persons desiring services.	Three (3) calendar years from the date of approval or denial of the application.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Services for Elderly or Incapacitated Persons: Lists of Persons Eligible for Services

LRDA Number 20071031

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of lists of elderly or incapacitated persons eligible for services.	Until superseded.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Transportation Studies / Plans

LRDA Number 20071598

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of transportation related studies, reports, and plans and may include, but is not limited to, traffic congestion studies, traffic safety studies, transportation improvement plans, plan conformity studies, rapid transit studies, infrastructure studies, long-range transportation plans, short-range transportation plans, short-range transit plans, strategic plans, special services plans, air quality compliance plans, maintenance and repair studies, customer service summary reports, and similar studies, reports, and plans.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS 239C.090	None.

Air Quality Permits

LRDA Number 20081762

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of permits to operate an air pollution emission source issued by Health Departments/Districts. May contain emission source information, copies of standards/regulations, permitting information, related correspondence, and similar documents.	Five (5) calendar years from the renewal, modification, suspension, expiration or revocation of the permit or for the retention period required by the health distinct, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 52.1475 to 52.1476, Health District Regulations, NAC 445B.224 (2)	None

Authorization to Discharge Permit

LRDA Number 20071613

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents permits issued by the Nevada Division of Environmental Protection and/or other regulatory body to discharge effluent. The duration of the permit is fixed and does not exceed 5 years.	Five (5) calendar years after expiration, renewal, modification, suspension, or revocation of the permit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NAC 445A.241, NAC 445A.251	None

Consumer Confidence Reports

LRDA Number 20071607

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of annual water quality reports sent to customers of the water system.	Three (3) calendar years from the end of the calendar year to which the report pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	40 CFR 141.155	Review for historical value.

Corrective Action Records

LRDA Number 20071605

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents actions taken by sanitation districts to correct violations of primary drinking water regulations and may include, but is not limited to, reports, logs, related correspondence, and similar documents.	Three (3) calendar years after the date of last action.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	40 CFR 141.33 (b)	None

Costs of Construction, Estimated

LRDA Number 20071036

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the estimated construction costs of proposed sanitation projects.	Three (3) fiscal years after completion or termination of a project.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Cross-Connection Control and Backflow Prevention Records

LRDA Number 20071606

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of records which document compliance with NAC 445A.67185 for cross-connection control and backflow prevention programs. This series may include, but is not limited to, implementation schedules, inspection reports, plans for testing and tracking all primary assemblies for the prevention of backflow, annual testing results of assemblies, lists of the particular assemblies for the prevention of backflow, a list of the measures the supplier of water will take to enforce the program if any customers of the system fail to comply with the program, violation notices, letters documenting any fines or repairs, and related correspondence.	Five (5) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NAC 445A.67185 to NAC 445A.67255, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Developer Inspection Reports

LRDA Number 20071040

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of construction inspection reports documenting the day to day progress of construction on developer projects.	Three (3) calendar years after construction completed.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 11.190 (3)(d), NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Distribution System Records

LRDA Number 20071602

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of records related to water operations and may contain, but is not limited to, operator walk-through, daily logs, pump calculations, pump station logs, elevations, distribution system flow reports, storage tank levels, water facilities daily reports, notification of planned outages and or shutdowns, related correspondence and similar documents.	Five (5) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	40 CFR 122.48, 40 CFR 123.25, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Drawings, Blueprints and Specifications

LRDA Number 20071038

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used as an administrative tool for maintenance (repair, upkeep, etc.) and remodeling functions. This series may contain, but is not limited to, drawings, blueprints, specifications, photographs, and similar documents.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210	None.

Equipment Maintenance and Calibration Records

LRDA Number 20071618

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the maintenance and calibration of equipment and instruments used to monitor water treatment operations.	Life of the equipment plus three (3) additional years	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	None

Fixture Records

LRDA Number 20071601

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents fixture count on/in property and is used to assess proper sewer fees.	Permanent.	None	None	None

General Ledger

LRDA Number 20071033

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of one or more series of financial ledgers providing a final year to date summary of accounting data and a permanent audit trail for all fiscal receipt and disbursement transactions.	Permanent.	None	NRS 318.085	None

Laboratory - Chain of Custody Forms

LRDA Number 20071617

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of records tracing the sample from collection through analysis.	Five (5) calendar years from generation of the last entry in the records.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	2003 NELAC Standard 5.4.12	National Environmental Laboratory Accreditation Conference (NELAC)

Laboratory - Preventive Maintenance Reports

LRDA Number 20071616

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents preventive maintenance and repair activities for all instruments and equipment including, but not limited to, pH meters, analytical balances, incubators, refrigerators, autoclaves, and water baths.	Five (5) calendar years from the date of the report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	EPA 815-R-05-04, 8.5 (Manual for the Certification of Laboratories Analyzing Drinking Water Criteria and Procedures Quality Assurance Fifth Edition), 2003 NELAC Standard 5.4.12.2.4	National Environmental Laboratory Accreditation Conference (NELAC)

Laboratory Certifications

LRDA Number 20071615

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents on-site laboratory assessments and certification program reviews and may contain, but is not limited to, checklists, corrective action reports, final reports, certificates, proficiency testing (PT) study results, correspondence and related documents.	Six (6) calendar years or until the next certificate data audit is complete, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	EPA 815-R-05-04 (Manual for the Certification of Laboratories Analyzing Drinking Water Criteria and Procedures Quality Assurance Fifth Edition)	None

Landfill Records

LRDA Number 20071595

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents municipal landfill operations. This series may include, but is not limited to, applications, permits, operating records, compliance reports, plans (engineering, operating, contingency, sedimentation, erosion control, etc.), hydrogeological reports, inspection reports, gas monitoring reports, ground-water monitoring reports, copy of regulations and standards, results of various samples, training records, remediation plans, cost estimates, financial assurances, closure and post-closure care plans, and related documents.	Permanent.	None	40 CFR 258, NRS 444.558, NRS 444.580	None

National Pollution Discharge Elimination System Permits (NPDES)

LRDA Number 20071620

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the application for and issuance of a permits under the Clean Water Act allowing discharge of specific pollutants under controlled conditions. This series may contain, but is not limited to, applications, permits, modifications, compliance reports, influent and effluent reports, chemical analysis reports, water flow records, test and recording reports, compliance schedules, inspection reports, related correspondence and similar documents.	Five (5) calendar years after expiration, renewal, or revocation of permit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 123.25, 40 CFR 122.7, 40 CFR 122.41 (2), 40 CFR 122.42 (3), 40 CFR 122.46 (1)	In accordance with 40 CFR 122.46, NPDES permits shall be effective for a fixed term not to exceed 5 years.

Nevada CAPP/PTAH Files

LRDA Number 20071612

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains documents related to Chemical Accident Prevention Programs (CAPP) and Plans to Abate Hazards (PTAH). The files may contain, but are not limited to, registration documents, operating procedures, hazard assessments, process hazard analysis, training procedures, equipment maintenance procedures, safety reviews, incident reports, corrective action reports, copies of reports and/or forms submitted to regulatory agencies, related correspondence, and similar documents.	Five (5) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 459.380 to 459.3874, NAC 459.952 to 459.95528, NRS 459.3822, NAC 459.95523, NAC 239.165 (1)(2)	None.

Operation and Maintenance Manuals

LRDA Number 20071609

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consist of operation and maintenance manuals for public water/treatment facilities.	Lifetime of the equipment or facility.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Oversight Inspections

LRDA Number 20071611

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents oversight inspections of water, water reclamation, and/or water pollution control construction projects by the Nevada Division of Environmental Protection, Nevada State Health Division or District Health Authorities and similar regulatory bodies.	Five (5) calendar years after final acceptance.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NAC 445A.799, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	Review for historical value.

Plant Maintenance Records

LRDA Number 20071042

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the ongoing maintenance of sanitation facilities and may contain, but is not limited to, maintenance schedules, maintenance reports, repair reports, installation reports, correction reports, related correspondence and similar documents.	Three (3) calendar years after facility is closed.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 11.190 (3)(d), NRS 239C.090, NAC 239.165 (1)(2)	None.

Reclaimed Water Permits

LRDA Number 20071614

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the issuance of temporary water permits for construction related activities such as dust control.	Three (3) calendar years after expiration of the permit, or for the period required by local ordinance, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Reservoir Inspections

LRDA Number 20071603

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents reservoir inspections and may contain, but is not limited to, acceptance letters, inspection reports, maintenance and repair records, rehabilitation records, test reports, related correspondence, and similar documents.	Life of the reservoir including the post-closure care period (if applicable).	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.210, NAC 239.165 (1)(2)	None.

Sanitary Survey Records

LRDA Number 20071051

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents sanitary surveys required by permit to locate and identify health hazards to public water systems.	Ten (10) calendar years after completion of the sanitary survey involved.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	40 CFR 141.33 (c)	Review for historical value.

Secondary Contaminant Reports

LRDA Number 20071619

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the analysis of water samples to determine the level of secondary contaminants. Secondary contaminants are those, which, at levels generally found in drinking water, do not present a health risk but may affect taste, odor, and color of water, as well as stain plumbing fixtures and interfere with water treatment processes.	Ten (10) calendar years from the date of the report.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NAC 445A.455 to 445A.457	None

Sewer Cleaning Records

LRDA Number 20071610

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents annual reporting of line jetting and cleaning, line inspections, and similar activities and may contain, but is not limited to, maintenance and repair schedules, maintenance requests, inspection requests, customer complaints, maintenance and repair reports, cleaning reports, copies of plans and drawings, related correspondence and similar documents.	Ten (10) calendar years from the date of the report.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Variance and Exemption Records

LRDA Number 20071604

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents variances and exemptions granted to a public water system.	Five (5) calendar years after the expiration of the variance or exemption.	None	40 CFR 141.33 (d), NAC 445A.487 to 445A.491	None

Waste Collection and System Operation

LRDA Number 20071049

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the operation and maintenance of wastewater treatment systems. This series may include, but is not limited to, monitoring information such as laboratory testing data, chemical records, flow and loading data, copies of equipment/instrument calibration records, original strip chart recordings, records and reports required to be kept in accordance with the permit, copy of operation and maintenance manuals, copies of operations and maintenance inspections, related correspondence and similar documents.	Five (5) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.090, NAC 239.165 (1)(2)	None.

Waste Flow Measurement Readings

LRDA Number 20071050

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the amount of pollution discharged from wastewater treatment facilities and may include, but is not limited to, copies of reports submitted to the U.S. Environmental Protection Agency and/or the Nevada Division of Environmental Protection, logs that record waste flows, chemical settings, processing reports, filter information, tank levels, pressure, and similar monitoring information.	Five (5) calendar years from the end of the calendar year to which the records pertain.	None	None	None

Wastewater Sewage Sludge Application Records

LRDA Number 20071608

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents sewage sludge use and disposal activities.	Five (5) calendar years from the end of the calendar year to which the report pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 503.17	None

Water Conservation Plan

LRDA Number 20071694

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of water conservation plans required by state law/regulation. These plans are based on the climate and living conditions of the water service area and may contain, but are not limited to, public conservation education documents, water management documents (used to identify and reduce leakage in water supplies, inaccuracies in water meters, high pressure in water supplies, and where applicable, the reuse of effluent), contingency plans for drought conditions, a schedule for carrying out the plan, and measures to evaluate the effectiveness of the plan. This series includes all revisions and updates to the plan.	Permanent.	NRS 540.131 (4) --The plan must be available for inspection by members of the public during office hours at the offices of the supplier of water, may be revised from time to time to reflect the changing needs and conditions of the service area. Each such revision must be made available for inspection by members of the public, and must be updated every five (5) years and comply with the requirements of this section and NRS 540.141.	NRS 540.121 to 540.151, NRS 704.662 to NRS 704.6624, NAC 445A.5922 (5)(a)	None

Water Operators Certification File

LRDA Number 20071621

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer the certification process for operators of water systems as required by state and federal law /regulation. The files may contain but are not limited to applications (new and renewal), copies of records documenting experience, test scores, continuing education documentation, letters to proctors, letters to applicant approving examinations, letters of denial to reinstate after expiration, related correspondence and similar documents.	Twelve (12) calendar years from the date they are no longer certified.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	40 CFR 142.15, 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875 , NAC 445A.617 to 445A.652, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Water Project Files

LRDA Number 20071696

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the initial construction, renovation, modification or expansion of public water systems or facilities. This series may contain, but is not limited to, applications, permits (if applicable), complete plans and specifications, health authority's review and written approval, engineering analyses, records of distribution system, environmental impact studies, environmental assessments, construction/renovation reports, inspection reports, project reports, engineering reports that describe the water project as it was constructed, as-built drawings, notice of completion, cost statements, maps, photographs, legal notices, copies of reports submitted to state and/or federal agencies, related correspondence and records documenting the date water project was tested, accepted and placed into service.	Permanent.	This record series contains confidential and/or restricted information.	NRS 239C.110, NRS 239C.210, NRS 349.961, NAC 445A.6758 to NAC 445A.67644	None.

Water Project Files [Financial Records]

LRDA Number 20071695

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document grant awards for water related projects and may include, but is not limited to, a brief description of the proposed water project, copy of grant application, bidding schedules, estimated schedules of payment, cost allocation plans, expenditure reports, audit reports, monitoring reports, copies of purchase orders, loan documents, vouchers, related correspondence and similar financial documents.	Three (3) fiscal years from the submission of the final expenditure report, or as required by the granting authority, whichever is longer.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	40 CFR 31.42, NRS 445A.200 to NRS 445A.275, NRS 349.935 to 349.987, NAC 445A.67613 to NAC 445A.67623, NAC 239.165 (1)(2)	None.

Water Project Files -Not Needed to Maintain System or Facility

LRDA Number 20161920

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records in this series are generally administrative and are not needed to maintain the public water system or facility. This series may contain, but is not limited to, project documents submitted for review and comment, cost estimates, unsuccessful or rejected bid documents and bid activity documents, construction schedule records, material receipt tickets, liens, lien releases, waivers, construction safety documents, traffic control plans, construction site environmental compliance documents (trash abatement, dust control, etc.), progress reports, related correspondence and similar documents.	Ten (10) calendar years after completion of project.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.110, NRS 239C.210	None.

Water Quality, Reports of Bacteriological Analysis

LRDA Number 20071054

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains reports documenting water samples taken from various locations throughout the water system and supply sources for bacteriological tests. Information includes location, collection date, person taking samples, sample type, analysis date, laboratory name, person performing analysis, analytical method used, and the results of the analysis.	Five (5) calendar years from date of report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 141.33 (a)	None

Water Quality, Reports of Chemical and Radiological Analysis

LRDA Number 20071055

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains records documenting water samples taken from various locations throughout the water system and supply sources for chemical and radiological tests. Information includes location, collection date, person collecting sample, sample type, analysis date, laboratory name, person conducting analysis, analytical method used, and results of the analysis.	Ten (10) calendar years from date of report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 141.33 (a)	None

Water Quality, Reports of Lead and Copper

LRDA Number 20071053

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains reports documenting water samples taken from various locations throughout the water system and supply sources for lead and copper tests. Information includes location, collection date, person taking samples, sample type, analysis date, laboratory name, person performing analysis, analytical method used, and the results of the analysis.	Twelve (12) calendar years from date of report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 141.91	None

Water Quality, Statistical Averages

LRDA Number 20071052

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents statistical averages of water quality and may include but is not limited to water consumption reports, water testing records, water chemistry reports, water bacteriological reports, monitoring reports, analysis reports, and similar reports used to create statistical reports.	Permanent.	None	None	None

Water Turbidity Reports

LRDA Number 20071229

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains reports documenting the analysis of water samples to determine the level of cloudiness caused by suspended particles. Information may include date, report number, analyst, time of sample collection, turbidity unit values for routine and check samples, and related data.	Ten (10) calendar years from the end of the calendar year to which they pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	40 CFR 141.33 (a), 40 CFR 142.14 (a)(4)(l) , 40 CFR 142.14 (a)(4)(ii)[C](2)	None

Academic Performance - Permanent Records

LRDA Number 20071711

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents a pupil's academic performance and usually consists of the permanent record card and/or academic transcript. Information may include, but is not limited to, pupil's identifying information, summary of attendance, grades, grade point average, grades completed and the year completed.	Permanent.	This record series contains confidential and/or restricted information.	34 CFR 99.32, NRS 392.029, NAC 392.350	None.

Academic Performance - Subsidiary Records

LRDA Number 20071122

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series may contain, but is not limited to, a pupil's identifying information, personal and family history records, cumulative student record, childhood disease and immunization data, cumulative health folders, disciplinary reports, truancy reports, student guidance records, progress and monitoring reports, reading records, school and after-school activity reports, student employment information, standardized testing records, student current data, entrance and withdrawal records, transfer records, notices to parents/guardians, parental consent forms, informational correspondence and similar records.	Six (6) calendar years after pupil graduates or would normally have graduated from high school.	This record series contains confidential and/or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	34 CFR 99.3, 34 CFR 99.32, NRS 392.029, NAC 392.350, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Alternative High School Programs

LRDA Number 20071060

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents alternative programs for the education of pupil's at risk of dropping out of high school.	Three (3) calendar years after program discontinued.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 388.537	None

Applications for Free Meals or for Meals at Reduced Prices

LRDA Number 20071062

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for meal assistance and may include, but is not limited to, applications, pupil information, income verifications, approval or denial letters, various forms, related correspondence, and similar documents.	Three (3) fiscal years from the approval or denial of the application.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Athletic Activity Records

LRDA Number 20071063

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents a pupil's eligibility and participation in sanctioned sports and may contain, but is not limited to, registration documents, academic eligibility documents, parental consent forms, proof of residency forms, copies of physical examination documents, liability release forms, copies of injury reports, eligibility waivers, related correspondence and similar documents.	Six (6) calendar years after the school year in which the records were created.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 386.430, 45 CFR 164.530, NRS 629.051, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 12.080, NRS 12.105, NAC 386.776 to 386.820, NAC 239.165 (1)(2)	None.

Athletics: Travel Expenses

LRDA Number 20071068

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents travel expenses related to sanctioned sports activities and may contain, but is not limited to, participation reports, reimbursement requests, expense reports, applicable forms, correspondence and related documents.	Until annual audit is completed	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	None

Behavior Policy/Code of Conduct Records

LRDA Number 20071748

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents behavior/code of conduct policies and may contain, but is not limited to, handbooks, infraction and consequence information, disciplinary action forms, parental involvement forms, copy of code of honor form, related correspondence and similar documents.	Five (5) school years after superseded.	In accordance with NRS 392.461(5)(c) If the code of honor is returned with the signatures, a copy of the signed code of honor must be retained in the pupil's file.	20 USC section 6318, NRS 392.456 to 392.461	None

Certificated Employees: Admonitions

LRDA Number 20071076

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the admonishment of licensed personnel.	Until standards are met, or three (3) calendar years, whichever occurs first.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 391.313, NRS 239B.030, NAC 239.165 (1)(2)	None.

Certificated Employees: Appraisals

LRDA Number 20071078

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the job performance of licensed employees and may contain, but is not limited to, appraisal and evaluation forms, work performance standards, supporting documentation, related correspondence and similar documents. This series includes appraisals of permanent and probationary employees.	Three (3) calendar years from the end of the calendar year in which the individual terminated.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.40, NRS 11.190 (3)(d), NRS 239B.030, NAC 239.165 (1)(2)	None.

Certificated Employees: Authorization for Extra Pay

LRDA Number 20071080

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents authorizations for extra pay for licensed personnel.	Three (3) fiscal years from the date of authorization.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 239B.030, NAC 239.165 (1)(2)	None.

Certificated Employees: Credentials

LRDA Number 20071081

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the credentials of licensed personnel.	Permanent.	This record series may contain confidential or sensitive information.	NRS 391.230, NRS 239B.030, NRS 205.4617	None.

Certificated Employees: Personnel Notifications, Records of

LRDA Number 20071084

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the notification of licensed personnel of pending actions.	Two (2) calendar years from the date of notification.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 391.317	None

Certificated Employees: Requisitions

LRDA Number 20071085

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests to fill employment positions and may contain, but is not limited to, requisition or request to fill, employment applications, proof of certification/licensure, interview records, hiring packet, notifications, related correspondence and similar documents.	Two (2) calendar years after position filled.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.40, NRS 239B.030, NAC 239.165 (1)(2)	None.

Charter School Reports: Enrollment (Statistical)

LRDA Number 20071736

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to report enrollment and attendance and may contain, but is not limited to, enrollment ethnic reports, monthly enrollment and attendance reports, certification of enrollment reports, compliance reviews, related correspondence and similar documentation.	Three (3) calendar years from the end of the school year to which they pertain.	These types of reports are statistical in nature and should not contain personally identifying, confidential or restricted information. If there is personally identifying, confidential or restricted information in this record series, that information must be protected from public disclosure and be destroyed in a secure manner that will prevent reconstruction of the information.	34 CFR 80.42, NRS 387.280, NAC 387.345	Review for historical value.

Charter School Reports: Fiscal

LRDA Number 20071737

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer the apportionment of state funds from the Distributive School Account and may contain, but is not limited to, school calendar, count of students, annual audit reports, annual budget, distributive school account request, related correspondence and similar documentation.	Three (3) federal fiscal years from the end of the fiscal year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	20 USC section 1232g, 34 CFR Part 99, NRS 392.029, NRS Chapter 386, NAC Chapter 387, NAC 239.165	None.

Charter School Reports: Program

LRDA Number 20071738

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer the charter school programs and may contain, but is not limited to, OSHA inspections, governing body reports, facility changes, contract reports, pupil service reports, licensed employees, evaluation / progress reports, copies of minutes meeting minutes, three year report, related correspondence and similar documentation.	Three (3) calendar years from the end of the school year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	20 USC section 1232g, 34 CFR Part 99, NRS 392.029, NRS Chapter 386, NAC Chapter 387, NAC 239.165	None.

Class Record Books and Grade Books

LRDA Number 20071089

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is the original and official document or record that establishes proof of reported information for a pupil. In accordance with NAC 387.165 this series must contain the name of the pupil, the grade and any applicable special category to which the pupil is assigned, the pupil's record of daily attendance, the grade earned by the pupil for each period of grading and the final grade earned for the class, and the dates of enrollment, reenrollment and withdrawal of the pupil from the school or class, if applicable.	Two (2) calendar years after the last day of the school year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 387.175, NRS 385.080, NRS 387.123, NAC 387.165, NAC 392.350, NAC 239.165 (1)(2)	None.

Classified Employees: Performance Evaluations, Reports, and Response

LRDA Number 20071086

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the job performance of classified employees and may contain, but is not limited to, copy of work performance standards, performance evaluations, employee response, appeals or hearing records, correspondence, and related documents	Three (3) calendar years from the end of the calendar year in which the individual terminated.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NAC 239.165 (1)(2)	None.

Comparative Analysis of Attendance Averages **LRDA Number 20071090**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of statistical reports documenting attendance averages and may be used for budgeting and planning, reference, performance monitoring, position justification, creating annual reports and similar uses.	Five (5) calendar years from the date of the report.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Consultants, Out-of-District Authorization and Payments **LRDA Number 20071091**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the authorization and payment of out of district consultants and may contain, but is not limited to, consultant's personal information, authorizations, office copy of contract or agreement, billing claims, payment information, related correspondence and similar documents.	Three (3) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 354.624, NAC 239.165 (1)(2)	None.

District Attendance and Enrollment **LRDA Number 20071093**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is usually a statistical report on district wide attendance and enrollment. Information is compiled from reports received from individual schools within the district and may be used to provide funding justification to local, state, and federal government agencies.	Permanent.	None	None	None

Emergency Contact File **LRDA Number 20071652**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of a pupil's emergency contact information and may contain, but is not limited to, emergency contact form, information on medical conditions, related correspondence and similar documents.	Three (3) calendar years from the date superseded.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 12.080, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)	None.

Enrollment and Attendance Records

LRDA Number 20071058

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the enrollment and attendance of pupil's in school and may contain, but is not limited to, enrollment records, enrollment and attendance master register, classroom daily attendance sheets, excused and unexcused absence reports, tardiness records, notes from parents or guardians, various forms, withdrawal reports, reenrollment reports, non-resident student reports, absence notifications, log books, and similar documents.	Retain each master register of enrollment and attendance and any supporting documents for five (5) calendar years after the information is submitted to the Nevada Department of Education.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 387.123, NAC 387.175 to 387.185, NAC 387.280, NRS 392.029, NAC 239.165 (1)(2)	None.

Fact-Finding Material and Expenditures

LRDA Number 20071099

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains fact-finding materials and may contain, but is not limited to, copies of records from outside sources, copies of laws or regulations, expert opinions, financial documents, expenditure reports, logs, staff reports, related correspondence and similar documents.	Three (3) calendar years from the date of the record..	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	Review for historical value.

Federal Programs: Audit Reports

LRDA Number 20071100

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents financial audits of schools and/or school districts receiving federal funds. This series may contain, but is not limited to, audit reports, budget printouts, copies of purchase orders, copies of receiving documents, warehouse requisitions, financial reports, statistical records, correspondence, and supporting documentation.	Three (3) fiscal years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	34 CFR 74.53	None

Federal Programs: Breakfast Program Records

LRDA Number 20071101

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer school breakfast programs and may contain, but is not limited to, applications, eligibility records, free and reduced price policy statements, program reports, copies of purchase orders, claims for reimbursement, financial reports, correspondence, and similar documents.	Three (3) fiscal years after the end of the fiscal year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	7 CFR 220.7, NAC 239.165 (1)(2)	None.

Federal Programs: Lunch Programs, Reports

LRDA Number 20071103

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer school lunch programs and may contain, but is not limited to, applications, eligibility records, free and reduced price policy statements, lunch counts, on-site review reports, monthly claims for reimbursement, financial reports, copies of statistical reports submitted to state, program reports, correspondence, and similar documents.	Three (3) fiscal years after submission of the final claim for reimbursement for the fiscal year.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	7 CFR 210.8, 7 CFR 210.23 (c), NAC 239.165 (1)(2)	None.

Federal Programs: Special Milk Programs

LRDA Number 20071110

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer special milk programs and may include, but is not limited to, applications, eligibility records, agreements, free milk policy statements, daily milk counts, requests for reimbursement, fact sheets, various forms, related correspondence and similar documents.	Three (3) fiscal years after submission of an annual financial status report.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	7 CFR Part 215.7 (d)(8), NAC 239.165 (1)(2)	None.

Federal Programs: Summer Food Program

LRDA Number 20071650

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series pertains to federal summer food grants and may contain, but is not limited to, applications, daily meal preparation reports, meal counts, reimbursements, advanced payments, various forms, memos, related correspondence and similar documents.	Three (3) fiscal years from the fiscal year to which the documents pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	7 CFR 250.16, NAC 239.165 (1)(2)	None.

Federal Survey Cards, Eligible

LRDA Number 20071107

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of cards or forms used to determine eligibility for federal impact aid under Public Law 81-874 (Provision of Free Public Education for Eligible Dependent Children).	Three (3) fiscal years from the end of the fiscal year to which the record pertains	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	P.L. 81-874, 34 CFR 222.10, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Federal Survey Cards, Ineligible

LRDA Number 20071108

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of cards or forms used to determine eligibility for federal impact aid under Public Law 81-874 (Provision of Free Public Education for Eligible Dependent Children).	Two (2) fiscal years from the date of last action.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	P.L. 81-874	None.

Federal/State Returns (941, NIC, PERB)

LRDA Number 20071106

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports of expenditures submitted to federal and/or state agencies for taxes, workers compensation, retirement, and similar expenses.	Five (5) calendar years from the submission of the return.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Field Trip Authorizations/Parental Permissions

LRDA Number 20071744

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents authorization by a parent/legal guardian for a pupil to participate in an off campus school activity and may include, but is not limited to, authorization forms, emergency contact information, related correspondence and similar documents.	Three (3) calendar years from the date of the authorization.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165	None.

Financial Surveys

LRDA Number 20071109

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of financial surveys of school district programs.	Five (5) calendar years from the date of the record.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

GEAR UP Grant - Administrative Files

LRDA Number 20071734

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer the GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) program and may contain, but is not limited to copies and originals of grant documents (including application, grant set up, federal-state agreement, plans & modifications, etc.), program financial and narrative reports, compliance reviews, monitoring documentation, participating school files (including contact information, coordinator information, correspondence, activity reports, etc.), related program correspondence and similar documentation.	Three (3) federal fiscal years from the end of the six year grant funding cycle. Program correspondence may be purged from the files when no longer administratively useful.	This record series contains confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	20 USC section 1070a et seq., 20 USC section 1232g, 34 CFR Part 694, 34 CFR 80.42 (f), 34 CFR Part 99, NRS 392.029, NAC 239.165	None.

GEAR UP Grant Records

LRDA Number 20071741

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administrate and monitor the activities of the GEAR UP program. Data may include, but is not limited to, student information (including, name, student ID#, birth date, ethnicity, gender, grade level, status data, GPA, contact information, etc.), survey information (student and parent/guardian surveys), services provided to student, services provided to parents, services provided to teachers, family participation, school coordinator data, teacher / professional data, participating school data, reports and similar data.	Update and correct the data as necessary, retaining these records for a period of three (3) federal fiscal years from the end of the six year grant funding cycle.	Destroy this confidential data in a secure manner that will prevent reconstruction of the information.	20 USC section 1070a et seq., 34 CFR Part 694, NAC 239.165	None.

GEAR UP- Scholarship Payment Files

LRDA Number 20071735

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the use and payment of GEAR UP Scholarships and may contain, but is not limited to notification of federal subgrant awards, request for federal funds for project activities, contact and program related documentation from participating units of the Nevada System for Higher Education, student registers from participating units of the Nevada System for Higher Education (including student name, ID#, funding data, etc.), fiscal documentation, related correspondence and similar documents.	Six (6) federal fiscal years from the end of the six year scholarship awarding cycle.	This record series contains confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	20 USC section 1070a et seq., 34 CFR Part 694, 20 USC section 1232g, 34 CFR Part 99, NRS 392.029, NRS 11.190 (1)(b), NAC 239.165	None.

GEAR UP Scholarship Student Eligibility Records

LRDA Number 20071742

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the students eligible for receiving scholarships under the GEAR UP program and any funding that is distributed. Data includes, but is not limited to, student data (including, name, student ID#, birth date, ethnicity, gender, grade level, status data, GPA, contact information, etc.), participating unit data, fiscal data and similar data.	Update and correct the data as necessary, retaining these records for a period of six (6) federal fiscal years from the end of the six year scholarship awarding cycle.	Destroy this confidential data in a secure manner that will prevent reconstruction of the information.	20 USC section 1070a et seq., 34 CFR Part 694, NAC 239.165	None.

Gun-Free Schools Act Records

LRDA Number 20071664

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents compliance with the Gun-Free Schools Act and may contain, but is not limited to, annual compliance reports, assurances, copy of referral policy, incident reports, expulsion modification reports, related forms, correspondence and similar documents.	Five (5) calendar years after annual report is submitted to the Department of Education.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	20 USC section 7151, 18 USC section 921, Public Law 107-110 – Title IV Subpart 3 Section 4141, NRS 392.466 (2)	Review for historical value.

Health Inventory

LRDA Number 20071112

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of forms and supporting documents used to document a pupil's general health and any special health related needs of the pupil.	Six (6) calendar years from the receipt of the form.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.502, 45 CFR 164.530, NAC 239.165 (1)(2)	None.

Kindergarten Entry Assessment

LRDA Number 20071134

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is often used as an early intervention tool to measure behavior and to determine the developmental age of pupil's entering kindergarten.	Six (6) school years from the date of assessment.	This record series contains confidential and/or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	34 CFR 99.32, NRS 392.029, NAC 392.350, NAC 239.165 (1)(2)	The six year retention period allows the results to be available to teachers, parents and administrators during the pupil's elementary years.

Occupational Injuries and Illnesses

LRDA Number 20071117

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the activities of schools and/or school districts in administering federal and state requirements for Occupational Safety and Health. The files may contain, but are not limited to, various OSHA forms and reports, instructional booklets, announcements and notices, instructional form letters, memos, logs, summaries, correspondence, and related documents.	Five (5) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1904.29, 29 CFR 1904.33, NAC 239.165 (1)(2)	None.

Out-of-School-Time Program Records

LRDA Number 20121867

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the registration and attendance of participants in local government sponsored out-of-school-time programs. This series may contain, but is not limited to, permits from regulatory agencies, registration/enrollment forms or cards, class or activity rosters, sign- in/sign-out sheets, and related documents. Information usually includes name, address, phone number, date of birth, pertinent medical information, signature of parent or guardian, name, dates, and times of class or activity, fee paid, inspection reports, correspondence and similar documents.	Retain inspection reports and permits for a minimum period of three (3) calendar years from the expiration, denial, or revocation of the permit. Retain program files for a minimum period of six (6) calendar years from the end of the calendar year to which they pertain.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 432A, NRS 239.105, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165	None.

Performance Evaluations of School Principals and Administrators

LRDA Number 20071119

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the job performance of school principals and administrators and may contain, but is not limited to, a copy of performance standards, evaluation forms, copy of objective policy, employee response, transfer or reassignment records, appeal requests, hearing records, record of decision, supporting documentation, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the individual terminated.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.40, NRS 391.3127, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Promotion Lists (K-6)

LRDA Number 20071120

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the promotion of pupil's to the next grade level.	Six (6) calendar years from the date of the list.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Psychological Evaluations of Pupils

LRDA Number 20071121

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the results of psychological evaluations of pupil's and may contain, but is not limited to, pupil's personal information, parental permission forms, evaluations, report of results, referrals, correspondence, and similar documents.	Six (6) calendar years after pupil graduates or would normally have graduated from high school.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	34 CFR 99.3, NRS 392.029, NAC 392.350, NAC 388.289, NAC 239.165 (1)(2)	None.

Pupil Release Records

LRDA Number 20071651

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of forms that stipulate who can/cannot pick up a child from school.	Three (3) calendar years from the date superseded.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 12.080, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)	None.

School Bus Driver's Records

LRDA Number 20071139

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the qualifications of school bus drivers and may contain, but is not limited to, copy of drivers license, copy of DMV record, written test results, proof of training course completion, training course results, score on yearly written test, notice of restrictions, related correspondence and similar documents.	One (1) calendar year after termination.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 392.420 (2), NAC 239.165 (1)(2)	None.

School District Sponsored Charter Schools (Approved)

LRDA Number 20071739

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to monitor the continued operation of charter schools sponsored by school districts and may contain, but is not limited to, application, written agreement, amended final approved application, monitoring / compliance / fiscal reports and supportive documentation, Witten notice of changes, related program correspondence and similar documentation.	Six (6) calendar years from the expiration, revocation or other closure of the charter school. Program correspondence may be purged from the files when no longer administratively useful.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	20 USC section 1232g, 34 CFR Part 99, NRS 392.029, NRS Chapter 386, NAC Chapter 387, NAC 239.165	None.

School District Sponsored Charter Schools (Denied)

LRDA Number 20071740

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents denied applications for charter schools requesting sponsorship by school districts and may contain, but is not limited to, application, written agreement, related program correspondence and similar documentation.	One (1) calendar year from the date of denial.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	20 USC section 1232g, 34 CFR Part 99, NRS 392.029, NRS Chapter 386, NAC Chapter 387, NAC 239.165	None.

Special Education Records

LRDA Number 20081766

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents special education services provided to disabled persons. May include application for benefits, psychological; medical; and educational evaluations, individualized educational program plans, release forms, behavioral evaluation reports, eligibility reports, reevaluation reports, contract summaries, intergovernmental agreements, parent/guardian agreements, exchange of information forms, related service requests, request for transportation reimbursements, invoices, written notice of intent to destroy records, written request to destroy records from parent/guardian, authorization for release of confidential information form, proof of mailings/advertising, memos, related correspondence, and similar documents. A person with a disability is eligible to receive special education benefits up to age 22.	Six (6) calendar years after individual no longer receives services. Parents may also request the destruction of this record series (See 34 CFR 300.624).	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	20 USC section 1232g (a)(b), 20 USC section 1232g(b)(4)(A), 34 CFR 300.610, 34 CFR 300.614, 34 CFR 300.624, 34 CFR 99.3, 34 CFR 99.32, NRS 392.029, NRS 395.001 to 395.090, NAC 395.010 to 395.160, NRS 11.190 (1)(a), NRS 11.190 (3)(d), NAC 239.165	34 CFR 300.624: The public agency must inform parents when personally identifiable information collected, maintained, or used under this part is no longer needed to provide educational services to the child. (b) The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

Surplus Food Reports **LRDA Number 20071143**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of surplus food reports. Report usually contains information on type of food, cooked or uncooked, date of spoilage, quantity, and date of disposition.	Three (3) fiscal years from the date of the report.	None	NRS 11.190 (3)(d)	None

Teachers and other Licensed Personnel: Evaluations **LRDA Number 20071147**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the job performance of teachers and other licensed personnel and may contain, but is not limited to, a copy of performance standards, evaluation forms, copy of objective policy, employee response, transfer or reassignment records, appeal requests, hearing records, record of decision, supporting documentation, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the individual terminated.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.40, NRS 391.3125, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Teachers: Instructional Plans **LRDA Number 20071145**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents teacher's instruction plans and may contain, but is not limited to, daily instructional plans, quarterly or semester plans, correspondence and related documentation.	Three (3) years after the school year in which the records were created.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Teachers: Register of Pupils **LRDA Number 20071151**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is a teachers true, full and correct register of all pupils attending a public school.	Three (3) school years from the school year to which the register pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 391.240, NRS 11.190 (3)(d)	None

Teachers: Request for Hearing on Suspension

LRDA Number 20071149

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for hearings on disciplinary actions which may lead to suspension, demotion, dismissal and refusal to reemploy.	Three (3) calendar years after the final disposition of the case.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.40, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Tuition Agreements

LRDA Number 20071154

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents tuition agreements for resident students who attend school out of state or country.	Six (6) fiscal years after completion of the agreement.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NAC 387.320	None

U.S. Dept of Agriculture Commodity Reports

LRDA Number 20071155

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of copies of reports submitted to the U.S. Dept of Agriculture in accordance with federal law. Reports may include, but are not limited to, financial status reports, monthly commodity supplemental food program reports, quarterly administrative financial status reports, program participant reports, racial/ethnic group participation reports, commodity inventory reports, receipt and distribution reports and similar reports	Three (3) fiscal years from the end of the fiscal year to which they pertain.	These types of reports are statistical in nature and should not contain personally identifying information.	7 CFR 247.29	Review for historical value.

Zone Exception, Requests for

LRDA Number 20071157

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests of zone exceptions and may include, but is not limited to, exception request form, pupil information, request from parent, copy of district response, related correspondence and similar documents.	Until student graduation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	34 CFR 99.3, NRS 205.4617, NAC 239.165 (1)(2)	None.

Adoption Case Files

LRDA Number 20071195

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer the activities concerning child custody cases involving adoption proceedings. This series may contain, but is not limited to, documentation on child protective services, law enforcement, child welfare services, court proceedings, adoption services and related correspondence.	Transfer to the State Division of Child and Family Services after the receipt of the adoption decree and verification of file content (checklist).	This record series contains confidential and restricted information.	NRS Chapter 127 and NAC Chapter 127.	None.

Adult Protective Services Case File

LRDA Number 20071645

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports of adult abuse, neglect, or exploitation. This series may include, but is not limited to, complaint, intake data, reporter data, social/health assessments, source of report , victim data, suspect data, case findings, disposition, related correspondence and similar documents.	Three (3) calendar years from date of closure of the case.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 422.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Agreements of Bilateral Agencies

LRDA Number 20071162

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the negotiation, execution, completion, and termination of legal agreements between a local government and other parties.	Six (6) years after termination or expiration of agreement.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 436.190, NRS 11.190 (1)(b)	None

Case Record: Neglected, Abused or Delinquent Child -- Child Fatality

LRDA Number 20071636

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents cases where a child died. These files contain documentation in providing services, including protective custody, for neglected and abused children. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of, but are not limited to, initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided, psychological & psychiatric and developmental reports, copies of school records, copies of health care provider records, copies of mental health records and offensive specific reports. The files may also contain a copy of the death certificate and associated documents.	Fifty (50) calendar years from the close of the case or last action in the file.	This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432B.280 to NRS 432B.290, NAC 239.165 (1)(2)	None.

Case Record: Neglected, Abused or Delinquent Child - Clinical Assessment

LRDA Number 20071430

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series provides current and continuous documentation in providing services for neglected, abused or delinquent children. This series may include, but is not limited to, identifying data on child, source of referral, reason for referral, social work activity, family assessment, initial complaint, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided. The clinical assessment records may include, but are not limited to, psychological, psychiatric and developmental reports; copies of school records, copies of mental health treatment records and offense specific reports.	Retain records which have evidence of sexual abuse for a period of ten (10) calendar years from the eighteenth birthday of the child named in the case. Records which do not have evidence of sexual abuse must be retained for a period of five (5) calendar years from the close of the case.	This record series contains confidential [NRS 432B.280] and sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.215, NRS 629.051, NRS 432B.280, NRS 432B.290, NAC 239.165 (1)(2)	None.

Case Record: Neglected, Abused or Delinquent Child - Medical Assessment **LRDA Number 20071716**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents medical assessments of neglected, abused or delinquent children. This series may include, but is not limited to, identifying data on child, referral information, social work activity reports, family assessment, initial complaint, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, child's medical history, physical examination reports, medical assessment, consent forms, photographs, related correspondence, criteria for closure and documentation of services provided.	Retain records which have evidence of sexual abuse for a period of ten (10) calendar years from the eighteenth birthday of the child named in the case. Retain records which do not have evidence of sexual abuse for a period of five (5) calendar years from the close of the case.	This record series contains confidential and/or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.215, NRS 629.051, NRS 432B.280, NRS 432B.290, NAC 239.165 (1)(2)	None.

Case Record: Neglected, Abused or Delinquent Child: Sexual abuse cases and/or cases that have been referred to a District Attorney for criminal prosecution. **LRDA Number 20071433**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer case files which have been referred to a District Attorney for criminal prosecution (NRS 432B.380) or documents sexual abuse (NRS 11.215). These files contain current and continuous documentation in providing services, including protective custody, for neglected and abused children. This series may include, but is not limited to, identifying data on child, source of referral, reason for referral, social work activity, family assessment, initial complaint, referrals, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, temporary Medicaid certificates, investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files.	Fifty (50) calendar years from the close of the case.	This record series contains confidential [NRS 432B.280] and sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 432B, NAC 239.165 (1)(2)	None.

Case Record: Neglected, Abused or Delinquent Child--in cases where the child is not placed in protective custody and not sexually abused. **LRDA Number 20071431**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer case files which have determined that a waiver of a full investigation is required (NRS 432B.320); the child is not in need of protection (NRS 432B.370); the child needs protection but is not in immediate danger (NRS 432B.340); or the child has been placed voluntarily by a parent or guardian (NRSB.360). This series may include, but is not limited to, identifying data on child, source of referral, reason for referral, social work activity, family assessment, initial complaint, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files.	Three (3) calendar years from the close of the case.	This record series contains confidential [NRS 432B.280] and sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 432B, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Case Record: Neglected, Abused or Delinquent Child--in cases where the child is placed in protective custody and not sexually abused. **LRDA Number 20071432**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer case files where the child has been placed in protective custody (NRS 432B.390). These files contain current and continuous documentation in providing services, including protective custody, for neglected, abused or delinquent children. This series may include, but is not limited to, identifying data on child, source of referral, reason for referral, social work activity, family assessment., initial complaint, referrals, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, temporary Medicaid certificates, investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files.	Six (6) calendar years from the close of the case.	This record series contains confidential [NRS 432B.280] and sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 432B, NRS 11.190 (1), NAC 239.165 (1)(2)	None.

Child Care Facilities Files

LRDA Number 20071166

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the licensing and inspection of child care facilities and may contain, but is not limited to, applications, applicant personal information, copy of fingerprints, investigation reports, inspection reports, permits, copy of state and/or local regulations, liability insurance information, notifications, provisional licenses, licenses, renewal information, notice of violation, citations, appeals, hearing records, denial, suspension, revocation, or limitation of license information, background information, complaints, proof of payment of fees, related correspondence, and similar documents.	Retain records related to licensing for six (6) calendar years from the renewal, denial or revocation of the license, or the date of final action in the case. Retain inspection records for five (5) calendar years from the date facility is closed.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432A.190, NRS 239B.030, NAC 432A.190, NAC 432A.260, NAC 432A.200, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Client Case Files - Economic Assistance

LRDA Number 20071647

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of case files for clients applying for and/or receiving economic assistance from a city or county social services agency. Services often include assessment of the client's needs, evaluation of the client's ability to meet his/her needs, crisis intervention, home evaluations, follow-up services, and referrals to other programs and community resources. This series usually includes applications for assistance or services, eligibility forms, client personal information, disclosure of information forms, interviews, social histories, verifications of financial status, change of status forms, certifications, authorizations, referrals, dispositions, logs or registers, fiscal reports, related forms, correspondence and similar documents.	Three (3) fiscal years from date case is closed.	This record series contains confidential and/or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 74.53, NRS 11.190 (3)(d), NRS 49.251 to 49.254, NAC 641B.210, NAC 239.165 (1)(2)	None.

Client Case Files - Social Services

LRDA Number 20071164

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of case files for clients applying for and/or receiving assistance from a city or county social services agency. Services often include assessment of the client's needs, evaluation of the client's ability to meet his/her needs, crisis intervention, home evaluations, follow-up services, and referrals to other programs and community resources. This series may include, but is not limited to, applications for assistance or services, eligibility forms, requests for information, client personal information, interview reports, case histories, family histories, court orders, disclosure of information forms, copies of medical reports, certifications, authorizations, referrals, dispositions, case worker logs or registers, summary reports, related forms, notes, memorandums, correspondence, and similar documents.	Retain until the individual attains the age of 23, or 10 (ten) calendar years from the date of receipt or production of the record, whichever is later.	This record series contains confidential and/or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 49.251 to 49.254, NRS 629.031, NRS 629.051, NAC 641B.210, NAC.641B.200 (16), NAC 239.165 (1)(2)	None.

Clients' Appointment Slips

LRDA Number 20071168

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents a clients appointment date, time, and type of service.	Ninety (90) days from date of appointment	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Complaints, Unlicensed Child Care Facilities

LRDA Number 20071171

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents complaints against unlicensed child care facilities and may contain, but is not limited to, name, address, and phone number of person making complaint, description of complaint, name of person responding to complaint, report of unannounced visit, resolution of complaint, correspondence and related records.	Three (3) calendar years after response or resolution.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432A.210, NRS 432A .220, NRS 11.190 (3), NAC 239.165 (1)(2)	None.

Denied Adoption Files

LRDA Number 20071434

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the adoption files that were investigated and denied in accordance with NRS Chapter 127. This series may include, but is not limited to, adoption application, references, law enforcement forms and history, FBI fingerprint investigation results, Nevada Criminal History Repository inquire results, home study evaluations and reports, initial licensing study, training records and certificates, health forms, home inspection forms, approval and waivers, complaint log, case narrative, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the case was closed (date of denial and/or court decision to deny adoption).	This record series contains confidential [NRS 127.130 to 127.140] and sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 127, NRS 432.035, NAC 239.165 (1)(2)	None.

Eligibility Files

LRDA Number 20071714

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series administers, documents and controls the determination of eligibility and payment of benefits of Foster Care and Child Care programs. The files may contain, but are not limited to, eligibility documentation and forms, budget worksheets, approval notices, applications, referrals, copies of medical/psychological assessments, Medicaid forms, inventories and assessments, related correspondence and similar documents.	Three (3) fiscal years from the fiscal year to which it pertains.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 74.53, NRS 11.190(3)(d), NRS 422.290, NAC 239.165 (1)(2)	None.

Family Preservation Case File - Not Sexually Abused

LRDA Number 20081750

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series provides current and continuous documentation in providing services for neglected, abused or delinquent children where there is no evidence of sexual abuse. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of, but are not limited to, initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided. This series may also contain records of mental health treatment, status of offenders and delinquency documents.	Three (3) calendar years from the close of the case.	This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432B.280 to NRS 432B.290, NAC 239.165 (1)(2)	None.

Family Preservation Case File - Sexually Abused

LRDA Number 20081751

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series provides current and continuous documentation in providing services for neglected, abused or delinquent children where there is evidence of sexual abuse. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of, but are not limited to, initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided. This series may also contain records of mental health treatment, status of offenders and delinquency documents.	Fifty (50) calendar years from the close of the case.	This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432B.280 to NRS 432B.290, NAC 239.165 (1)(2)	None.

Family Preservation Program Recipient Files

LRDA Number 20101832

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These files are established when a profoundly mentally disabled person is being cared for by a relative and that relative is receiving financial assistance for the care of that person. This record series may include, but is not limited to, determination forms, treatment plans, treatment status reports, income documentation, change of address forms, change of income forms, annual redetermination of benefits, related correspondence, and similar documents.	Three (3) calendar years from the date the file is closed.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 433A.360, NRS Chapter 422A, NAC 239.165	None.

Foster Care Licensing Files

LRDA Number 20071435

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document individuals / families licensed to provide foster care and provides historical documentation of the performance of licensed foster parents. This series may include, but is not limited to, license application, extensive background histories, home study reports, proof of training, copies of licenses, case notes, waivers and approvals, Child Protective Services reports, licensing complaints, home inspection forms, pet inoculation documentation, law enforcement checks, FBI fingerprint checks, child abuse and neglect system checks, code checks, health records, references, forms, correspondence and related documents.	Sixteen (16) calendar years from the date of the expiration, suspension or revocation of the license.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 424, NAC Chapter 424, NAC 239.165 (1)(2)	None.

Homemaker Program: Client Case Files

LRDA Number 20071642

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the administration and care given through Homemaker Programs. The files may contain, but are not limited to, case narrative, homemaker service agreements, homemaker service assignment reports, service data sheets, social services notice of decision, social services application, authorizations, case reporting forms, social/health assessments, liability releases, adult protective services reports, income verifications, payment authorization requests, notes and memos, related correspondence and similar documents.	Three (3) calendar years from date of closure of the case.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 422.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Homemaker Program: Provider List

LRDA Number 20071643

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of a computer generated list of providers of homemaker services and personal care aides. It usually includes provider name, begin and close dates, address, provider type and number.	One (1) fiscal year from the date of the list.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 422.290, NAC 239.165 (1)(2)	None.

Homemaker Program: Time Sheets

LRDA Number 20071644

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of information copies of time sheets of homemakers and personal care aids. The sheets are monitored for time and mileage.	Three (3) fiscal years from the fiscal year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii), NRS 205.4617, 45 CFR 74.53, NRS 422.290, NRS 11.190(3)(d), NAC 239.165 (1)(2)	None.

Hospital Bills Accepted for Payment

LRDA Number 20071178

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the cost for services provided to indigent or low income individuals and may contain, but is not limited to, information on individual receiving services, type of care provided, bills for hospital charges, physicians charges, ambulance charges and charges from other medical providers, bill payment information, related correspondence, and similar documents.	Three (3) fiscal years from the date of last service.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Subsidized Transportation Program Records

LRDA Number 20071646

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents transportation assistance provided to elderly, indigent/low income, and permanently handicapped individuals and may contain, but is not limited to, applications, registrant information, social/health assessments, determinations, income information, coupons or tokens, redemption reports, invoices, forms, related correspondence and similar documents.	Three (3) fiscal years from the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 427A.070, NRS 422.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	Review for historical value.

Agreement/Application for Service Files

LRDA Number 20071197

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents utility service agreements and may include but is not limited to application for service, customer service agreement, deposit information, credit information, related correspondence, and similar documents.	Six (6) fiscal years after the fiscal year in which the last transaction, charge, credit, or payment occurs under the contract/ agreement.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	18 CFR 125.3 (29), NRS 11.190 (1)(b), NAC 704.326, NRS 205.4617, NAC 239.165 (1)(2)	If there is no direct documentation of the final transaction in the file, it may be assumed that it was made within one (1) fiscal year of a filed notice of completion/ termination/ expiration.

Annual Reports

LRDA Number 20071196

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These types of reports document the primary activities and accomplishments of local government owned utilities for the previous year and are often compiled from monthly, quarterly or other activity reports. This series may include, but is not limited to, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents. Report information often includes customer payment performance; usage of gas or electric energy for each billing period; billing amount for each billing period; the number and general description of written complaints filed with the utility; the number of terminations and reconnections of service; and the number of deposits which have been collected and returned.	Five (5) calendar years if report is sent to a state agency; if not retain permanently.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	18 CFR 125.3 (41), NAC 704.320	None

Customer Deposits, Records of

LRDA Number 20071199

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents customer payment of a security deposit to receive utility services. Information usually includes date, amount of deposit, customer's name, address, and account number, date account closed , refund date, amount of deposit confiscated, reason for confiscation, and similar data.	Three (3) fiscal years after refund or last action.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 704.328 (6), NRS 205.4617, NAC 239.165 (1)(2)	None.

Customer Histories

LRDA Number 20071200

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the account history of utility customers. This series may include, but is not limited to, information (name, address, account number, etc.) necessary to provide and bill for services, payment histories, service complaints, termination of service reports, resumption of service reports, related correspondence and similar documents.	Retain the records of a customer's open account for a minimum period of three (3) fiscal years from the end of the fiscal year to which the records pertain. Retain the records of closed customer accounts for a minimum period of three (3) fiscal years from the close of the account.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 205.4617, NAC 704.320, NAC 239.165 (1)(2)	None.

Delinquent Accounts

LRDA Number 20071201

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the actual or threatened disconnection or discontinuance of utility service to a customer for non-payment or violation of terms of service. This series may include, but is not limited to, termination notices, deferred payment agreements, financial hardship reports, energy assistance records, service fee reports, related correspondence and similar documents.	One (1) fiscal year after disposition.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 704.341 to 704.342, NAC 704.346, NRS 205.4617, NAC 239.165 (1)(2)	None.

Energy Trading Records

LRDA Number 20161921

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the buying, selling and moving of bulk energy (electricity and natural gas) from where it is produced to where it is needed and may include but is not limited to trade deal sheets, deal confirmations, and trader voice recordings.	Six (6) calendar years after trade execution.	Portions of this record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	17 CFR 1.31, 17 CFR 23.203, NRS 11.190 (1)(b), NRS 704.7825	None.

Meter History Records

LRDA Number 20071622

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the maintenance and repair history of individual meters.	Life of meter.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NAC 704.343	None

Meter Readings

LRDA Number 20071202

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of information collected from individual meters and is used to calculate utility bills. Information usually includes name of meter reader, meter reading, date read, customer name and address, account number, special instructions, billing code, dispute resolution records, final reading, reasons for turnoff, if meter was pulled or reinstalled and meter charges.	Three (3) fiscal years after the billing cycle to which the reading pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 354.624	None

Meter Testing Reports

LRDA Number 20071623

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents any test results to insure that individual meters are calibrated and functioning properly.	Three (3) calendar years after last test performed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NAC 704.343	None

Rate Schedules

LRDA Number 20071624

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of published rate sheets and schedules for utility service, including schedules suspended or superseded.	Six (6) fiscal years after published rate superseded or no longer used to charge for utility service.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	18 CFR 125.3 (30), NRS 11.190 (1)(b)	None

Utility Advertising

LRDA Number 20071626

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains copies of advertisements by or for the utility company on behalf of itself or any associate company in newspapers, magazines, and other publications.	Two (2) fiscal years from the end of the fiscal year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	18 CFR 125.3 (42)	Review for historical value.

Utility Facilities

LRDA Number 20071629

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of original or reproduction of engineering records, drawings, and other supporting data for proposed or as-constructed utility facilities. This series may contain, but is not limited to, maps, diagrams, profiles, photographs, field survey notes, plot plan, detail drawings, records of engineering studies, construction studies, construction reports, cost studies, copies of contracts or agreements, related correspondence and similar records.	Life of the facility plus an additional six (6) calendar years.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	18 CFR 125.3 (16 to 24), NRS 11.190 (1)(b), NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Utility Forecast Reports

LRDA Number 20071627

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains but is not limited to budgets and other forecasts (prepared for internal administrative or operating purposes) of estimated future income, receipts and expenditures in connection with financing, construction and operations, including acquisitions and disposals of properties or investments.	Three (3) fiscal years from the end of the fiscal year to which the report pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	18 CFR 125.3 (39)	Review for historical value.

Utility Ledger

LRDA Number 20071628

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the details of financial transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. This record series may contain, but is not limited to, expenditure ledgers, encumbrance listings, warrant registers, cumulative voucher sheets, and related documents and reports. This record series may also be used to provide backup documentation to the General Ledger.	Ten (10) fiscal years from the end of the fiscal year to which the record pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	18 CFR 125.3 (6)	None

Utility Revenue Summaries

LRDA Number 20071625

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of summaries of monthly operating revenues according to classes of service. Includes summaries of forfeited discounts and penalties.	Five (5) fiscal years from the end of the fiscal year to which they pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	18 CFR 125.3 (33)	Review for historical value.

Administrative Adjustment Files **LRDA Number 20071419**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the approval of minor adjustments (waivers) of up to 10% of the code standard. This series may include, but is not limited to, application, justification letter, deed, site plans, elevation, landscape plans, final approval letter, notice of final action, blue lines that have obtained approval / denial from a decision making body, related correspondence and similar documents.	Permanent.	None	None	None

Architectural Supervisions **LRDA Number 20071207**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the architectural review of structures. This series may include, but is not limited to, application for architectural review, copies of deeds, site plans, elevations, landscape plans, staff reports, notice of final action, final approval letter, blue lines that have obtained approval / denial from a decision making body, related correspondence and similar documents.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210	None.

Board of Adjustment **LRDA Number 20071209**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the official actions of Boards of Adjustment. This series may contain, but is not limited to, hearing documents, appeal documents, requests for variance, requests for interpretation, requests for exception, copies of maps and/or plans, examination documents, copies of staff reports, official decisions, minutes of meetings, applications, various forms, reports, supporting documentation, related correspondence and similar documents.	Permanent.	None	NRS 278.290, NRS 241.035	None

Boundary Line Adjustment Files **LRDA Number 20071420**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents boundary line adjustments and may include but is not limited to application requesting to adjust property boundary line, deed, site plan, blue lines that have obtained approval/denial from a decision making body, related correspondence and similar documents.	Permanent.	None	None	None

Conditional / Special Use Permits

LRDA Number 20071421

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents conditional or special use permits and may include, but is not limited to, application requesting use of land for specific purpose, justification letter, deed, site plans, elevations, landscape plans, final approval letter, notice of final action, related correspondence and similar documents.	Permanent.	None	None	None

Environmental Impact Studies

LRDA Number 20071257

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records and reports documenting the environmental impact of projects proposed by local governments or reviewed by local government officials.	Permanent.	None	None	None

Maps of Parcels, Final Maps and Aerial Maps

LRDA Number 20071211

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of maps showing zoning boundaries within the municipality. They usually show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.210	None.

Names of Streets and Changes of Street Names

LRDA Number 20071213

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents street dedications, street closings, the assignment and alteration of street names, and similar records that provide official control of the naming and numbering of streets and roads.	Permanent.	None	None	None

Subdivisions

LRDA Number 20071215

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the subdivision of land and may include, but is not limited to, final maps, tentative maps, review files, inspection reports, copies of surveys, various studies and analysis, approvals, bond and fee documents, receipts, copies of documents from planning commission and governing body, transmittals, project correspondence, and related documents.	Permanent.	Portions of this series may contain confidential or restricted information.	NRS 278.320 to 278.460	None.

Temporary Use Permits

LRDA Number 20071525

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents approvals or denials of temporary use permits to use land for a specific purpose not to exceed a specified number of days. This series may contain, but is not limited to, justification letters, copy of deeds, site plans, approval or denial letters, related correspondence, and similar documents.	If the permit is approved, retain this series for a minimum period of six (6) calendar years from the date the permit expires. If the permit is denied, retain this series for a minimum period of three (3) calendar years from the date of last action.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NRS 11.190 (3)(d)	None

Vacations

LRDA Number 20071218

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for vacation or abandonment of previously dedicated streets, alleys, public rights-of-way, or easements and may contain, but is not limited to, petitions, notifications, copies of tentative maps, hearing records, orders, conditions, proof of recording, titles, related correspondence, and similar documents.	Permanent.	None	NRS 278.480	None

Zoning Case Files

LRDA Number 20071630

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for initial zoning, rezoning, classification changes, special exemptions, use permits, variances, and similar actions. These files may include, but are not limited to, applications, petitions, plans, photographs, letters of intent, change requests, maps (aerial, parcel, tentative , final) surveys, staff reports, waivers, amendments, adjustments, restrictions, copies of ordinances and regulations, policy statements, compliance statements, appeals, final action records, certified mail receipts, related forms and reports, memorandum, correspondence, and similar documents.	Permanent.	Portions of this series may contain confidential or restricted information.	NRS 278.250	None.

Zoning Violation Records

LRDA Number 20071224

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records relating to violations of local zoning ordinances and may contain, but is not limited to, photographs, on-site inspection notes, copies of ordinances, violation notices, orders to appear, correction notices, proof of correction, correspondence and related documents.	For violations retain two (2) calendar years after correction of violation. For alleged, but unfounded violations retain thirty (30) days after determination that zoning ordinances have not been violated.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (4)(e)	None

Alphabetical Index

Record Series Title	LRDA#	Section Name
Absentee Voter Records	20070526	Elections
Abstract of Taxes	20071313	Financial Records
Abstract of Votes Cast	20070542	Elections
Academic Performance - Permanent Records	20071711	School Districts
Academic Performance - Subsidiary Records	20071122	School Districts
Acceptance Letters	20071591	Public Works
Accident Reports	20070549	Fire and Rescue Department
Accounting Files (Office Copy)	20070046	Financial Records
Accounts Payable	20070090	Auditor
Accounts Payable Files	20071235	Financial Records
Accounts Receivable (Revenue)	20070091	Auditor
Accounts Receivable Files	20070445	Financial Records
Accreditation Files	20070787	Law Enforcement
Acquisition Records	20070959	Public Libraries
Activity Forms Submitted to State Subsidy Program	20070782	Juvenile Probation
Activity Reports	20070112	Airports
Activity Reports	20071558	Administrative Records
Activity Reports and Logs, Fire Department	20070550	Fire and Rescue Department
Additional Tax Due and Valuation Notices	20070468	Assessors
Addresses in Subdivisions	20070171	Building and Safety
Administrative Adjustment Files	20071419	Zoning
Administrative Hearing Files	20121869	Administrative Records
Admission and Discharge Statistical Reports	20070678	Hospitals
Admissions Register or Report	20070679	Hospitals
Adoption Case Files	20071195	Social Services
Adult Protective Services Case File	20071645	Social Services
Advertising (including audio and visual materials)	20070471	Fair/Recreation Boards/Convention Authorities
Aerial Photographs	20071589	Public Works
Affidavits of Non-Use	20070172	Building and Safety

Record Series Title	LRDA#	Section Name
Affidavits of Tax Exemption	20070081	Assessors
Affirmative Action Program Files	20071691	Personnel
Against Medical Advice Records	20101799	Fire and Rescue Department
Aging Reports	20101811	Juvenile Probation
Agreement/Application for Service Files	20071197	Utilities Owned by a Local Government
Agreements	20070753	Improvement Districts and Boards
Agreements	20070255	City Clerk
Agreements	20070385	County Clerk
Agreements of Bilateral Agencies	20071162	Social Services
Agreements to Hold Harmless	20070173	Building and Safety
AIDS Drug Assistance Program Client Files	20121856	Health Departments
Air Pollution: Data	20070650	Health Departments
Air Pollution: Inventory of Emissions	20070651	Health Departments
Air Quality Permits	20081762	Sanitation District
Aircraft History and Maintenance Records	20071684	Law Enforcement
Airport Aid Program Grantees: Affirmative Action Plans	20070122	Airports
Airport Aid Program Grantees: Reports not transmitted to the Federal Aviation Administration	20070123	Airports
Airport Certification Manuals or Specifications	20070114	Airports
Airport Emergency Documentation Records	20070119	Airports
Airport Emergency Planning Records	20070118	Airports
Airport Fueling Agent Inspections	20071373	Airports
Airport Law Enforcement Activity Records	20071377	Airports
Airport Project Records	20071378	Airports
Alarm Contact Records (Responsible Persons)	20071458	Law Enforcement
Alarm System Files	20071495	Fire and Rescue Department
Alcohol and Drug Testing Records - Negative Results	20101814	Personnel
Alcohol and Drug Testing Records - Positive Results	20070302	Personnel
Alcohol: Inventories and Orders	20070683	Hospitals
Alcohol: Permits	20070684	Hospitals
Allotments of Fuel Tax	20071021	Regional Transportation Commission
Alternative Fuel Vehicle Records	20071592	Public Works

Record Series Title	LRDA#	Section Name
Alternative High School Programs	20071060	School Districts
Ambulance Enroute Telemetry Tape	20070685	Hospitals
Ambulance Operating Permits	20070554	Fire and Rescue Department
Ambulance Service Permits File	20071273	Health Departments
Americans With Disabilities Act (ADA) Compliance Records	20071422	Personnel
Animal Permit and License Records	20071715	Animal Control
Annexations of Property	20070176	Administrative Records
Annual Audit Plan Files	20101771	Administrative Records
Annual Audits	20070092	Auditor
Annual Budget - Files	20070003	Financial Records
Annual Budget - Final Budget	20070004	Financial Records
Annual Reports	20071405	Public Defender
Annual Reports	20071196	Utilities Owned by a Local Government
Annual Reports	20070931	Planning Commissions / Districts
Annual Reports to Board	20070687	Hospitals
Annual Statement to State Controller	20071654	Auditor
Apparatus and Equipment Records	20070558	Fire and Rescue Department
Appealed Cases	20071406	Public Defender
Appeals Files (Disciplinary Actions)	20071662	Personnel
Application for Solid Waste Permits: Denied, Incomplete or Withdrawn	20071444	Health Departments
Application to Become a Park Commissioner	20070903	Parks and Recreation
Applications and Resumes for Appointive Positions - Appointed	20070256	Administrative Records
Applications and Resumes for Appointive Positions - Not Appointed	20070257	Administrative Records
Applications for Free Meals or for Meals at Reduced Prices	20071062	School Districts
Applications for Library Card	20070950	Public Libraries
Applications for Service	20070754	Improvement Districts and Boards
Applications for Temporary Placement of Trailer	20070179	Building and Safety
Applications to Rent or Lease Facilities	20070904	Parks and Recreation
Applications to Solicit Money	20070258	City Clerk
Appointments for Treatment	20070686	Hospitals
Appraisal Records	20070082	Assessors

Record Series Title	LRDA#	Section Name
Apprenticeship Records	20071743	Personnel
Approval of Payments	20070966	Public Works
Architectural Supervisions	20071207	Zoning
Asbestos Abatement Records	20161932	Public Works
Assessment Appeals	20070089	Assessors
Assessment Rolls and/or Tax Lists	20070083	Assessors
Assignment of Vehicles	20070361	Purchasing
Athletic Activity Records	20071063	School Districts
Athletics: Travel Expenses	20071068	School Districts
Attorney General Opinions	20071388	Attorney
Audit Materials	20070006	Financial Records
Auditors Policy and Procedures Manual	20071299	Auditor
Auditors' Reports	20070005	Financial Records
Authorization to Discharge Permit	20071613	Sanitation District
Automated License Plate Reader/Recognition (ALPR) Records	20121883	Law Enforcement
Autopsies: Protocol	20070354	Coroner / Medical Examiner
Autopsies: Reports	20070355	Coroner / Medical Examiner
Auxiliary Police Files	20070789	Law Enforcement
Background Checks/Investigations	20070304	Personnel
Background Investigations (Internal)	20141893	Law Enforcement
Bail, Records of (copies)	20070790	Law Enforcement
Ballots and Ballot Receipt	20070529	Elections
Bank Transaction Records	20071311	Financial Records
Bankruptcy Records	20070469	Financial Records
Barricade Plans	20070967	Public Works
Behavior Policy/Code of Conduct Records	20071748	School Districts
Behavioral Reports	20161943	Parks and Recreation
Bicycles	20070791	Law Enforcement
Bid Files	20070364	Purchasing
Billings, Casino Records Checks	20070794	Law Enforcement
Bills for Care of Indigent Persons	20070426	Financial Records

Record Series Title	LRDA#	Section Name
Birth Certificates	20070654	Health Departments
Birth Records	20070689	Hospitals
Bite Reports	20070136	Animal Control
BLM Project Records	20101784	Air Quality and Environmental Management
Blood Bank Records	20070692	Hospitals
Blueprints of Buildings	20070695	Hospitals
Board and Commission Volunteer Interest Forms	20071553	Administrative Records
Board of Adjustment	20071209	Zoning
Bolo Books \ Bulletins from Other Agencies	20071454	Law Enforcement
Bond Issues	20070391	Financial Records
Bond Issues	20070391	County Clerk
Bonding Companies: Powers of Attorney	20070392	County Clerk
Bonding Companies: Reports	20070393	County Clerk
Bonds (Construction)	20070265	City Clerk
Bonds and Oaths of Notaries Public	20070394	County Clerk
Booking\Re-Booking Records, Jails and Stations	20070793	Law Enforcement
Bookings	20070473	Fair/Recreation Boards/Convention Authorities
Boundary Line Adjustment Files	20071420	Zoning
Bridge and Culvert Files	20071590	Public Works
Building Inspections (Fire Department)	20070567	Fire and Rescue Department
Building Master Record	20071587	Building and Safety
Building Plans	20070568	Fire and Rescue Department
Building Trades Occupational Licensing Records	20071411	Building and Safety
Buildings, Record of Street Addresses	20070184	Building and Safety
Burial Transit Permits	20070655	Health Departments
Burn Injury Reports	20071478	Fire and Rescue Department
Burning Permits	20071474	Health Departments
Business Fictitious Name Certificates	20071688	County Clerk
Business License Appeal Hearing Records	20101796	Business Licenses and Permits
Business License Applications-Rejected/Denied	20101795	Business Licenses and Permits
Business License Audit Reports	20141890	Business Licenses and Permits

Record Series Title	LRDA#	Section Name
Business Licenses, Applications and Renewals	20070221	Business Licenses and Permits
Business Personal Property Statements	20071321	Assessors
Calendar of Cases	20070153	Attorney
Calendars	20101769	Administrative Records
Calibration of Breath-Testing Device Records	20121836	Law Enforcement
Campaign Contribution and Expense Reports	20141899	Elections
Cancelled Bid Files	20071305	Purchasing
Cancelled Plans	20121871	Building and Safety
Capital Improvement Enterprise Electronic Development Project Files	20101810	Information Technology
Case Assignments, Log Books	20070796	Law Enforcement
Case Files	20070946	Public Administrator
Case Files	20070356	Coroner / Medical Examiner
Case Files: Appealed Cases	20071391	Attorney
Case Files: Domestic Violence -Misdemeanor	20081756	Attorney
Case Files: Domestic Violence-Felony	20081758	Attorney
Case Files: Driving Under the Influence (DUI)-Felony	20081757	Attorney
Case Files: Driving Under the Influence (DUI)-Misdemeanor	20081764	Attorney
Case Files: Felony	20071383	Attorney
Case Files: Gross Misdemeanor	20071498	Attorney
Case Files: Homicide (and other Major Crimes)	20071384	Attorney
Case Files: Juvenile	20071401	Attorney
Case Files: Misdemeanor	20071387	Attorney
Case Record: Neglected, Abused or Delinquent Child – Child Fatality	20071636	Social Services
Case Record: Neglected, Abused or Delinquent Child - Clinical Assessment	20071430	Social Services
Case Record: Neglected, Abused or Delinquent Child - Medical Assessment	20071716	Social Services
Case Record: Neglected, Abused or Delinquent Child: Sexual abuse cases and/or cases that have been referred to a District Attorney for criminal	20071433	Social Services
Case Record: Neglected, Abused or Delinquent Child--in cases where the child is not placed in protective custody and not sexually abused.	20071431	Social Services
Case Record: Neglected, Abused or Delinquent Child--in cases where the child is placed in protective custody and not sexually abused.	20071432	Social Services
Cases Referred to District or City Attorneys	20070799	Law Enforcement
Catalog Records	20070951	Public Libraries
Catalog Records	20070893	Law Library

Record Series Title	LRDA#	Section Name
Cemetery Records	20070027	Administrative Records
Census	20070698	Hospitals
Census of Government and Survey of Government Employment –Municipalities, Counties, Townships	20070051	Administrative Records
Certificate of Election	20071546	Elections
Certificate of Occupancy Logs	20070657	Health Departments
Certificate of Transfer - Recipient Department or Office	20161941	Administrative Records
Certificate of Transfer - Transferring Department or Office	20161940	Administrative Records
Certificated Employees: Admonitions	20071076	School Districts
Certificated Employees: Appraisals	20071078	School Districts
Certificated Employees: Authorization for Extra Pay	20071080	School Districts
Certificated Employees: Credentials	20071081	School Districts
Certificated Employees: Personnel Notifications, Records of	20071084	School Districts
Certificated Employees: Requisitions	20071085	School Districts
Certificates for Appropriation of Water	20070489	County Recorder
Certificates of Ministers Authorized to Perform Marriages: Record of Active Certificates	20070396	County Clerk
Certificates of Ministers Authorized to Perform Marriages: Record of Revoked Certificates	20070397	County Clerk
Certificates of Stillbirth	20070658	Health Departments
Certificates of Stillbirth	20070699	Hospitals
Certified Payroll Reports	20071521	Public Works
Challenge Lists	20070531	Elections
Change of Address Form	20071227	Assessors
Charter Records	20070028	Administrative Records
Charter School Reports: Enrollment (Statistical)	20071736	School Districts
Charter School Reports: Fiscal	20071737	School Districts
Charter School Reports: Program	20071738	School Districts
Check Registers	20070429	Financial Records
Checks, Cancelled	20070430	Financial Records
Child Care Facilities Files	20071166	Social Services
Child Support Case Files	20071393	Attorney
Child Support Compliance Statements from Licensing Agencies	20070154	Attorney
Child Support Payment Reports	20071395	Attorney

Record Series Title	LRDA#	Section Name
Child Support Reports	20071397	Attorney
Child Support Statistical Reports	20071394	Attorney
Citizen Awards	20070029	Administrative Records
Civil Cases	20070155	Attorney
Civil Forfeiture and Asset Seizure Files	20071400	Attorney
Civil Preparedness Guidance (CPG) and State and Local (SLG) Guides	20071450	Emergency Management
Civil Protective Custody Records	20071745	Law Enforcement
Claims Against a City	20070268	City Clerk
Claims Against Others	20071547	Financial Records
Class Record Books and Grade Books	20071089	School Districts
Classified Employees: Performance Evaluations, Reports, and Response	20071086	School Districts
Client Case Files - Economic Assistance	20071647	Social Services
Client Case Files - Social Services	20071164	Social Services
Client Financial Records	20101818	Public Guardian
Client/Ward Case Files- Public Guardian & Representative Payee	20101821	Public Guardian
Client/Ward Fees Paid	20101819	Public Guardian
Client/Ward Personal Property Liquidation Records	20101820	Public Guardian
Client/Ward Property Inventory Records	20101822	Public Guardian
Clients' Appointment Slips	20071168	Social Services
Closures of Facilities	20070659	Health Departments
Code Interpretations	20071576	Building and Safety
Code Violation Records	20070186	Building and Safety
Collected Fee Records	20101817	Public Administrator
Collections of Fines and Fees	20070894	Law Library
Commercial Drivers License Records	20101816	Personnel
Committee Records, Ad Hoc	20071243	Administrative Records
Committee/Board Records-External Agencies	20081760	Administrative Records
Communicable Disease Case Files	20121858	Health Departments
Communicable Disease Reports	20071379	Animal Control
Communicable Disease/TB Control Reports	20121860	Health Departments
Community Development Block Grant (CDBG) Files	20121881	Economic Development

Record Series Title	LRDA#	Section Name
Community Histories	20070030	Administrative Records
Community Notification Records	20071460	Law Enforcement
Community Service Programs	20070803	Law Enforcement
Community/School Notification Files	20101813	Juvenile Probation
Comparative Analysis of Attendance Averages	20071090	School Districts
Complaint Records - Mammography Facility	20071577	Hospitals
Complaints	20070158	Attorney
Complaints, Unlicensed Child Care Facilities	20071171	Social Services
Computer Access Log	20071727	Information Technology
Computer Run Scheduling Records	20071344	Information Technology
Computer Usage Files	20071350	Information Technology
Concealed Weapons Permit (Retired Law Enforcement Officers HR-218)	20121841	Law Enforcement
Concealed Weapons Permits	20070804	Law Enforcement
Conditional / Special Use Permits	20071421	Zoning
Confidential Source Records	20071416	Law Enforcement
Conservation District Files	20121862	Conservation Districts
Constitution and Bylaws	20070701	Hospitals
Construction of Facilities, Proposed or Completed	20070906	Parks and Recreation
Construction Tests, Results	20070971	Public Works
Consultants, Out-of-District Authorization and Payments	20071091	School Districts
Consumer Confidence Reports	20071607	Sanitation District
Contested Election Records	20141898	Elections
Continuation of Insurance Benefits (COBRA) Records	20071286	Personnel
Continuing Education Files	20071660	Personnel
Contract Appeals Files	20071306	Purchasing
Contractors, Records of Persons Hired as	20070908	Parks and Recreation
Contracts and Agreements	20070474	Administrative Records
Controlled Substance Inventory and Use File	20121874	Fire and Rescue Department
Convention Calendar	20071564	Fair/Recreation Boards/Convention Authorities
Cooperative Agreements	20071024	Administrative Records
Cooperative Extension Program Reports	20071560	Cooperative Extension Programs

Record Series Title	LRDA#	Section Name
Copy Log	20070895	Law Library
Corrective Action Records	20071605	Sanitation District
Correspondence: Complaints	20070055	Administrative Records
Correspondence: Executive	20070007	Administrative Records
Correspondence: Project or Case	20071674	Administrative Records
Correspondence: Routine Business	20141919	Administrative Records
Correspondence: Transitory	20070056	Administrative Records
Costs of Construction, Estimated	20071036	Sanitation District
Counter Receipts / Logs	20070137	Animal Control
County Board of Equalization Records	20071680	County Clerk
County Board of Equalization Records	20071681	Assessors
Court Orders and Affidavits, Confidential Taxpayer	20101792	Assessors
Covenants, Restrictions and Amendments thereto	20070768	Improvement Districts and Boards
Credentialing Records-Physicians, Allied Health Providers and Observers	20101804	Hospitals
Credit Card Payment Records	20071665	Financial Records
Crime Prevention Program Records	20070806	Law Enforcement
Criminal Citations	20071730	Law Enforcement
Criminal Intelligence Research and Statistical Records	20121844	Law Enforcement
Cross-Connection Control and Backflow Prevention Records	20071606	Sanitation District
Customer Deposits, Records of	20071199	Utilities Owned by a Local Government
Customer Histories	20071200	Utilities Owned by a Local Government
Customer Tickets (Call Before You Dig)	20101794	Building and Safety
Daily Log of Control Center	20070117	Airports
Daily Logs of Inspections, Code Enforcement	20071557	Building and Safety
Daily Meteorological Data	20070662	Health Departments
Daily Sign-In or Sign-Up Records	20071585	Public Libraries
Dairy Samples	20070663	Health Departments
Death Certificates	20070664	Health Departments
Death Certificates	20070703	Hospitals
Death Records	20070704	Hospitals
Decedent Personal Property Records	20071485	Coroner / Medical Examiner

Record Series Title	LRDA#	Section Name
Declarations of Candidacy	20070533	Elections
Declarations of Value	20071718	Assessors
Deferred Compensation Plans - Participant Records	20070306	Personnel
Deferred Compensation Plans - Plan Details	20071285	Personnel
Delayed or Altered Birth Records	20071566	Health Departments
Delegation of Authority Records	20071280	Administrative Records
Delinquent Accounts	20071201	Utilities Owned by a Local Government
Demolition Records	20071588	Building and Safety
Denied Adoption Files	20071434	Social Services
Denied Prosecution Files	20071389	Attorney
Department Reports	20070786	Law Enforcement
Departmental Regulations, Policies and Procedures	20070057	Administrative Records
Departmental Reports	20070705	Hospitals
Deputies Appointments and Oaths	20070357	Coroner / Medical Examiner
Developer Inspection Reports	20071040	Sanitation District
Direct Deposit Authorizations	20071259	Financial Records
Direct Payment Records	20071513	Financial Records
Directives of Manager	20070008	Administrative Records
Disaster / Damage Reports	20070974	Public Works
Disasters and Emergencies - Financial Records	20071449	Emergency Management
Disbursement Records	20071308	Purchasing
Discharge Reports	20070707	Hospitals
Disciplinary Records	20071298	Personnel
Dispatch (Communications) and Emergency Call Records	20161922	Law Enforcement
Dispatch Logs	20071479	Fire and Rescue Department
Dispatcher, Audio Tapes	20070571	Fire and Rescue Department
Dispositions of Cases	20070161	Attorney
Distance Separation Analysis Reports	20161935	Planning Commissions / Districts
Distribution System Records	20071602	Sanitation District
District Attendance and Enrollment	20071093	School Districts
District Attorney's Opinions	20070402	County Clerk

Record Series Title	LRDA#	Section Name
Dockets	20070334	Constable
Documentation of Computer System and Programs	20070244	Information Technology
Dog Bites	20070665	Health Departments
Dog License Forfeits	20070139	Animal Control
Donated Leave Program Records	20071296	Personnel
Drains, Locations and Maintenance	20070769	Improvement Districts and Boards
Drawings, Blueprints and Specifications	20071038	Sanitation District
Dust Control Permits	20071593	Building and Safety
Duty Roster	20070574	Fire and Rescue Department
Easements	20070773	Improvement Districts and Boards
Economic Development - Client Profiles	20071548	Economic Development
EEO Reports	20071690	Personnel
Election Complaints	20071540	Elections
Election Costs Records	20071542	Elections
Elections of Board-Records	20070774	Improvement Districts and Boards
Electronic Mail (E-mail)	20070245	Administrative Records
Eligibility Files	20071714	Social Services
Eligibility Lists	20070307	Personnel
Emergency Contact File	20071652	School Districts
Emergency Medical Incident Records	20070555	Fire and Rescue Department
Emergency Medical Services (EMS) Course Files	20071275	Health Departments
Emission Inventory Studies and Reports	20101786	Air Quality and Environmental Management
Emission Reduction Program Records	20101789	Air Quality and Environmental Management
Employee Assistance Program Case Files - Required	20071295	Personnel
Employee Assistance Program Case Files - Voluntary	20071294	Personnel
Employee Attendance Records	20070048	Personnel
Employee Development \Training Records	20071375	Personnel
Employee Directories, Rosters or Indexes	20071290	Personnel
Employee Handbooks	20071276	Personnel
Employee Licenses / Certificates	20070837	Personnel
Employee Medical Records [Except Police Officers and Firefighters]	20071236	Personnel

Record Series Title	LRDA#	Section Name
Employee Medical Records-Hazard Exposure Records	20071289	Personnel
Employee Recognition Program Records	20070332	Personnel
Employee Suggestion Forms	20071238	Administrative Records
Employment Contracts	20071288	Personnel
Employment Tax Records	20070450	Financial Records
EMS License / Certification Files	20071274	Health Departments
Endangered Species Act (ESA) Section 10 Records	20141895	Air Quality and Environmental Management
Energy Trading Records	20161921	Utilities Owned by a Local Government
Enforcement Actions	20101788	Air Quality and Environmental Management
Enrollment and Attendance Records	20071058	School Districts
Enrollment Cards:4 H Club	20070347	Cooperative Extension Programs
Enterprise Electronic Development Project Files	20101809	Information Technology
Enterprise Electronic Development Project Files - Not Implemented	20101808	Information Technology
Environmental Impact Studies	20071257	Zoning
Equipment Maintenance and Calibration Records	20071618	Sanitation District
Equipment Maintenance Reports	20070975	Public Works
Equipment Use Records	20071583	Public Libraries
Equipment Violations	20070811	Law Enforcement
Equipment: Depreciation Records	20070711	Hospitals
Equipment: Inspection Records	20070712	Hospitals
Equipment: Inventories	20070713	Hospitals
Equipment: Locations of Equipment	20070714	Hospitals
Equipment: Rental Records	20070916	Parks and Recreation
Equipment: Usage Reports	20070911	Parks and Recreation
Equipment: Use Requests	20070910	Parks and Recreation
Error Reports	20071341	Information Technology
Escort Log	20070120	Airports
Escrow Confirmation Reports	20070084	Assessors
Euthanasia License Records	20071283	Animal Control
Evidence Log	20071476	Fire and Rescue Department
Evidence of Insurability Files	20071098	Personnel

Record Series Title	LRDA#	Section Name
Evidence Vault Inspection Reports	20071385	Law Enforcement
Examinations: Applicants Records	20070102	Civil Service
Excess, Lost and Stolen Property Files	20071234	Purchasing
Explorer Program Participant Records	20161934	Law Enforcement
Explosives: Storage and Use Permits	20071468	Fire and Rescue Department
Exposure Control Files	20071703	Hospitals
Exposure Reports	20071233	Fire and Rescue Department
Façade Improvement Projects	20141910	Economic Development
Facilities Plans	20070934	Planning Commissions / Districts
Facility Equipment Inspection Files, OSHA Required	20101824	Public Works
Fact-Finding Material and Expenditures	20071099	School Districts
False Alarm Reports	20071467	Fire and Rescue Department
Family Leave (FMLA) Records	20070310	Personnel
Family Preservation Case File - Not Sexually Abused	20081750	Social Services
Family Preservation Case File - Sexually Abused	20081751	Social Services
Family Preservation Program Recipient Files	20101832	Social Services
Federal Aid to Airport Records	20070121	Airports
Federal Programs: Audit Reports	20071100	School Districts
Federal Programs: Breakfast Program Records	20071101	School Districts
Federal Programs: Lunch Programs, Reports	20071103	School Districts
Federal Programs: Special Milk Programs	20071110	School Districts
Federal Programs: Summer Food Program	20071650	School Districts
Federal Survey Cards, Eligible	20071107	School Districts
Federal Survey Cards, Ineligible	20071108	School Districts
Federal/State Returns (941, NIC, PERB)	20071106	School Districts
Fee Book	20070403	County Clerk
Fee books	20070095	Auditor
Fee Records	20070813	Law Enforcement
Fees, Requests for Payment	20071039	Financial Records
Field Books	20101823	Public Works
Field Interrogation Reports	20071457	Law Enforcement

Record Series Title	LRDA#	Section Name
Field Reports, On-Site Inspections: Commercial and Public	20070976	Public Works
Field Reports, On-Site Inspections: Residential	20070977	Public Works
Field Trip Authorizations/Parental Permissions	20071744	School Districts
Filings of all items required by law to be filed with the City Clerk	20070271	City Clerk
Filings of all Records Required to be Filed With the County Clerk	20070404	County Clerk
Final Plan for Capital Improvement	20070009	Administrative Records
Financial Disclosure List	20070275	City Clerk
Financial Disclosure List	20070407	County Clerk
Financial Impact Analysis Records	20071529	Administrative Records
Financial Investigations	20141891	Business Licenses and Permits
Financial Reports	20070775	Improvement Districts and Boards
Financial Statements of Solicitors of Money	20070276	City Clerk
Financial Surveys	20071109	School Districts
Fines, Overdue Books and other media, Records of	20070952	Public Libraries
Fines, Requests for Payment	20070953	Public Libraries
Fingerprint Cards sent to the Central Repository for Nevada Records of Criminal History	20070815	Law Enforcement
Fire Alarm Reports, Daily	20071472	Fire and Rescue Department
Fire and Life Safety Files	20070190	Building and Safety
Fire Codes	20070583	Fire and Rescue Department
Fire Department Training Files	20070629	Fire and Rescue Department
Fire Hydrant Records	20070586	Fire and Rescue Department
Fire Investigation Records	20070597	Fire and Rescue Department
Fire Investigation Records - Juvenile Offenders (Arson)	20070599	Fire and Rescue Department
Fire Prevention Education Programs	20071475	Fire and Rescue Department
Fire Reports	20070600	Fire and Rescue Department
Fire Station and Facility Inspection Records	20121877	Fire and Rescue Department
Fire System Licensing Files	20071493	Fire and Rescue Department
Firearm \ Weapon Discharge Reports	20070883	Law Enforcement
Firearms: Qualification Records	20070817	Law Enforcement
Firearms: Registration and Inventory	20070816	Law Enforcement
Firefighter Medical Files	20071466	Fire and Rescue Department

Record Series Title	LRDA#	Section Name
Fitness For Duty Files	20071469	Personnel
Fixed Assets and Inventories	20070440	Financial Records
Fixture Records	20071601	Sanitation District
Fleet GPS Monitoring Reports	20101775	Administrative Records
Food Protection Manager Certification	20121840	Health Departments
Foster Care Licensing Files	20071435	Social Services
Franchise Agreements	20070277	City Clerk
Franchise Fees	20161923	Financial Records
Fraudulent Check Diversion Program Files	20081754	Attorney
Fraudulent Checks	20071317	Financial Records
Friends of the Library Records	20071582	Public Libraries
Fuel Summary Reports	20071594	Public Works
Fugitives from Justice Case Files (Other Jurisdictions)	20081753	Attorney
Fund Transfer Records	20071520	Financial Records
Fundraising Records	20070147	Financial Records
Gaming and Room Tax Records: Duplicate (original filed by county)	20070477	Fair/Recreation Boards/Convention Authorities
Gaming and Room Tax Records: Original (taxing authority)	20070476	Fair/Recreation Boards/Convention Authorities
Garnishments	20071247	Personnel
GEAR UP Grant - Administrative Files	20071734	School Districts
GEAR UP Grant Records	20071741	School Districts
GEAR UP- Scholarship Payment Files	20071735	School Districts
GEAR UP Scholarship Student Eligibility Records	20071742	School Districts
General Ledger	20071033	Sanitation District
General Ledger	20070763	Improvement Districts and Boards
General Ledger	20070442	Financial Records
General Receiving /Fee Records	20070497	County Recorder
Generators of Hazardous Waste Records	20071704	Administrative Records
Geographic Information System (GIS) - Core Data	20121863	Information Technology
Gift and Donation Records	20071568	Administrative Records
Gift and Donation Records [Financial Records]	20071527	Financial Records
Gift Disclosures	20071658	Administrative Records

Record Series Title	LRDA#	Section Name
Grand Jury Reports	20071402	Attorney
Grant Records	20070060	Financial Records
Grants or Donations to Nonprofit Organizations	20161927	Financial Records
Grants: Federal Grants- Real Property and Equipment	20070716	Financial Records
Grants: Unsuccessful Loan/Grant Applications	20071248	Financial Records
Grievances: Case Files	20070311	Personnel
Grievances: Hearings	20070312	Personnel
Grievances: Record on Judicial Review	20071661	Personnel
Group Health and Life Insurance - Death Claims	20161930	Personnel
Group Health and Life Insurance - Employee Records	20161928	Personnel
Group Health and Life Insurance - Long Term Disability Records	20161929	Personnel
Group Health and Life Insurance Plans	20070314	Personnel
Guidelines Pertaining to the Civil Rights of Employees of and Participants in Cooperative Extension Programs	20070345	Cooperative Extension Programs
Gun-Free Schools Act Records	20071664	School Districts
Hazardous Material Incident Records	20071480	Fire and Rescue Department
Hazardous Material Reference Guide	20070581	Fire and Rescue Department
Hazardous Materials Storage Permit Files	20071482	Fire and Rescue Department
Health Information Disclosure Files	20071667	Hospitals
Health Inventory	20071112	School Districts
Health Protection Complaint Files	20121852	Health Departments
Health Protection Permit Files	20121853	Health Departments
Health Protection Temporary Permit Files	20121854	Health Departments
Hearings - Notice of Public Hearing	20071719	Planning Commissions / Districts
Help Desk Telephone Logs and Reports	20071362	Information Technology
Henry Files	20161939	Law Enforcement
Highway/Road Maintenance Schedules	20070980	Public Works
HIPAA Compliance Audits	20101806	Hospitals
History Files	20070033	Administrative Records
Homemaker Program: Client Case Files	20071642	Social Services
Homemaker Program: Provider List	20071643	Social Services
Homemaker Program: Time Sheets	20071644	Social Services

Record Series Title	LRDA#	Section Name
Hospital Bills Accepted for Payment	20071178	Social Services
Housing Authorities Files	20071732	Financial Records
Immunization: Consents	20070667	Health Departments
Immunization: Statistics	20070668	Health Departments
Impound/Abandoned Vehicle Case Files	20071464	Law Enforcement
In Memorial Records	20081752	Administrative Records
Incident Records - Disasters and Emergencies	20070300	Emergency Management
Incident/Crime Files	20071731	Law Enforcement
Infection Control Records	20071578	Hospitals
Initiative or Referendum Petitions	20101797	Elections
Inquests	20070358	Coroner / Medical Examiner
Inspection Records	20071412	Building and Safety
Inspection Reports and Files	20070669	Health Departments
Inspection Reports, Fire Damage	20070192	Building and Safety
Inspections of Grounds and Buildings	20070721	Hospitals
Inspections of Mobile Home Parks	20070194	Building and Safety
Inspector’s Daily Logs	20071555	Building and Safety
Interlibrary Loan Requests	20070954	Public Libraries
Internal Affairs Files	20070788	Law Enforcement
Internet Services Logs	20071365	Information Technology
Intersection Files and Records	20121872	Public Works
Interstate Compact (ICOJ) Files	20101812	Juvenile Probation
Interstate Identification Index (Triple III) Log	20071456	Law Enforcement
Inventories of Circuits	20071363	Information Technology
Inventories of Property	20070947	Public Administrator
Inventory of Hazardous Waste	20070670	Health Departments
Investigation Files	20101830	Law Enforcement
Investigations	20070224	Business Licenses and Permits
Investment Records	20070444	Financial Records
IRS Section 125 Records	20101833	Financial Records
ISDS (Individual Sewage Disposal Systems) - Commercial Files	20071438	Health Departments

Record Series Title	LRDA#	Section Name
ISDS (Individual Sewage Disposal Systems) - Residential Files	20071439	Health Departments
IT Access Control Policies and Procedures	20071724	Information Technology
IT Access Control Reviews and Audit Trails	20071728	Information Technology
IT Asset Inventory Files	20071720	Information Technology
IT Contingency Plan Tests	20071371	Information Technology
IT Contingency Plans	20071370	Information Technology
IT Employee Access Control and Security Awareness Files	20071725	Information Technology
IT Security Evaluations	20071368	Information Technology
IT Security Plans	20071723	Information Technology
IT Security Reviews, Reports and Logs	20071726	Information Technology
IT System User Master List	20071369	Information Technology
Jail Inspection Report or Log	20071503	Law Enforcement
Jails: Commissary and Kitchen Records	20070825	Law Enforcement
Jails: Incident Reports	20070827	Law Enforcement
Jails: Inmate Abandoned Property Report or Log	20071501	Law Enforcement
Jails: Inmate Activity Requests	20071500	Law Enforcement
Jails: Inmate Case Files	20070828	Law Enforcement
Jails: Inmate Funds, Records of	20070829	Law Enforcement
Jails: Inmate Grievances	20161925	Law Enforcement
Jails: Inmate Mail Log or Report	20071502	Law Enforcement
Jails: Inmate Medical Records	20070843	Law Enforcement
Jails: Inmate Work Program Records	20070833	Law Enforcement
Jails: Kitchen Inventory List	20071656	Law Enforcement
Jails: Register	20070830	Law Enforcement
Jails: Release Orders	20070831	Law Enforcement
Jails: Roster of Inmates	20070832	Law Enforcement
Jails: Suicide Threat \ Precaution Records	20071505	Law Enforcement
Jails: Video Recordings	20141886	Law Enforcement
Jails: Visitors Log	20070834	Law Enforcement
Job Advertisements	20070315	Personnel
Journal Entries	20070446	Financial Records

Record Series Title	LRDA#	Section Name
Jury Duty, Exemption Requests	20070620	Administrative Records
Juvenile Incident/Crime Reports	20070835	Law Enforcement
Juvenile Probation Case Files	20070783	Juvenile Probation
Juvenile Probation Case Files-Sexual Offender	20070784	Juvenile Probation
K-9 \ Horse Management Records	20071255	Law Enforcement
Key and Keycard Records	20070078	Administrative Records
Kindergarten Entry Assessment	20071134	School Districts
Lab Test Order Requisitions	20101802	Hospitals
Labor Prevailing Wage Violations	20121875	Purchasing
Laboratory - Chain of Custody Forms	20071617	Sanitation District
Laboratory - Preventive Maintenance Reports	20071616	Sanitation District
Laboratory Certifications	20071615	Sanitation District
Laboratory Equipment Repair and Maintenance Records	20071484	Coroner / Medical Examiner
Landfill Records	20071595	Sanitation District
Law Enforcement Training Records	20070871	Law Enforcement
Leases	20070278	City Clerk
Leases	20070409	County Clerk
Legal Opinions	20071115	Administrative Records
Legislative Relations Records	20070034	Administrative Records
Library Reports	20071586	Public Libraries
Licenses, Business Background: Application	20070839	Law Enforcement
Licenses, Business Background: Suspensions and Revocations	20070840	Law Enforcement
Licenses, FCC: Station	20070838	Law Enforcement
LID Foreclosure Files	20141892	Improvement Districts and Boards
Liens and Releases	20071666	Financial Records
Liquor and Gaming Licenses	20070229	Business Licenses and Permits
List of Vendors from Whom Equipment and Products (supplies) are Purchased	20070294	Emergency Management
Lists of and Requests for Changes of Information	20070232	Business Licenses and Permits
Lists of Official Candidates	20070534	Elections
Lobbyist Forms	20071659	Administrative Records
Local Government Financial Emergency Files	20071746	Financial Records

Record Series Title	LRDA#	Section Name
Lost and Found Records	20070149	Animal Control
Mailings: Mailing and Distribution Lists	20070063	Administrative Records
Mailings: Records of Mailing	20070070	Administrative Records
Mailings: Undeliverable Mailings	20070072	Administrative Records
Maps	20070086	Assessors
Maps	20070770	Improvement Districts and Boards
Maps and Plans of Water Systems	20070648	Fire and Rescue Department
Maps of Parcels, Final Maps and Aerial Maps	20071211	Zoning
Maps, Fire Department	20070601	Fire and Rescue Department
Maps, Plans, and Drawings	20070983	Public Works
Marketing Records	20121842	Fair/Recreation Boards/Convention Authorities
Marriage License Records (applications, receipts, etc.)	20070411	County Clerk
Master Files	20071333	Information Technology
Master List of Businesses Licensed	20070226	Business Licenses and Permits
Master Personnel File	20070321	Personnel
Master Plan	20070935	Planning Commissions / Districts
Master Plan and Amendments	20070984	Public Works
Maternal Child Health Program Files	20101828	Health Departments
Medical Information Indexes	20070718	Hospitals
Medical Records, Animal Control	20071452	Animal Control
Membership of Boards and Commissions	20070281	Administrative Records
Meter History Records	20071622	Utilities Owned by a Local Government
Meter Readings	20071202	Utilities Owned by a Local Government
Meter Testing Reports	20071623	Utilities Owned by a Local Government
Methadone Clinic Records	20070726	Hospitals
Microfilm Quality Control Records	20071359	Administrative Records
Missing Persons Bulletins	20071486	Coroner / Medical Examiner
Missing Persons Incident/Crime Report	20071511	Law Enforcement
Mission Statement	20071301	Administrative Records
Mistakes and Refunds	20070339	Constable
Mobile Audio-Visual Recordings	20071510	Law Enforcement

Record Series Title	LRDA#	Section Name
Mobile Data Computer Transmissions (MDC)	20071634	Law Enforcement
Money Received and Expended, Reports of	20071026	Regional Transportation Commission
Monthly Budget Status Reports	20071517	Financial Records
Monthly Report of Recorded Documents	20070513	County Recorder
Monthly Statement to Governing Body	20070096	Auditor
Moved Buildings	20070197	Building and Safety
Museum Records	20101776	Administrative Records
Mutual Aid Agreements	20070609	Fire and Rescue Department
Names of Streets and Changes of Street Names	20071213	Zoning
Naming of Local Government Buildings/Facilities Files	20141908	Administrative Records
Narrative Reports	20071561	Law Library
National Fire Incident Reporting System (NFIRS)	20071483	Fire and Rescue Department
National Pollution Discharge Elimination System Permits (NPDES)	20071620	Sanitation District
Navigational Facilities Maintenance and Operation Records	20071376	Airports
Network or Circuit Installation and Service Files	20071364	Information Technology
Nevada Acknowledgement of Ethical Standards for Public Officials	20141885	Administrative Records
Nevada CAPP/PTAH Files	20071612	Sanitation District
Noise Compatibility Planning Records	20070125	Airports
Notices of Federal Tax Liens	20070516	County Recorder
Notices of Violations and Citations Issued	20070671	Health Departments
Notices to Airmen (NOTAM)	20070127	Airports
Notices to Renew License	20070233	Business Licenses and Permits
NRS 338.1444 Report	20081761	Financial Records
Oaths	20081768	Administrative Records
Occupational Injuries and Illnesses	20071117	School Districts
Occupational Safety: First Aid Records	20071325	Administrative Records
Occupational Safety: Hazard Communication Program	20071706	Administrative Records
Occupational Safety: Hazardous Material Safety File	20070064	Administrative Records
Occupational Safety: Occupational Noise Exposure Measurement Record	20121837	Administrative Records
Occupational Safety: OSHA Citation Postings	20101780	Administrative Records
Occupational Safety: OSHA Files	20071552	Administrative Records

Record Series Title	LRDA#	Section Name
Occupational Safety: OSHA Inspection and Violation Files	20101779	Administrative Records
Occupational Safety: OSHA Notices Postings	20101781	Administrative Records
Occupational Safety: Personal Protective Equipment (PPE) Records	20071700	Administrative Records
Occupational Safety: Records and Reports of Safety Committees	20070297	Administrative Records
Occupational Safety: Respirator Fit Test	20121838	Administrative Records
Occupational Safety: Respiratory Protection Program Records	20121839	Administrative Records
Occupational Safety: Workers' Compensation Claim Files - Insurer Copy	20071423	Administrative Records
Occupational Safety: Workers' Compensation Claims File - Agency Copy	20071424	Administrative Records
Office Files and Records - Life and Death Sentences	20101829	Public Defender
Office Files and Records of Adult Clients Represented	20070948	Public Defender
Office Files and Records of Juvenile Clients Represented	20070949	Public Defender
Official Returns	20070541	Elections
Open Meeting Law: Agendas - Annotated	20071638	Administrative Records
Open Meeting Law: Agendas - Official/Final	20071639	Administrative Records
Open Meeting Law: Hearings - Notice of Public Hearing	20070010	Administrative Records
Open Meeting Law: Hearings - Records of Hearing	20070011	Administrative Records
Open Meeting Law: Legal Notices	20071717	Administrative Records
Open Meeting Law: Meeting Notification Lists	20070065	Administrative Records
Open Meeting Law: Minutes of all Boards, Commissions, Committees and Councils	20070010	Administrative Records
Open Meeting Law: Posting Requests Received from Public Bodies	20141894	Administrative Records
Open Meeting Law: Recordings of Meetings	20070109	Administrative Records
Open Meeting Law: Speaker/Comment Cards	20071640	Administrative Records
Open Meeting Law: Supplemental Material	20141907	Administrative Records
Operation and Maintenance Manuals	20071609	Sanitation District
Opinions	20070163	Attorney
Orders for Maintenance Work	20070672	Health Departments
Ordinances and Resolutions	20071676	Administrative Records
Organizational Charts	20070285	Administrative Records
Organizational Climate Studies	20141903	Personnel
Out of Business Files	20070227	Business Licenses and Permits
Outdoor Advertising Permits	20070416	County Clerk

Record Series Title	LRDA#	Section Name
Out-of-School-Time Program Records	20121867	School Districts
Oversight Inspections	20071611	Sanitation District
Park and Facility Inspection Records	20071579	Parks and Recreation
Park/Facility Inventories, Property and Equipment	20070917	Parks and Recreation
Parking Citations	20071461	Law Enforcement
Parking Meter Collection Records	20071463	Law Enforcement
Parking Permits, Employee	20070988	Administrative Records
Parking Positions for Aircraft	20070129	Airports
Parking: Fees for Permits	20070986	Public Works
Parking: Handicapped Permit Applications	20070987	Public Works
Passenger Facility Charges (PFC)	20070130	Airports
Passport Transmittals	20101773	Administrative Records
Patient Accounts	20070722	Hospitals
Patient Laboratory Test Records - Anatomic Pathology	20101801	Hospitals
Patient Medical Records	20121851	Health Departments
Patient Medical Records	20070725	Hospitals
Patient Transport System Records	20101800	Hospitals
Pawn Shop Records	20070848	Law Enforcement
Pay Resolutions for Management and Classified Employees	20070318	Personnel
Payroll Administrative Reports	20070452	Financial Records
Payroll Deduction Input Documents	20071686	Financial Records
Payroll Files	20070449	Financial Records
Payroll Maintenance Reports	20071687	Financial Records
Payroll Registers or Reports	20070451	Financial Records
Payroll Reports / Printouts (office copies)	20070066	Financial Records
Peace Officer Disciplinary Action Records	20070807	Law Enforcement
Performance Audits by External Agencies (Non-Financial)	20121835	Administrative Records
Performance Bonds	20070198	Building and Safety
Performance Evaluations of School Principals and Administrators	20071119	School Districts
Permission to Use Municipal Logo	20141906	Administrative Records
Permit Files	20071481	Fire and Rescue Department

Record Series Title	LRDA#	Section Name
Permit Files-Stationary Source	20101787	Air Quality and Environmental Management
Permits - Application File	20071570	Building and Safety
Permits - Cancelled Permits	20071571	Building and Safety
Permits - Design and Construction File, Commercial or Public Structures	20071572	Building and Safety
Permits - Design and Construction File, Residential Structures	20071573	Building and Safety
Permits - Narcotics	20070728	Hospitals
Permits Issued for Park or Facility Use	20070919	Parks and Recreation
Permits to Work in the Public Right of Way	20121873	Public Works
Permits, Industrial Waste Discharge	20070989	Public Works
Personal Information Security Breach Notification Records	20161926	Administrative Records
Personnel Files - Temporary and Seasonal Employees	20071297	Personnel
Pet Adoption Contracts or Agreements	20070148	Animal Control
Pet Impound Records	20070142	Animal Control
Petition Sign-Up Site Listing	20121849	County Clerk
Petition Sign-Up Site Records	20121848	Elections
Petitions Submitted to Governing Body (Not Election Related)	20101834	Administrative Records
Petitions, Failed Initiatives	20070417	County Clerk
Pharmacy: Adverse Drug Reaction Report to FDA	20070729	Hospitals
Pharmacy: Theft / Loss of Controlled Substances, Reports to Drug Enforcement Administration	20070734	Hospitals
Pharmacy: Controlled Substance Inventory and Issue File	20070730	Hospitals
Pharmacy: Inspection Reports	20070732	Hospitals
Pharmacy: Narcotics Destruction Forms	20070731	Hospitals
Pharmacy: Repackaging of Medications Log	20070733	Hospitals
Photo Identification Records	20071287	Personnel
Photo Release Forms	20121846	Administrative Records
Photographs, Law Enforcement	20071506	Law Enforcement
Physician On-Call Schedules	20101805	Hospitals
Physician Privileges	20101803	Hospitals
Planning Files (proposed streets, highways or transportation systems)	20071027	Regional Transportation Commission
Plans for Commercial and Public Structures	20070205	Building and Safety
Plans for Recovery from Disasters	20070295	Emergency Management

Record Series Title	LRDA#	Section Name
Plans for Residential Structures	20070206	Building and Safety
Plans for the Security of Ballots	20071545	Elections
Plans: Checkers, Records of Persons Reviewing Plans and Blueprints	20070203	Building and Safety
Plant Maintenance Records	20071042	Sanitation District
Plot Plans	20070207	Building and Safety
Police Officer Medical Files	20071465	Law Enforcement
Policies and Procedures	20070735	Hospitals
Polygraph Examinations	20070851	Law Enforcement
Pools and Spa Files	20071440	Health Departments
Position Description Records	20071284	Personnel
Position Reports	20070323	Personnel
POST Course Certification Documentation	20141884	Law Enforcement
Postal/Freight Records	20071532	Financial Records
Precinct Maps	20070537	Elections
Pre-Fire Planning Reports	20070635	Fire and Rescue Department
Pre-Prosecution Diversion Program Files	20071399	Attorney
Presentation Materials	20101831	Administrative Records
Press Kits	20071562	Fair/Recreation Boards/Convention Authorities
Press/Media Releases	20070853	Administrative Records
Procedure Plans for Observers of Elections	20071543	Elections
Proceedings of the Board of Trustees (records)	20070772	Improvement Districts and Boards
Processes, Civil Cases	20070852	Law Enforcement
Proclamations	20070013	Administrative Records
Procurement and Credit Card Records	20071310	Financial Records
Product Recall Records	20101825	Purchasing
Production Job Submittal Log	20071729	Information Technology
Program Registration Records	20071584	Public Libraries
Program Reports	20070674	Health Departments
Programs: Accidents Occurring During a Program Which Result in Personal Injury or Death	20070920	Parks and Recreation
Programs: Descriptions of Programs	20070921	Parks and Recreation
Programs: Participant Registration and Attendance Records	20070922	Parks and Recreation

Record Series Title	LRDA#	Section Name
Programs: Payment Records, Participants	20070923	Parks and Recreation
Programs: Senior Citizens' Program Records	20070925	Parks and Recreation
Project Files - Construction	20071023	Regional Transportation Commission
Project Files - External Agency / Developer	20070995	Public Works
Project Files - Grants	20071028	Regional Transportation Commission
Project files for Construction	20070776	Improvement Districts and Boards
Project Ledgers	20070453	Financial Records
Project Review Files	20071029	Regional Transportation Commission
Projects, Reports of Expenditures	20070992	Public Works
Promotion Lists (K-6)	20071120	School Districts
Property Acquisition Records	20070970	Public Works
Property Acquisition Records	20071597	Regional Transportation Commission
Property and Equipment Inventory	20070014	Financial Records
Property and Equipment, Records and Inventories (office copies)	20070067	Administrative Records
Property Management: Building Protection Systems Records-Agency Copy	20081755	Administrative Records
Property Management: Burglary and/or Vandalism, Reports of	20071710	Administrative Records
Property Management: Pest Control (Extermination) Records	20071747	Administrative Records
Property Management: Security Camera Recordings	20071749	Administrative Records
Property Management: Security Records	20071279	Administrative Records
Proposed Expenditures	20070287	City Clerk
Proposed Expenditures	20070419	County Clerk
Proposed Legislation Records	20070039	Administrative Records
Protective Order Log	20141889	Law Enforcement
Psychiatric Reports, Records and Case Histories	20070736	Hospitals
Psychological Evaluations of Pupils	20071121	School Districts
Public Records Requests	0101782	Administrative Records
Public Water System Plan Review Files	20071436	Health Departments
Public Works Project Files	20070991	Public Works
Pupil Release Records	20071651	School Districts
Purchase, Sale or Transfer of Real Property Files	20101777	Administrative Records
Quality Assurance Recordings	20121847	Administrative Records

Record Series Title	LRDA#	Section Name
Quality Assurance Review Audits and Reports	20071256	Administrative Records
Quarterly Report of Resources and Expenditures	20070015	Financial Records
Rabies Vaccination Certificate Records	20071380	Animal Control
Radio and Car Logs	20071633	Law Enforcement
Radio Frequencies	20070638	Fire and Rescue Department
Radioisotopes - Receipt, Transfer, Use, Storage, Delivery, Disposal and Reports of Overexposure	20070737	Hospitals
Radiological Film Badge Reports	20101807	Hospitals
Rate Schedules	20071624	Utilities Owned by a Local Government
Ratio Studies	20071315	Assessors
Reapportionments	20070777	Improvement Districts and Boards
Reasonable Accommodation Records	20071470	Personnel
Recall of Public Officers	20101827	Elections
Receipts for Collection of Taxes on Lodging, Liquor and Gaming	20070234	Business Licenses and Permits
Receipts for Criminal Reports	20070165	Attorney
Receipts for Payment of Personal Property Tax	20070088	Assessors
Receipts, All Monies Received	20070454	Financial Records
Receiving Reports	20071302	Purchasing
Reclaimed Water Permits	20071614	Sanitation District
Record of Evictions	20070336	Constable
Record of Notices of Eviction	20070337	Constable
Recorded Documents	20070517	County Recorder
Records Destruction Certificate	20070069	Administrative Records
Records Dissemination Log	20070859	Law Enforcement
Records of Accident Insurance Provided to Participants in Special Programs	20070351	Cooperative Extension Programs
Records of Actions Taken Against Commission or District	20070938	Planning Commissions / Districts
Records Of Convicted Person Registration	20070861	Law Enforcement
Records of Election Board Officers	20070544	Elections
Records of Emergency Training Exercises	20070296	Emergency Management
Records of Equipment Inventories	20070298	Emergency Management
Records of Formal Negotiations	20070012	Administrative Records
Records of Gross Receipts Reported by Gaming Establishments	20070235	Business Licenses and Permits

Record Series Title	LRDA#	Section Name
Records of Mammograms and Related Documents	20070740	Hospitals
Records of Official Actions	20070939	Planning Commissions / Districts
Records of Persons Assigned to Work at Polling Places	20070545	Elections
Records of Public Hearings	20070940	Planning Commissions / Districts
Records Ordered Sealed by a Court	20070860	Law Enforcement
Records Relating to the Use, Storage and Disposition of Sodium Pentobarbital	20070144	Animal Control
Records Retention Schedule	20070073	Administrative Records
Recruitment Files	20070325	Personnel
Recruitment Files: Pre-Employment Medical Screenings	20071471	Personnel
Reference Request Records	20070958	Public Libraries
Refrigerant Usage Log	20071425	Public Works
Refund Records	20071316	Financial Records
Regional Plan	20070942	Planning Commissions / Districts
Register of Borrowers	20070898	Law Library
Register of Cases	20070359	Coroner / Medical Examiner
Report of Multiple Sale or Other Disposition of Pistols and Revolvers-ATF form 3310.4	20161944	Law Enforcement
Report of Oral Ratings	20070108	Civil Service
Reports from Public Utilities	20070943	Planning Commissions / Districts
Reports of Communicable Disease	20070744	Hospitals
Reports of Drills	20071491	Fire and Rescue Department
Reports of Hotels, Motels and Campgrounds	20070238	Business Licenses and Permits
Reports of Injured Animals	20070145	Animal Control
Reports Required by Law/Regulation	20141900	Administrative Records
Reports to Nevada Department of Taxation	20101793	Assessors
Request for Vital Record	20161942	Health Departments
Requests for Opinions	20070167	Attorney
Requisitions / Purchase Orders (office copies)	20070074	Administrative Records
Requisitions and Purchase Orders	20070371	Purchasing
Reservations	20070482	Fair/Recreation Boards/Convention Authorities
Reservoir Inspections	20071603	Sanitation District
Residential Pool and Spa Files	20121870	Building and Safety

Record Series Title	LRDA#	Section Name
Resignations of Elective and Appointive Officials	20070290	Administrative Records
Resolutions	20070944	Planning Commissions / Districts
Resources and Expenditures, Quarterly Report	20070421	County Clerk
Responses, No Fire or Casualties	20070641	Fire and Rescue Department
Restricted Document Log (Homeland Security Act)	20071246	Administrative Records
Restructure Database Audit Report	20071337	Information Technology
Retirement and Deduction Reports - Public Employees Retirement System (PERS)	20070455	Personnel
Retrofitting Files	20071487	Fire and Rescue Department
Returned Checks, Files	20070521	Financial Records
Returns, Includes Records of Items Returned Through Interlibrary Loans	20070961	Public Libraries
Revenue Expenditure Reports	20070994	Public Works
Revenue Ledgers	20070456	Financial Records
Revenue Sharing Records	20071514	Financial Records
Revocation Files	20070341	Constable
Revolving Loan Account	20141911	Economic Development
Revolving Loans	20141909	Economic Development
Risk Management: Accident Reports	20071712	Administrative Records
Risk Management: Emergency Action Plan	20101783	Administrative Records
Risk Management: Insurance Policies	20070062	Administrative Records
Risk Management: Insurance: Claims	20070061	Administrative Records
Risk Management: Job Safety Analysis	20161936	Administrative Records
Risk Management: Liability Release Forms	20071672	Administrative Records
Risk Management: National Flood Insurance Program (CRS) Records	20141901	Administrative Records
Risk Management: Property Insurance Inspection Reports	20161931	Administrative Records
Risk Management: Red and Amber Light Permits	20101772	Administrative Records
Risk Management: Smog Inspections	20121882	Administrative Records
Risk Management: Vehicle Maintenance Records	20070079	Administrative Records
Risk Management: Vehicle Visual Inspections	20141897	Administrative Records
Room Tax Return Files	20070483	Financial Records
Rosters of Registered Voters and Poll Books	20070547	Elections
Route Files	20071596	Regional Transportation Commission

Record Series Title	LRDA#	Section Name
Rules for Transactions of Business	20070945	Planning Commissions / Districts
Ryan White Program Client Grievance Files	20121857	Health Departments
Salary Surveys	20071381	Personnel
Salary/Wage Schedules	20071382	Personnel
Sale of Personal Property	20161938	Law Enforcement
Sale of Surplus Goods to the Public, Records of	20070377	Purchasing
Sample Ballots	20071544	Elections
Sanitary Survey Records	20071051	Sanitation District
Sanitation Investigation Files	20121855	Health Departments
Schedules for Use of Facilities	20070926	Parks and Recreation
Scholarship Applications	20161937	Parks and Recreation
School Bus Driver's Records	20071139	School Districts
School District Sponsored Charter Schools (Approved)	20071739	School Districts
School District Sponsored Charter Schools (Denied)	20071740	School Districts
School Master Files	20070643	Fire and Rescue Department
Seal and Logo Records	20070040	Administrative Records
Secondary Contaminant Reports	20071619	Sanitation District
Security Guards / Systems, Logs and Diaries	20070747	Hospitals
Security Program Records	20070131	Airports
Self-Inspection Program Records	20070133	Airports
Seniority Lists	20070627	Personnel
Services for Elderly or Incapacitated Persons: Applications for Services	20071030	Regional Transportation Commission
Services for Elderly or Incapacitated Persons: Lists of Persons Eligible for Services	20071031	Regional Transportation Commission
Sewage and Water System Plan Reviews - Hotels and Motels	20071441	Health Departments
Sewage and Water System Plan Reviews - Mobile Home Parks	20071442	Health Departments
Sewage and Water System Plan Reviews - RV Parks	20071443	Health Departments
Sewer Cleaning Records	20071610	Sanitation District
Sewer Maintenance Records	20070997	Public Works
Sewer Taps	20070216	Building and Safety
Sex Offenders and Offenders Convicted of a Crime Against a Child Registration	20071685	Law Enforcement
Sexual Harassment / Discrimination Files	20071323	Personnel

Record Series Title	LRDA#	Section Name
Sharps Injury Log	20071702	Hospitals
Signs and Road Marking Records	20071522	Public Works
Sister City Programs	20071264	City Clerk
Social Services Case Histories	20070748	Hospitals
Software Licenses	20071245	Information Technology
Software Review Files	20071351	Information Technology
Solicitation Permits, Receipts	20070292	City Clerk
Solid Waste Disposal Files (Facility Files)	20071437	Health Departments
Special Assessment Districts, Files	20070998	Public Works
Special Assessments	20071519	Assessors
Special Boards, Commissions, Councils, Committees, Offices and Task Force Records	20071242	Administrative Records
Special Education Records	20081766	School Districts
Special Event and Celebration Records	20070041	Administrative Records
Special Study Report Files	20121878	Administrative Records
Special Unit/Task Force Activity Records	20161924	Law Enforcement
Special Watch Records	20071459	Law Enforcement
Specialized or Local Ethics Committee	20141902	Administrative Records
Specifications	20070999	Public Works
Specifications of Wells	20070780	Improvement Districts and Boards
Speed-Timing Equipment	20070855	Law Enforcement
Staff Meeting Records	20070846	Administrative Records
Staff Reports	20070932	Planning Commissions / Districts
Standard Operating Procedures	20070644	Fire and Rescue Department
Standing Orders	20070962	Public Libraries
State Implementation Plan (SIP) and related studies	20101785	Air Quality and Environmental Management
State Implementation Plans (SIP) - Transportation Plans	20101791	Air Quality and Environmental Management
Statements or Waivers Releasing a Park or Recreation Department from Liability for Personal Injury	20070927	Parks and Recreation
Statistical Record of Air Quality	20070677	Health Departments
Statistical Reports	20070785	Juvenile Probation
Strategic Plan Files	20070047	Administrative Records
Street Light Records and Plans	20071000	Public Works

Record Series Title	LRDA#	Section Name
Street Maintenance	20071001	Public Works
Street Name Changes	20071002	Public Works
Structure Which is Moved	20071004	Public Works
Studies	20071005	Public Works
Subdivision Files	20071006	Public Works
Subdivisions	20071215	Zoning
Subsidiary Ledgers or Registers	20071312	Financial Records
Subsidized Transportation Program Records	20071646	Social Services
Summons and Subpoenas	20071281	Administrative Records
Superfund Grant Records	20071663	Financial Records
Supervisor Performance Assessments	20101815	Personnel
Supplies	20070368	Purchasing
Surgical Cases, Register	20070749	Hospitals
Surplus Food Reports	20071143	School Districts
Surveys and Established Boundaries, including Maps	20070422	County Clerk
Surveys, Polls, and Questionnaires	20070076	Administrative Records
Suspect Photographs (including Mug Shots)	20070850	Law Enforcement
Swimming Pool Operating Records	20071673	Parks and Recreation
Swimming Pool Testing Logs	20071569	Health Departments
Tally Lists	20070548	Elections
Tax Bills	20070457	Financial Records
Tax Deeds	20070097	Auditor
Tax Notices	20070458	Financial Records
Tax Protest Letters	20071319	Financial Records
Tax Receipts and Stubs	20070460	Financial Records
Tax Redemption Certificates	20070461	Financial Records
Tax Rolls	20070459	Financial Records
Tax Sales Redeemed	20070463	Financial Records
Tax Sales Reports	20070462	Financial Records
TB Control Program Case Files	20121859	Health Departments
Teachers and other Licensed Personnel: Evaluations	20071147	School Districts

Record Series Title	LRDA#	Section Name
Teachers: Instructional Plans	20071145	School Districts
Teachers: Register of Pupils	20071151	School Districts
Teachers: Request for Hearing on Suspension	20071149	School Districts
Telecommunication System Management Records	20071360	Administrative Records
Telephone Logs	20071008	Administrative Records
Temporary Criminal Intelligence Research and Statistical Records	20121845	Law Enforcement
Temporary Licenses or Permits	20070231	Business Licenses and Permits
Temporary Power Service Records	20070174	Building and Safety
Temporary Power, Requests	20070219	Building and Safety
Temporary Use Permits	20071525	Zoning
Tentative Subdivision Files	20071009	Public Works
Trademarks, Trade Names and Service Marks Files	20121861	Administrative Records
Traffic Citations	20070877	Law Enforcement
Traffic Count Reports	20071010	Public Works
Traffic Signal Records	20071524	Public Works
Traffic: Accident Incident/Crime Reports	20070875	Law Enforcement
Transcripts of Hearings of Civil Service Board Involving Appeals	20070110	Civil Service
Transportation Studies / Plans	20071598	Regional Transportation Commission
Travel Records	20071258	Financial Records
Treasurer's Receipts (duplicates)	20070098	Auditor
Tree and Plant Files	20071429	Public Works
Trial Balance Reports	20071318	Financial Records
Trust Fund for Retirement Benefits (NRS 287.017)	20121868	Administrative Records
Tuition Agreements	20071154	School Districts
U.S. Dept. of Agriculture Commodity Reports	20071155	School Districts
Unclaimed Property Report	20070464	Financial Records
Underground Storage Tank (UST) Records	20071426	Public Works
Underground Storage Tank -Leaking (LUST) Records	20071427	Public Works
Unemployment Insurance Records	20071445	Personnel
Unemployment Insurance Records - Employer Contribution Records	20071446	Personnel
Union Contracts	20070328	Personnel

Record Series Title	LRDA#	Section Name
Unserved Papers	20070342	Constable
Unsolicited Applications and/or Resumes	20071292	Personnel
Use of Force Reports - No Weapon Involved	20161933	Law Enforcement
Utility Advertising	20071626	Utilities Owned by a Local Government
Utility Facilities	20071629	Utilities Owned by a Local Government
Utility Forecast Reports	20071627	Utilities Owned by a Local Government
Utility Ledger	20071628	Utilities Owned by a Local Government
Utility Revenue Summaries	20071625	Utilities Owned by a Local Government
Vacant Land Monitoring Reports	20101790	Air Quality and Environmental Management
Vacation Rosters	20070633	Fire and Rescue Department
Vacations	20071218	Zoning
Variance and Exemption Records	20071604	Sanitation District
Vehicles, Maintenance and Repair Records	20070880	Law Enforcement
Vendor Code Requests	20071309	Purchasing
Vendor Files	20070378	Purchasing
Vendor Master List	20070379	Purchasing
Vendor Performance Case Files	20071300	Purchasing
Verification of Eligibility for Employment (United States Citizenship and Immigration form I-9)	20070329	Personnel
Victim Assistance Case Files	20071403	Attorney
Violation Notices to Owners	20070146	Animal Control
Volunteer Worker Records	20070331	Personnel
Voter Registration Records	20070528	Elections
Voting Systems - Computer Programs	20071701	Elections
Vulnerability Assessments	20121843	Law Enforcement
Waivers	20070239	Business Licenses and Permits
Warranties	20070080	Purchasing
Warrants (copy of court records)	20070882	Law Enforcement
Waste Collection and System Operation	20071049	Sanitation District
Waste Flow Measurement Readings	20071050	Sanitation District
Waste Water Monitoring	20071018	Public Works
Wastewater Sewage Sludge Application Records	20071608	Sanitation District

Record Series Title	LRDA#	Section Name
Water Conservation Plan	20071694	Sanitation District
Water Flow of Wells	20070781	Improvement Districts and Boards
Water Operators Certification File	20071621	Sanitation District
Water Project Files	20071696	Sanitation District
Water Project Files [Financial Records]	20071695	Sanitation District
Water Project Files -Not Needed to Maintain System or Facility	20161920	Sanitation District
Water Quality, Reports of Bacteriological Analysis	20071054	Sanitation District
Water Quality, Reports of Chemical and Radiological Analysis	20071055	Sanitation District
Water Quality, Reports of Lead and Copper	20071053	Sanitation District
Water Quality, Statistical Averages	20071052	Sanitation District
Water Rights, Files and Maps	20071019	Public Works
Water Turbidity Reports	20071229	Sanitation District
Welfare Agency	20070752	Hospitals
WIC Client Files	20101826	Health Departments
Work Orders	20071020	Public Works
Work Permit/Cards	20070885	Law Enforcement
Work Permit/Cards for Prostitutes, All Records	20070891	Law Enforcement
Work Permits/Cards: Receipts for Work Cards	20070889	Law Enforcement
Writs	20070169	Attorney
Zone Exception, Requests for	20071157	School Districts
Zoning Case Files	20071630	Zoning
Zoning Violation Records	20071224	Zoning

APPENDIX A – AMENDMENT SCHEDULE

DATE	***LRDA#***	**DESCRIPTION OF CHANGE**
12/15/2016	20161926	Added new record series “Personal Information Security Breach Notification Records” to Administrative Records Section
12/15/2016	20161931	Added new record series “Risk Management Property Insurance Inspection Reports” to Administrative Records Section
12/15/2016	20161936	Added new record series “Risk Management Job Safety Analysis” to Administrative Records Section
12/15/2016	20161940	Added new record series “Certificate of Transfer-Transferring Department or Office” to Administrative Records Section
12/15/2016	20161941	Added new record series “Certificate of Transfer – Recipient Department or Office” to Administrative Records Section
12/15/2016	20161923	Added new record series “Franchise Fees” to Financial Records Section
12/15/2016	20161927	Added new record series “Grants or Donations to Nonprofit Organizations” to Financial Records Section
12/15/2016	20161942	Added new record series “Request for Vital Record” to Health Department Section
12/15/2016	20161938	Added new record series “Sale of Personal Property” to Law Enforcement Section
12/15/2016	20161939	Added new record series “Henry Files” to Law Enforcement Section
12/15/2016	20161944	Added new record series “Report of Multiple Sale or Other Disposition of Pistols and Revolvers – ATF Form 3310.4” to Law Enforcement Section
12/15/2016	20161922	Added new record series “Dispatch (Communications) and Emergency Call Records” to Law Enforcement Section
12/15/2016	2016 1925	Added new record series “Jails: Inmate Grievances” to Law Enforcement Section
12/15/2016	20161924	Added new record series “Special Unit/Task Force Activity Records” to Law Enforcement Section
12/15/2016	20161933	Added new record series “Use of Force Reports – No Weapon Involved” to Law Enforcement Section
12/15/2016	20161934	Added new record series “Explorer Program Participant Records” to Law Enforcement Section
12/15/2016	20161937	Added new record series “Scholarship Applications” to Parks and Recreation Section
12/15/2016	20161943	Added new record series “Behavioral Reports” to Parks and Recreation Section
12/15/2016	20161928	Added new record series “Group Health and Life Insurance – Employee Records” to Personnel Section

12/15/2016	20161929	Added new record series “Group Health and Life Insurance – Long Term Disability Records” to Personnel Section
12/15/2016	20161930	Added new record series “Group Health and Life Insurance – Death Claims” to Personnel Section
12/15/2016	20161935	Added new record series “Distance Separation Analysis Reports” to Planning Commissions/Districts Section
12/15/2016	20161932	Added new record series “Asbestos Abatement Records” to Public Works Section
12/15/2016	20161920	Added new record series “Water Project Files – Not Needed to Maintain System or Facility” to Sanitation District Section
12/15/2016	20161921	Added new record series “Energy Trading Records” to Utilities Owned by a Local Government Section
DATE	**LRDA#**	**AMENDED RECORD SERIES**
12/15/2016	20070257	Applications and Resumes for Appointive Positions - Not Appointed *Increased retention period from Three (3) calendar years after position is filled to comply with actions under civil rights law.*
12/15/2016	20070010	Open Meeting Law: Hearings - Notice of Public Hearing *Reduced retention period from permanent to mirror state agency requirement for similar record series.*
12/15/2016	20071717	Open Meeting Law – Legal Notices *Reduced retention period from permanent to mirror state agency requirement for similar record series.*
12/15/2016	20071640	Open Meeting Law – Speaker/Comment Cards *Reduced retention period from One (1) calendar year after the year of the meeting*
12/15/2016	20071279	Property Management: Security Records *Reduced retention period from Five (5) calendar years*
12/15/2016	20101782	Public Records Requests *Revised description and increased retention period to mirror state agency requirements for same record series.*
12/15/2016	20070102	Examinations: Applicants Records *Revised title and modified description to include records from LRDA 20070103, 20070104 and 20070106 which were similar and will be deleted.*
12/15/2016	20070314	Group Health and Life Insurance Plans *Revised description, citations, legal note, note and retention period*
12/15/2016	20070321	Master Personnel File *Reduced retention period from thirty (30) calendar years to mirror retention period for similar record series (Employee Service Jackets) in the executive branch of state government*.

12/15/2016	20070325	Recruitment Files *Increased retention period from Three (3) calendar years from the close of the recruitment to comply with actions under civil rights law.*
12/15/2016	20071471	Recruitment Files – Pre-Employment Medical Screenings *Increased retention period from Three (3) calendar years from the close of the recruitment to comply with actions under civil rights law*.
12/15/2016	20070003	Annual Budget – Files *Moved from Administrative Records Section with same LRDA Number*
12/15/2016	20070004	Annual Budget – Final Budget *Moved from Administrative Records Section with same LRDA Number*
12/15/2016	20070391	Bond Issues *Moved from County Clerks Section with same LRDA Number*
12/15/2016	20070060	Grant Records *Revised title from Grants: Proposals, Reports and Results, modified description to include records from LRDA# 20070059 Grants: Financial Records which will be deleted, modified event date for retention period and added additional information to legal citations.*
12/15/2016	20071310	Procurement and Credit Card Records *Revised title, description, and retention period to include credit cards*
12/15/2016	20070146	Violation Notices to Owners *Revised description to include activity cards or notices and added "or from the date of last action" to minimum retention period.*
12/15/2016	20071572	Permits - Design and Construction File, Commercial or Public Structures *Removed cancelled permits from retention period as these are covered by LRDA# 20071571*.
12/15/2016	20071573	Permits - Design and Construction File, Residential Structures *Shortened retention period from twelve (12) calendar years after the calendar year in which the final inspection is approved to comply with change in state law. Removed" If Disaster Occurs - Retain six (6) calendar years after the calendar year in which a disaster involving the structure occurs" as it is no longer needed. Removed "Cancelled Permits" from retention period as these are covered by LRDA# 20071571.*
12/15/2016	20070206	Plans for Residential Structures *Increased retention period from One (1) calendar year after final inspection approval to match Design and Construction Files (20071573) which has 6 year retention requirement*

12/15/2016	20070224	Investigations *Reduced retention period from Six (6) calendar years from the end of the calendar year to which they pertain*
12/15/2016	20070391	Bond Issues *Moved to Financial Records Section with same LRDA Number*
12/15/2016	20070567	Building Inspections (Fire Department) *Shortened retention period for construction inspections from 12 years to comply with change in state law*.
12/15/2016	20070555	Emergency Medical Incident Records *Revised retention period from Six (6) calendar years from the date of production to comply with change in state law.*
12/15/2016	20070828	Jails: Inmate Case Files *Added or five (5) calendar years from the confirmed death of the individual, to retention period.*
12/15/2016	20071510	Mobile Audio-Visual Recordings *Revised series title from In-Car Audio-Visual Recordings, modified description, retention period changed from "Retain recordings for a minimum period of ninety (90) days or until they have been reviewed, whichever is longer, reusing the recordings as needed"*
12/15/2016	20070971	Construction Tests, Results *Shortened retention period from 12 years to comply with change in state law.*
12/15/2016	20071164	Client Case Files - Social Services *Revised retention period from Six (6) calendar years from date of last service. to comply with changes in state law/regulation*
12/15/2016	20071200	Customer Histories *Shortening retention period for closed accounts from 6 fiscal years to 3 fiscal years*
DATE	***LRDA#***	**DELETED RECORD SERIES**
12/15/2016	20070369	"Procedure Manuals" - removed from Administrative Records Section -Redundant record series see LRDA# 20070057 Departmental Regulations, Policies and Procedures in the Administrative Records Section
12/15/2016	20071249	"Contracts and Agreements – Capital Improvement Projects" removed from Administrative Records Section - Statute of limitations on construction deficiencies reduced from 12 years to 6 years which was basis for original retention period. No longer necessary to separate from Contracts and Agreements LRDA# 20070474.

12/15/2016	20071533	“Boards, Commissions, Councils, and Standing Committee Records” removed from Administrative Records Section - Records in this series are scheduled else ware in the Local Government Records Retention Schedules.
12/15/2016	20070168	“Suits Against a Local Government” removed from Attorney Section - Redundant record series see LRDA# 20070155 Civil Case Files
12/15/2016	20070263	“Bond Issues” removed from City Clerks Section - Combined with LRDA# 20070391 and moved to Financial Records Section
12/15/2016	20070103	“Examinations: Lists of Applicants Who Failed to Qualify for Employment” removed from Civil Service Section - Redundant record series see LRDA# 20070102 Examinations: Applicant Files.
12/15/2016	20070104	“Examinations: Lists of Applicants Who Failed to Take an Examination” removed from Civil Service Section - Redundant record series see LRDA# 20070102 Examinations: Applicant Files.
12/15/2016	20070106	“Examinations: Lists of Applicants Eligible for Employment” removed from Civil Service Section - Redundant record series see LRDA# 20070102 Examinations: Applicant Files.
12/15/2016	20070059	“Grants: Financial Records” removed from the Financial Records Section - Combined with LRDA# 20070060
12/15/2016	20070427	“Bond Registers and Records” removed from the Financial Records Section - Combined with LRDA# 20070391
12/15/2016	20070431	“Claims” removed from the Financial Records Section - Part of LRDA# 20071235 Accounts Payable Files
12/15/2016	20070432	“Claims, Listing of” removed from the Financial Records Section - Part of LRDA# 20071235 Accounts Payable Files
12/15/2016	20101798	“Journal Entries-Bonds” removed from the Financial Records Section - Combined with LRDA# 20070391
12/15/2016	20071372	“IT Policy and Procedure Records” removed from Information Technology Section - Redundant record series see LRDA# 20070057 Departmental Regulations, Policies and Procedures in the Administrative Records Section
12/15/2016	20071455	“Emergency Calls – Audio Tapes” removed from Law Enforcement Section – Included in LRDA# 20161922
12/15/2016	20071635	“Dispatchers Transmission Records” removed from Law Enforcement Section – Included in LRDA# 20161922
12/15/2016	20070862	“Registration of Firearms” removed from Law Enforcement Section – Removed due to change in state law.
12/15/2016	20070058	“Employee Files Maintained in an Office or Department” removed from Personnel Section - Not the official record this is a convenience copy

12/15/2016	20070330	“Employee Development / Training Records - "Office Copy" removed from Personnel Section - Not the official record this is a convenience copy
12/15/2016	20071293	“Search Committee Files” removed from Personnel Section - Part of Recruitment Files record series LRDA# 20070325
12/15/2016	20070261	“Bids for Contracts” removed from Purchasing Section - Redundant record series see LRDA# 20070364 in Purchasing Section

DATE	***LRDA#***	**DESCRIPTION OF CHANGE**
11/24/14	20141885	Added new record series “Nevada Acknowledgement of Ethical Standards for Public Officials” to Administrative Records Section
11/24/14	20141894	Added new record series “Open Meeting Law: Posting Requests Received from Public Bodies” to Administrative Records Section
11/24/14	20141900	Added new record series “Reports Required by Law/Regulation” to Administrative Records Section
11/24/14	20141901	Added new record series “Risk Management: National Flood Insurance Program (CRS) Records” to Administrative Records Section
11/24/14	20141902	Added new record series “Specialized or Local Ethics Committee” to Administrative Records Section
11/24/14	20141906	Added new record series “Permission to Use Municipal Logo” to Administrative Records Section
11/24/14	20141907	Added new record series “Open Meeting Law: Supplemental Material” to Administrative Records Section
11/24/14	20141908	Added new record series “Naming of Local Government Buildings/Facilities Files” to Administrative Records Section
11/24/14	20141897	Added new record series “Risk Management: Vehicle Visual Inspections” to Administrative Records Section
11/24/14	20141919	Added new record series “Correspondence: Routine Business” to Administrative Records Section
11/24/14	20141895	Added new record series “Endangered Species Act (ESA) Section 10 Records” to Air Quality and Environmental Management Section
11/24/14	20141890	Added new record series “Business License Audit Reports” to Business Licenses and Permits Section
11/24/14	20141891	Added new record series “Financial Investigations” to Business Licenses and Permits Section
11/24/14		**Added New Section - Economic Development**
11/24/14	20141910	Added new record series “Façade Improvement Projects” to Economic Development Section
11/24/14	20141909	Added new record series “Revolving Loans” to Economic Development Section
11/24/14	20141911	Added new record series “Revolving Loan Account” to Economic Development Section
11/24/14	20141892	Added new record series “LID Foreclosure Files” to Improvement Districts and Boards Section

11/24/14	20141898	Added new record series “Contested Elections Records” to Elections Section
11/24/14	20141899	Added new record series “Campaign Contribution and Expense Reports” to Elections Section
11/24/14	20141893	Added new record series “Background Investigations (Internal)” to Law Enforcement Section
11/24/14	20141884	Added new record series “POST Course Certification Documentation” to Law Enforcement Section
11/24/14	20141886	Added new record series “Jails: Video Recordings” to Law Enforcement Section
11/24/14	20141889	Added new record series “Protective Order Log” to Law Enforcement Section
11/24/14	20141903	Added new record series “Organizational Climate Studies” to Personnel Section
DATE	**LRDA#**	**AMENDED RECORD SERIES**
11/24/14	20071553	Board and Commission Volunteer Interest Forms *Revised retention period to separate individuals appointed and those not appointed*
11/24/14	20071533	Boards, Commissions, Councils, and Standing Committee Records *Removed additional narrative in Note field related to L.G. ability to send records to State Museum or Historical Society as this is no longer an option*
11/24/14	20071243	Committee Records, Ad Hoc *Removed additional narrative in Note field related to L.G. ability to send records to State Museum or Historical Society as this is no longer an option*
11/24/14	20071024	Cooperative Agreements *Moved from Purchasing section and revised description, retention period, and legal citations*
11/24/14	20070056	Correspondence: Transitory *Changed title from General and Inquires, modified description and changed retention period from purge annually of unneeded materials*
11/24/14	20071280	Delegation of Authority Records *Changed title from Signature Authorizations file, modified description, and changed retention period from Five (5) fiscal years from the end of the fiscal year in which the signature was invalidated*
11/24/14	20121837	Occupational Safety: Occupational Noise Exposure Measurement Record *Moved from Personnel section to Administrative Section with same LRDA Number*
11/24/14	20071552	Occupational Safety: OSHA Files *Moved from Personnel section to Administrative Section with same LRDA Number*
11/24/14	20071700	Occupational Safety: Personal Protective Equipment (PPE) Records *Moved from Personnel section to Administrative Section with same LRDA Number*
11/24/14	20121838	Occupational Safety: Respirator Fit Test *Moved from Personnel section to Administrative Section with same LRDA Number*
11/24/14	20121839	Occupational Safety: Respiratory Protection Program Records *Moved from Personnel section to Administrative Section with same LRDA Number*
11/24/14	20071423	Occupational Safety: Workers' Compensation Claim Files - Insurer Copy *Moved from Personnel section to Administrative Section with same LRDA Number*
11/24/14	20071424	Occupational Safety: Workers' Compensation Claims File - Agency - *Moved from Personnel section to Administrative Section with same LRDA Number*

11/24/14	20070065	Open Meeting Law ; Meeting Notification Lists *Revised retention period from until updated, modified description added citation and legal note*
11/24/14	20070107	Open Meeting Law: Minutes of all Boards, Commissions, Committees and Councils- *Removed additional narrative in Note field related to LG ability to send records to State Museum or Historical Society as this is no longer an option*
11/24/14	20071747	Property Management: Pest Control (Extermination) Records *Modified description to include records from LRDA# 20121880 Pesticide Application Logs which was deleted and added additional citations and legal notes*
11/24/14	20071749	Property Management: Security Camera Recordings *Removed "Retain recordings used as evidence or subpoenaed until all legal action has been resolved" from the Minimum Retention Period.*
11/24/14	20101782	Public Records Requests *Lengthened retention period from 90 days to one (1) calendar year for requests fulfilled to mirror Correspondence: Routine Business LRDA# 20141919*
11/24/14	20121847	Quality Assurance Recordings *Removed "Retain recordings used as evidence or subpoenaed until all legal action has been resolved" from the Minimum Retention Period.*
11/24/14	20070061	Risk Management: Insurance Claims *Moved to Administrative section from Financial Records section with same LRDA Number*
11/24/14	20071242	Special Boards, Commissions, Councils, Committees, Offices and Task Force Records *Removed additional narrative in Note field related to L.G. ability to send records to State Museum or Historical Society as this is no longer an option*
11/24/14	20121878	Special Study Report Files *Revised Title, Description, and Minimum Retention narrative*
11/24/14	20070304	Background Checks/Investigations *Revised Minimum Retention Period to separate individuals hired from those not hired*
11/24/14	20071298	Disciplinary Records *Revised Title, Description, Minimum Retention Period, Legal Citations, and Note fields*
11/24/14	20071375	Employee Development \Training Records - "Official Copy" *Reduced Minimum Retention Period from Five (5) calendar years to Three (3) calendar years from the transfer, separation, retirement or termination of an employee*
11/24/14	20070837	Employee Licenses/Certificates *Clarified Minimum Retention Period*
11/24/14	20070325	Recruitment Files *Modified description to include Inactive Recruitment Files LRDA# 20070313 and Applications and Resumes-Not Hired LRDA# 20071272 which were deleted.*
11/24/14	20070364	Bid Files *Removed cancelled bids from retention period because they are a different record series*
11/24/14	20071305	Cancelled Bid Files *Revised title from Cancelled Solicitations and modified retention period to include unopened bids*
11/24/14	20070080	Warranties *Moved from Administrative Records section to Purchasing with same LRDA Number*

11/24/14	20070046	Accounting Files (Office Copy) *Added additional records to Description field*
11/24/14	20070005	Auditors Reports *Modified Description field to include Auditors Work Papers and School Districts*
11/24/14	20071532	Postal/Freight Records *Revised Title and Description fields to include Freight Records LRDA# 20071531 which was deleted*
11/24/14	20070006	Auditors Work Papers *Changed Title to Audit Materials and modified Description field*
11/24/14	20070629	Fire Department Training Files *Reduced Minimum Retention Period from Five (5) calendar years to Three (3) calendar years from the transfer, separation, retirement or termination of an employee*
11/24/14	2007 0692	Blood Bank Records *Lengthened retention period to comply with change in Federal Regulation- 21 CFR 606.160*
11/24/14	20121836	Calibration of Breath-Testing Device Records *Revised Title, Minimum Retention Period, Legal Citations and added narrative to Legal Note and Note fields*
11/24/14	20071731	Incident/Crime Files *Added Gross Misdemeanors to Minimum Retention Period*
11/24/14	20070871	Law Enforcement Training Files *Reduced Minimum Retention Period from Five (5) calendar years to Three (3) calendar years from the transfer, separation, retirement or termination of an employee*
11/24/14	20071634	Mobile Data Computer Transmissions (MDC) *Removed "Retain transmissions used as evidence or subpoenaed until all legal action has been resolved" from Minimum Retention Period*
11/24/14	20070995	Project Files – External Agency/Developer *Reduced Minimum Retention Period from Ten (10) to Three (3) calendar years after project completed*
11/24/14	20071606	Cross-Connection Control and Backflow Prevention Records *Lengthened retention period from Three (3) calendar years to Five (5) calendar years at the request of local government and consistent with recommended best practice of American Water Works Association (AWWA)*
11/24/14	20071621	Water Operators Certification File *Lengthened retention period from Three (3) calendar years to Twelve (12) calendar years to comply with change in federal law*
11/24/14	20071122	Academic Performance - Subsidiary Records *Modified Description field to remove records included in Special Education record series*
11/24/14	20081766	Special Education Records *Revised retention period from Six (6) calendar years after individual no longer receives services or at age twenty-eight (28), whichever is longer. To: Six (6) calendar years after individual no longer receives services.*
11/24/14	20071455	Emergency Calls - Audio Tapes *Removed "Tapes subpoenaed for litigation or used in criminal proceedings must be retained until all legal action has been resolved' from Legal Note field*

11/24/14	20070571	Dispatcher, Audio Tapes *Removed "Tapes subpoenaed must be retained until all legal action has been resolved' from Legal Note field*
DATE	***LRDA#***	**DELETED RECORD SERIES**
11/24/14	20070068	Removed from Administrative Section-Records of External Groups and Agencies–Informational, reference, or non-record copy, no retention requirement
11/24/14	20070075	Removed from Administrative Section-Subject Files–Informational, reference, or non-record copy, no retention requirement
11/24/14	20070050	Removed from Administrative Section-Bids (office copies)–Informational, reference, or non-record copy, no retention requirement
11/24/14	20071230	Removed from Administrative Section-Convenience Copies–Informational, reference, or non-record copy, no retention requirement
11/24/14	20071237	Removed from Administrative Section-Census Reports-Informational, reference, or non-record copy, no retention requirement
11/24/14	20071240	Removed from Administrative Section-Publications – Non Record
11/24/14	20071254	Removed from Administrative Section-Technical Reference Files-Informational, reference, or non-record copy, no retention requirement
11/24/14	20071270	Removed from Administrative Section-Finding Aids- Informational, reference, or non-record copy, no retention requirement
11/24/14	20071414	Removed from Administrative Section-Supportive Agency Files- Informational, reference, or non-record copy, no retention requirement
11/24/14	20071559	Removed from Administrative Section-Publicity Files and Press Releases-Redundant record series, see LRDA # 20070853 in Administration Section
11/24/14	20071641	Removed from Administrative Section-Open Meeting Law: Agenda - Non-Packet Material- Informational, reference, or non-record copy, no retention requirement
11/24/14	20081759	Removed from Administrative Section-Ad Hoc Requests and Reports- Informational, reference, or non-record copy, no retention requirement
11/24/14	20101770	Removed from Administrative Section-Legal Files-Office Copy- Informational, reference, or non-record copy, no retention requirement
11/24/14	20101774	Removed from Administrative Section-Capital Improvement Plan Requests-Departmental Copy- Informational, reference, or non-record copy, no retention requirement
11/24/14	20121880	Removed from Administrative Section-Pesticide Application Logs-Redundant record series, added to LRDA 2007-1747 Pest Control Records
11/24/14	20070182	Removed from Building and Safety Section-Bookkeeping Records – Redundant record series, added to LRDA 20070046 Accounting Files(Office Copy)
11/24/14	20070225	Removed from Business License and Permits Section-Receipts Issued to Licensee upon Payment of Fees- Redundant record series, added to LRDA 20070046 Accounting Files(Office Copy)
11/24/14	20071669	Removed from City Clerk Section-Campaign Contribution and Expense Reports-Moved to Elections Section with New LRDA Number 20141899
11/24/14	20071668	Removed from County Clerk Section-Campaign Contribution and Expense Reports-Moved to Elections Section with New LRDA Number 20141899
11/24/14	20101778	Removed from Fair/Recreation Boards/Convention Authorities Section-Video Productions-Electronic Publication
11/24/14	20070481	Removed from Fair/Recreation Boards/Convention Authorities Section-Press Clippings-Informational, reference, or non-record copy, no retention requirement

11/24/14	20070762	Removed from Financial Records Section-Billings for Service- Redundant record series, added to LRDA 20070046 Accounting Files (Office Copy)
11/24/14	20071531	Removed from Financial Records Section-Freight Records- Redundant record series, added to LRDA 20071553 Postal Records
11/24/14	20070897	Removed from Financial Records Section-Petty Cash Records- Redundant record series, added to LRDA 20070046 Accounting Files (Office Copy)
11/24/14	20071203	Removed from Financial Records Section-Receipts (copies)- Redundant record series, added to LRDA 20070046 Accounting Files(Office Copy)
11/24/14	20070052	Removed from Financial Records Section-Budgets: Office / Departmental Copy- Redundant record series, added to LRDA 20070046 Accounting Files (Office Copy)
11/24/14	20070053	Removed from Financial Records Section-Budgets: Work Sheets / Papers- Redundant record series, added to LRDA 20070046 Accounting Files (Office Copy)
11/24/14	20070054	Removed from Financial Records Section-Contracts and Agreements (office copies) -Informational, reference, or non-record copy, no retention requirement
11/24/14	20070016	Removed from Financial Records Section-Annual Financial Report- Redundant record series see Reports Required by Law/Regulation in Administrative Records Section LRDA Number 20141900
11/24/14	20070049	Removed from Financial Records Section-Audit Reports (Office Copy) - Informational, reference, or non-record copy, no retention requirement
11/24/14	2007428	Removed from Financial Records Section-Cash Register Tapes- Redundant record series, added to LRDA Number 20070046 Accounting Files (Office Copy)
11/24/14	2007433	Removed from Financial Records Section-Daily Cash and Receipts, Reports- Redundant record series, added to LRDA 20070046 Accounting Files (Office Copy)
11/24/14	20070443	Removed from Financial Records Section-Indebtedness Annual Report- Redundant record series see Reports Required by Law/Regulation in Administrative Records Section LRDA Number 20141900
11/24/14	20070240	Removed from Information Technology Section-Agreements Concerning the Maintenance of Equipment- Redundant record series see Contracts and Agreements LRDA Number 20070474 in Administrative Records Section
11/24/14	20070241	Removed from Information Technology Section-Backup of Computer Files Made for Security Purposes -Informational, reference, or non-record copy, no retention requirement
11/24/14	20070246	Removed from Information Technology Section-Master Copies of Forms - Informational, reference, or non-record copy, no retention requirement
11/24/14	20070249	Removed from Information Technology Section-Standards for Users of Computer Equipment-Redundant record series see IT Policy and Procedures Records LRDA Number 20071372
11/24/14	20070251	Removed from Information Technology Section-Word Processing Files-Redundant record series the output (correspondence. reports, etc…) are scheduled else ware
11/24/14	20071328	Removed from Information Technology Section-Audit Trail Files – Redundant record series part of Documentation of Computer System and Programs records series LRDA Number 20070244
11/24/14	20071329	Removed from Information Technology Section-Cataloged List- Informational, reference, or non-record copy, no retention requirement
11/24/14	20071330	Removed from Information Technology Section-Database Statistics- Informational, reference, or non-record copy, no retention requirement
11/24/14	20071331	Removed from Information Technology Section-Indexes and Finding Aids- Informational, reference, or non-record copy, no retention requirement
11/24/14	20071332	Removed from Information Technology Section-Test Files -Redundant record series part of Documentation of Computer System and Programs records series LRDA Number 20070244

11/24/14	20071334	Removed from Information Technology Section-Master Files, Summaries-Informational, reference, or non-record copy, no retention requirement
11/24/14	20071335	Removed from Information Technology Section-Job Libraries- Informational, reference, or non-record copy, no retention requirement
11/24/14	20071336	Removed from Information Technology Section-Transaction Files- Redundant record series part of Documentation of Computer System and Programs records series LRDA Number 20070244
11/24/14	20071339	Removed from Information Technology Section-Software Maintenance Log-Redundant record series part of Documentation of Computer System and Programs records series LRDA Number 20070244
11/24/14	20071343	Removed from Information Technology Section-Electronic Spreadsheets-Redundant record series the output (correspondence. reports, etc…) are scheduled else ware
11/24/14	20071345	Removed from Information Technology Section-Data Documentation- Redundant record series part of Documentation of Computer System and Programs records series LRDA Number 20070244
11/24/14	20071346	Removed from Information Technology Section-Application Development Project Files- Redundant record series part of Documentation of Computer System and Programs records series LRDA Number 20070244
11/24/14	20071347	Removed from Information Technology Section-Automated Program Listing / Source Code- Redundant record series part of Documentation of Computer System and Programs records series LRDA Number 20070244
11/24/14	20071349	Removed from Information Technology Section-Computer System Security Records-Redundant record series see Security Reviews, Reports and Logs LRDA Number 20071726
11/24/14	20071353	Removed from Information Technology Section-Work or Intermediate Files-Informational, reference, or non-record copy, no retention requirement
11/24/14	20071355	Removed from Information Technology Section-Input Documents - Documents Created Solely for Computer Input- Informational, reference, or non-record copy, no retention requirement
11/24/14	20071356	Removed from Information Technology Section-Printouts, Print Files, or Master File Extracts- Informational, reference, or non-record copy, no retention requirement
11/24/14	20071361	Removed from Information Technology Section-Operating System and Hardware Conversion Plans- Redundant record series part of Documentation of Computer System and Programs records series LRDA Number 20070244
11/24/14	20071721	Removed from Information Technology Section-Volatile Software Modifications-Copy of actual software and therefore not a record
11/24/14	20071722	Removed from Information Technology Section-Administrative Databases-Informational, reference, or non-record copy, no retention requirement
11/24/14	20070853	Press/Media Releases-Moved to Administrative Section with same LRDA Number
11/24/14	20070899	Removed from Law Library Section-Reports to County Commissioners-Redundant record series see Reports Required by Law/Regulation in Administrative Records Section LRDA Number 20141900
11/24/14	20071272	Removed from Personnel Section-Applications and Resumes-Not Hired-Redundant record series part of Recruitment Files LRDA Number 20070325
11/24/14	20070624	Removed from Personnel Section-Promotion Records- Redundant record series part of Recruitment Files LRDA Number 20070325
11/24/14	20071241	Removed from Personnel Section-Leave Requests- Redundant record series part of Employee Attendance Records LRDA Number 20070048
11/24/14	20070309	Removed from Personnel Section-Employment Examination Records- Redundant record series part of Recruitment Files LRDA Number 20070325

11/24/14	20070313	Removed from Personnel Section-Inactive Recruitment Files- Redundant record series part of Recruitment Files LRDA Number 20070325
11/24/14	20070326	Removed from Personnel Section-Salary Actions- Redundant record series part of Master Personnel File LRDA Number 20070321
11/24/14	20070327	Removed from Personnel Section-Time Cards and Sheets- Redundant record series part of Employee Attendance Records LRDA Number 20070048
11/24/14	20071581	Removed from Public Libraries Section-Vertical / Subject Files- Informational, reference, or non-record copy, no retention requirement
11/24/14	20070365	Removed from Purchasing Section-Cooperative Purchases-Redundant record series added to Cooperative Agreements record series LRDA Number 20070365
11/24/14	20071599	Removed from Regional Transportation Commission Section-Annual Report to Department of Motor Vehicles- Law requiring report has been repealed
11/24/14	20071074	Removed from School Districts Section-Auditors' Annual Reports-Redundant record series see Auditors' Reports LRDA Number 20070005 in Financial Records Section

DATE	***LRDA#***	***DESCRIPTION OF CHANGE***
6/27/12	2012-1835	Added new record series “Performance Audits by External Agencies (Non-Financial)” to Administration Section
6/27/12	2012-1846	Added new record series “Employee Photo Release Forms” to Administration Section
6/27/12	2012-1847	Added new record series “Quality Assurance Recordings” to Administration Section
6/27/12	2012-1861	Added new record series “Trademarks, Trade Names and Service Marks Files” to Administration Section
6/27/12	2012-1868	Added new record series “Trust Fund for Retirement Benefits” to Administration Section
6/27/12	2012-1869	Added new record series “Administrative Hearing Files” to Administration Section
6/27/12	2012-1878	Added new record series “Special Studies and Reports” to Administration Section
6/27/12	2012-1880	Added new record series “Pesticide Application Logs” to Administration Section
6/27/12	2012-1881	Added new record series “Community Development Block Grant (CDBG) Files” to Administration Section
6/27/12	2012-1882	Added new record series “Smog Inspections” to Administration Section
6/27/12		Added New Section Conservation Districts
6/27/12	2012-1862	Added new record series “Conservation District Files” to Conservation District Section
6/27/12	2012-1870	Added new record series “Residential Pool and Spa Files” to Building and Safety Section
6/27/12	2012-1871	Added new record series “Cancelled Plans” to Building and Safety Section
6/27/12	2012-1849	Added new record series “Petition Sign-Up Site Listing” to County Clerk Section
6/27/12	2012-1848	Added new record series “Petition Sign-Up Site Listing” to Elections Section
6/27/12	2012-1842	Added record series “Marketing Records” to Fair/Recreation Boards/Convention Authorities Section
6/27/12	2012-1874	Added record series “Controlled Substance Inventory and Use File” to Fire and Rescue Department Section
6/27/12	2012-1877	Added record series “Fire Station and Facility Inspection Records” to Fire and Rescue Department Section
6/27/12	2012-1840	Added record series “Food Protection Manager Certification” to Health Department Section
6/27/12	2012-1851	Added record series “Patient Medical Records” to Health Department Section
6/27/12	2012-1852	Added record series “Health Protection Complaint Files” to Health Department Section
6/27/12	2012-1853	Added record series “Health Protection Permit Files” to Health Department Section
6/27/12	2012-1854	Added record series “Health Protection Temporary Permit Files” to Health Department Section
6/27/12	2012-1855	Added new record series “Sanitation Investigation Files” to Health Department Section

6/27/12	2012-1856	Added new record series “AIDS Drug Assistance Program Client Files” to Health Department Section
6/27/12	2012-1857	Added record series “Ryan White Program Client Grievance Files” to Health Department Section
6/27/12	2012-1858	Added record series “Communicable Disease Case Files” to Health Department Section
6/27/12	2012-1859	Added new record series “TB Control Program Case Files” to Health Department Section
6/27/12	2012-1860	Added new record series “Communicable Disease/TB Control Reports” to Health Department Section
6/27/12	2012-1863	Added record series “Geographic Information System (GIS)-Core Data” to Information Technology Section
6/27/12	2012-1841	Added record series “Concealed Weapons Permit (Retired Law Enforcement Officers HR-218)” to Law Enforcement Section
6/27/12	2012-1843	Added new record series “Vulnerability Assessments” to Law Enforcement Section
6/27/12	2012-1844	Added new record series “Criminal Intelligence Research and Statistical Records” to Law Enforcement Section
6/27/12	2012-1845	Added new record series “Temporary Criminal Intelligence Research and Statistical Records” to Law Enforcement Section
6/27/12	2012-1836	Added new record series “Affidavit of Calibration of Breath-Testing Device” to Law Enforcement Section
6/27/12	2012-1883	Added new record series “Automated License Plate Reader/Recognition (ALPR) Records” to Law Enforcement Section
6/27/12	2012-1837	Added new record series “Occupational Noise Exposure Measurement Record” to Personnel Section
6/27/12	2012-1838	Added new record series “Respirator Fit Test” to Personnel Section
6/27/12	2012-1839	Added new record series “Respiratory Protection Program Records” to Personnel Section
6/27/12	2012-1872	Added new record series “Intersection Files and Records” to Public Works Section
6/27/12	2012-1873	Added new record series “Permits to Work in the Public Right of Way” to Public Works Section
6/27/12	2012-1875	Added new record series “Labor Prevailing Wage Violations” to Purchasing Section
6/27/12	2012-1867	Added new record series “Out-of-School Time Program Records” to School Districts Section
DATE	***LRDA#***	***AMENDED RECORD SERIES***
6/27/12	2008-1759	Reduced minimum retention period for “Ad Hoc Requests and Reports” in the Administration Section from Two (2) calendar years from the end of the calendar year to which the report pertains to: Retain for as long as administratively useful. *This retention period change was requested by local government*
6/27/12	2007-0007	Changed title from Correspondence: Administrative to Correspondence: Executive in the Administration Section and amended description to clarify the type of correspondence which should be retained permanently.
6/27/12	2007-0056	Changed description of “Correspondence: General and Inquiries” in the Administration Section to clarify the type of correspondence which should be considered transitory or of no long-term value.

6/27/12	2010-1773	Increased minimum retention period for "Passport Transmittals" in the Administration Section from One (1) calendar year from the end of the calendar year to which the record pertains to: Two (2) calendar years from the end of the calendar year to which the record pertains. *This retention period was amended to comply with changes in federal law/regulation.*
6/27/12	2010-1826	Increased minimum retention period for "WIC Client Files" in the Health Department Section from Three (3) calendar years from the close of the case to: Six (6) calendar years from the close of the case. *This retention period was amended to match the retention requirement approved for the State Health Division which has similar records, and to assist the Nevada Attorney General's Medicaid Fraud Control Unit which has legal oversight for WIC Programs.*
6/27/12	2007-1684	Amended the retention requirements for "Aircraft History and Maintenance Records" in the Law Enforcement Section to comply with Federal Regulations. *Amended retention requirements and added legal note and additional NTSB note to note field.*
6/27/12	2007-1510	Increased minimum retention period from thirty (30) days to ninety days (90) days or until they have been reviewed, whichever is later for "In Car-Audio Visual Recordings" in the Law Enforcement Section. *This change was requested by local government, and matches the minimum retention requirement for "In Car-Audio Visual Recordings" on the DPS-Highway Patrol Division retention schedule.*
6/27/12	2007-1731	Decreased minimum retention period from eighty-five (85) calendar years from the close of the case or five (5) calendar years from the confirmed death of the individual to: Homicides and Sex Crimes- Retain for a minimum period of sixty-five 65) calendar years from the close of case. Other Felonies-Retain for a minimum period of twenty-five (25) calendar years from the close of case. DUI and Domestic Violence Misdemeanors-Retain for a minimum period of seven (7) calendar years from the close of the case. Other Misdemeanors retain for a minimum period of five (5) calendar years from the close of the case for "Incident/Crime Files" in the Law Enforcement Section. *This change was requested by various local law enforcement agencies.*
6/27/12	2007-1613	Reduced minimum retention period for "Authorization to Discharge Permit" in the Sanitation Section from six (6) calendar years after the expiration, renewal, modification, suspension, or revocation of the permit to five (5) calendar years after the expiration, renewal, modification, suspension, or revocation of the permit. *This retention period was changed to match the Federal NPDES record series.*

DATE	***LRDA#***	**DELETED RECORD SERIES**
6/27/12	2007-0094	"Audit Reports" in Auditor Section-Redundant record series, see "Annual Audits" in Auditor Section LRDA# 2007-0092
6/27/12	2007-0156	"Civil Rights" in Attorney Section-Redundant record series, see "Civil Cases" in Attorney Section LRDA# 2007-0155

6/27/12	2007-0288	“Reimbursements (including claims)” in Financial Section-Redundant record series, similar information included in “Accounts Payable Files” in Financial Section LRDA# 2007-1235.
6/27/12	2007-0317	“Labor Negotiations” in Personnel Section-Redundant record series, information in this series is included in "Records of Formal Negotiations" record series (LRDA# 2007-0012) in the Administration Section.

DATE	LRDA#	DESCRIPTION OF CHANGE
2/9/2010	2010-1769	Added new record series “Calendars” to Administration Section
2/9/2010	2010-1770	Added new record series “Legal Files-Office Copy” to Administration Section
2/9/2010	2010-1771	Added new record series “Annual Audit Plan Files” to Administration Section
2/9/2010	2010-1772	Added new record series “Permits, Red and Amber Lights” to Administration Section
2/9/2010	2010-1773	Added new record series “Passport Transmittals” to Administration Section
2/9/2010	2010-1774	Added new record series “Capital Improvement Plan Requests-Departmental Copy” to Administration Section
2/9/2010	2010-1775	Added new record series “Fleet GPS Monitoring Reports” to Administration Section
2/9/2010	2010-1776	Added new record series “Museum Records” to Administration Section
2/9/2010	2010-1777	Added new record series “Sale or Transfer of Real Property Files” to Administration Section
2/9/2010	2010-1778	Added new record series “Video Productions” to Fair/Recreation Boards/Convention Authorities Section
2/9/2010	2010-1779	Added new record series “OSHA Inspection and Violation Files” to Administration Section
2/9/2010	2010-1780	Added new record series “OSHA Citation Postings” to Administration Section
2/9/2010	2010-1781	Added new record series “OSHA Notices Postings” to Administration Section
2/9/2010	2010-1782	Added new record series “Public Records Requests” to Administration Section
2/9/2010	2010-1783	Added new record series “Emergency Action Plan” to Administration Section
		Added New Section-Air Quality and Environmental Management
2/9/2010	2010-1784	Added record series “BLM Project Records” to Air Quality and Environmental Management Section
2/9/2010	2010-1785	Added record series “State Implementation Plan (SIP) and related studies” to Air Quality and Environmental Management Section
2/9/2010	2010-1786	Added record series “Emission Inventory Studies and Reports” to Air Quality and Environmental Management Section
2/9/2010	2010-1787	Added record series “Permit Files-Stationary Source” to Air Quality and Environmental Management Section
2/9/2010	2010-1788	Added record series “Enforcement Actions” to Air Quality and Environmental Management Section
2/9/2010	2010-1789	Added record series “Emission Reduction Program Records” to Air Quality and Environmental Management Section
2/9/2010	2010-1790	Added record series “Vacant Land Monitoring Reports” to Air Quality and Environmental Management Section
2/9/2010	2010-1791	Added record series “State Implementation Plans (SIP)-Transportation Plans” to Air Quality and Environmental Management Section
2/9/2010	2010-1792	Added new record series “Court Orders and Affidavits, Confidential Taxpayer” to Assessors Section

2/9/2010	2010-1793	Added new record series “Reports to Nevada Department of Taxation” to Assessors Section
2/9/2010	2010-1794	Added new record series “Customer Tickets (Call Before You Dig)” to Building and Safety Section
2/9/2010	2010-1795	Added new record series “Business License Applications-Rejected/Denied” to Business Licenses and Permits Section
2/9/2010	2010-1796	Added new record series “Business License Appeal Hearing Records” to Business Licenses and Permits Section
2/9/2010	2010-1797	Added new record series “Initiative or Referendum Petitions” to Elections Section
2/9/2010	2010-1798	Added new record series “Journal Entries-Bonds” to Financial Records Section
2/9/2010	2010-1799	Added new record series “Against Medical Advice Records” to Fire and Rescue Department Section
2/9/2010	2010-1800	Added new record series “Patient Transport System Records” to Hospital Section
2/9/2010	2010-1801	Added new record series “Patient Laboratory Test Records - Anatomic Pathology” to Hospital Section
2/9/2010	2010-1802	Added new record series “Lab Test Order Requisitions” to Hospital Section
2/9/2010	2010-1803	Added new record series “Physician Privileges” to Hospital Section
2/9/2010	2010-1804	Added new record series “Credentialing Records-Physicians, Allied Health Providers and Observers” to Hospital Section
2/9/2010	2010-1805	Added new record series “Physician On-Call Schedules” to Hospital Section
2/9/2010	2010-1806	Added new record series “HIPAA Compliance Audits” to Hospital Section
2/9/2010	2010-1807	Added new record series “Radiological Film Badge Reports” to Hospital Section
2/9/2010	2010-1808	Added new record series “Enterprise Electronic Development Project Files - Not Implemented” to Information Technology Section
2/9/2010	2010-1809	Added new record series “Enterprise Electronic Development Project Files” to Information Technology Section
2/9/2010	2010-1810	Added new record series “Capital Improvement Enterprise Electronic Development Project Files” to Information Technology Section
2/9/2010	2010-1811	Added new record series “Aging Reports” to Juvenile Probation Section
2/9/2010	2010-1812	Added new record series “Interstate Compact (ICOJ) Files” to Juvenile Probation Section
2/9/2010	2010-1813	Added new record series “Community/School Notification Files” to Juvenile Probation Section
2/9/2010	2010-1814	Added new record series “Alcohol and Drug Testing Records - Negative Results” to Personnel Section
2/9/2010	2010-1815	Added new record series “Supervisor Performance Assessments” to Personnel Section
2/9/2010	2010-1816	Added new record series “Commercial Drivers License Records” to Personnel Section
2/9/2010	2010-1817	Added new record series “Collected Fee Records” to Public Administrator Section

		Added New Section-Public Guardian
2/9/2010	2010-1818	Added “Client Financial Records” to Public Guardian Section
2/9/2010	2010-1819	Added “Client/Ward Fees Paid” to Public Guardian Section
2/9/2010	2010-1820	Added “Client/Ward Personal Property Liquidation Records” to Public Guardian Section
2/9/2010	2010-1821	Added “Client/Ward Case Files-Public Guardian & Representative Payee” to Public Guardian Section
2/9/2010	2010-1822	Added “Client/Ward Property Inventory Records” to Public Guardian Section
2/9/2010	2010-1823	Added new record series “Field Books” to Public Works Section
2/9/2010	2010-1824	Added new record series “Facility Equipment Inspection Files, OSHA Required” to Public Works Section
2/9/2010	2010-1825	Added new record series “Product Recall Records” to Purchasing Section
2/9/2010	2010-1826	Added new record series “WIC Client Files” to Health Department Section
2/9/2010	2010-1827	Added new record series “Recall of Public Officers” to Elections Section
2/9/2010	2010-1828	Added new record series “Maternal Child Health Program Files” to Health Department Section
2/9/2010	2010-1829	Added new record series “Office Files and Records - Life and Death Sentences” to Public Defender Section
2/9/2010	2010-1830	Added new record series “Investigation Files” to Law Enforcement Section
2/9/2010	2010-1831	Added new record series “Presentation Materials” to Administration Section
2/9/2010	2010-1832	Added new record series “Family Preservation Program Recipient Files” to Social Services Section
2/9/2010	2010-1833	Added new record series “IRS Section 125 Records” to Financial Records Section
2/9/2010	2010-1834	Added new record series “Petitions Submitted to Governing Body (Not Election Related)” to Administration Section
DATE	**LRDA#**	**AMENDED RECORD SERIES**
2/9/2010	2007-003	Added additional narrative to description field of “Annual Budget Files” in the Administration Section.
2/9/2010	2007-1240	Added additional narrative to minimum retention period of “Publications” in the Administration Section.
2/9/2010	2007-1256	Added additional narrative to description field of “Quality Assurance Review Audits and Reports” in the Administration Section.
2/9/2010	2007-1328	Clarified minimum retention period for “Audit Trail Files” in Information Technology Section
2/9/2010	2007-0244	Reduced minimum retention period for “Documentation of Computer System and Programs” in Information Technology Section *Reduced retention period from “Six calendar years after system or program is discontinued” to “Retain until information is no longer needed to retrieve or store*

		data, or for three (3) calendar years after system or program is discontinued or replaced, whichever is longer. This amendment was requested by local government.
2/9/2010	2007-1245	Reduced minimum retention period for "Software Licenses" in Information Technology Section. *Reduced retention period from "Duration of license plus six calendar years" to "Duration of license plus three calendar years". This amendment was requested by local government.*
2/9/2010	2007-1289	Added additional narrative to description field of "Employee Medical Records-Hazard Exposure Records" in the Personnel Section.
2/9/2010	2007-1311	Added additional narrative to description field of "Bank Transaction Records" in the Financial Records Section.
2/9/2010	2007-0444	Added additional narrative to description field of "Investment Records" in the Financial Records Section.
2/9/2010	2007-0683	Added narrative to description field of "Alcohol: Inventories and Orders" in the Hospital Section.
2/9/2010	2007-0684	Added narrative to description field of "Alcohol: Permits" in the Hospital Section.
2/9/2010	2007-0725	Increased minimum retention period of "Patient Medical Records" in the Hospital section from "Six calendar years from the date of receipt or production of the record" to "Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later". *This retention period was amended to comply with changes in state law (SB 17, 2009 Legislative Session)*
2/9/2010	2007-0728	Added narrative to description field and amended minimum retention period of "Permits: Narcotics" in the Hospital Section. *Retention period was amended to comply with state law.*
2/9/2010	2007-0736	Increased minimum retention period of "Psychiatric Reports, Records and Case Histories" in the Hospital section from Adult Clients: "Seven calendar years from the date client was released, services were terminated or the confirmed death of the individual" or Child Clients: "Seven calendar years from the end of the calendar year in which the client becomes eighteen years old" to "Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later". *This retention period was amended to comply with changes in state law (SB 17, 2009 Legislative Session)*
2/9/2010	2007-1731	Added additional narrative to minimum retention period for "Incident/Crime Reports" in the Law Enforcement section
2/9/2010	2007-0843	Increased minimum retention period of "Jails: Inmate Medical Records" in the Law Enforcement section from "Six calendar years from the date of discharge" to "Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later".

		This retention period was amended to comply with changes in state law (SB 17, 2009 Legislative Session)
2/9/2010	2007-0946	Increased minimum retention period of "Case Files" in the Public Administrator section from "Six calendar years after the case is closed" to "Seven calendar years after the case is closed" *This retention period was amended to comply with changes in state law (SB 194, 2009 Legislative Session)*
2/9/2010	2007-0947	Increased minimum retention period of "Inventories of Property" in the Public Administrator section from "Six calendar years after the case is closed" to "Seven calendar years after the case is closed" *This retention period was amended to comply with changes in state law (SB 194, 2009 Legislative Session)*
DATE	***LRDA#***	**DELETED RECORD SERIES**
2/9/2010	2007-0478	"Activity Reports" in Fair/Recreation Boards/Convention Authorities section-Redundant record series, see Administration LRDA# 2007-1558
2/9/2010	2007-0901	"Agreements" in Parks and Recreation section-Redundant record series, see Administration LRDA# 2007-0474 or 2007-1249
2/9/2010	2007-0960	"Renews, Book Loans" in Public Libraries section-Redundant record series, included in LRDA# 2007-0961

DATE	LRDA#	DESCRIPTION OF CHANGE
8/28/2008	2008-1759	Added new record series “Ad Hoc Requests and Reports” to Administration Section
8/28/2008	2008-1755	Added new record series “Building Protection Systems Records” to Administration Section
8/28/2008	2008-1760	Added new record series “Committee/Board records of External Agencies” to Administration Section
8/28/2008	2008-1752	Added new record series “In Memorial Records” to Administration Section
8/28/2008	2008-1768	Added new record series “Oaths” to Administration Section
8/28/2008	2008-1747	Added new record series “Pest Control Records” to Administration Section
8/28/2008	2008-1749	Added new record series “Security Camera Recordings” to Administration Section
8/28/2008	2008-1756	Added new record series “Case Files: Domestic Violence-Misdemeanor” to Attorney Section
8/28/2008	2008-1758	Added new record series “Case Files: Domestic Violence-Felony” to Attorney Section
8/28/2008	2008-1757	Added new record series “Case Files: Driving Under the Influence-Felony” to Attorney Section
8/28/2008	2008-1764	Added new record series “Case Files: Driving Under the Influence -Misdemeanor” to Attorney Section
8/28/2008	2008-1754	Added new record series “Fraudulent Check Diversion Program Records” to Attorney Section
8/28/2008	2008-1753	Added new record series “Fugitives from Justice Case Files” to Attorney Section
8/28/2008	2008-1746	Added new record series “Local Government Financial Emergency Files” to Financial Records Section
8/28/2008	2008-1732	Added new record series “Housing Authority Files” to Financial Records Section
8/28/2008	2008-1761	Added new record series “NRS 338.1444 Report” to Financial Records Section
8/28/2008	2008-1745	Added new record series “Civil Protective Custody Records” to Law Enforcement Section
8/28/2008	2008-1743	Added new record series “Apprenticeship Records” to Personnel Section
8/28/2008	2008-1762	Added new record series “Air Quality Permits” to Sanitation District Section
8/28/2008	2008-1748	Added new record series “Behavior Policy/Code of Conduct Records” to School District Section

8/28/2008	2008-1736	Added new record series “Charter School Reports: Enrollment Statistics” to School District Section

DATE	LRDA#	DESCRIPTION OF CHANGE
8/28/2008	2008-1737	Added new record series “Charter School Reports: Fiscal” to School District Section
8/28/2008	2008-1738	Added new record series “Charter School Reports: Programs” to School District Section
8/28/2008	2008-1744	Added new record series “Field Trip Authorizations/Parental Permissions” to School District Section
8/28/2008	2008-1734	Added new record series “GEAR UP Grant-Administrative Files” to School District Section
8/28/2008	2008-1741	Added new record series “GEAR UP Grant Database” to School District Section
8/28/2008	2008-1735	Added new record series “GEAR UP Grant-Scholarship Payment Files” to School District Section
8/28/2008	2008-1742	Added new record series “GEAR UP Grant Scholarship Student Eligibility Database” to School District Section
8/28/2008	2008-1739	Added new record series “School District Sponsored Charter Schools –Approved” to School District Section
8/28/2008	2008-1740	Added new record series “School District Sponsored Charter Schools –Denied” to School District Section
8/28/2008	2008-1766	Added new record series “Special Education Records” to School District Section
8/28/2008	2008-1750	Added new record series “Family Preservation Case File - Not Sexually Abused” to Social Services Section
8/28/2008	2008-1751	Added new record series “Family Preservation Case File - Sexually Abused” to Social Services Section
DATE	**LRDA#**	**AMENDED RECORD SERIES**
8/28/2008	2007-1452	Increased record retention period of “Medical Records, Animal Control” from Three (3) calendar years from the date of last service to Four (4) calendar years from the date of last service. *This amendment was requested to match the retention requirements for Veterinarians medical records of animals receiving veterinary services. (NAC 638.0475)*
8/28/2008	2007-1387	Decreased retention period for “Case Files: Misdemeanor” in Attorney Section from Three (3) calendar years after disposition of the case to Following disposition of the case, retain for a minimum period of thirty (30) days after the appeals time frame has expired and all appeals have been exhausted. *This amendment was requested because the majority of the information in the misdemeanor case file are copies of information originated by police agencies and the court of jurisdiction. In the event that the file must be recreated, the information can be obtained from the police agency and/or the court.*
8/28/2008	2007-417	Decreased retention period for “Petitions, Failed Initiatives” in the County Clerk Section from Three (3) calendar years after submission, to Twenty-two (22) months from the date of last action.

		This retention period change was requested to match majority of election records
8/28/2008	2007-517	Added Appointments and Oaths of Deputy Sheriffs (County) to record description field in "Recorded Documents" record series in the County Recorders Section. *This amendment was done to comply with changes made to NRS 248.040 during the 2007 Legislative Session.*
8/28/2008	2007-464	Increased record retention period of "Unclaimed Property Report" from Three (3) fiscal years from the date the property is transferred to the State, to Seven (7) calendar years from the date the abandoned property report is filed with the State Treasurer. *This retention period has been amended to comply with changes made to NRS Chapter 120A during the 2007 legislative session.*
8/28/2008	2007-925	Decreased record retention period for "Programs: Senior Citizens' Program Records" in the Parks and Recreation Section from Five (5) calendar years after program completed, to One (1) calendar year after program ended. *This amendment was requested to match the retention period for Programs: Participant Registration and Attendance Records (LRDA 2007-922) which has a one year retention requirement.*
8/28/2008	2007-529	Added additional narrative to description field of "Ballots and Ballot Receipt" in the Election Section.
8/28/2008	2007-1349	Created a separate record retention requirement for logs within the "Computer System Security Records" record series in the Information Technology Section. *Due to the volume of the records it was requested that the logs be scheduled for a shorter retention period than the plans, polices and procedures.*
8/28/2008	2007-1371	Increased record retention period of "IT Contingency Plan Tests" in the Information Technology Section from Until superseded by a new test, to Three (3) calendar years from the end of the calendar year in which the test was performed. *This amendment was requested to allow time for additional review and corrections.*
8/28/2008	2007-1673	Added additional narrative of "or as required by the Health Authority, whichever is longest" to retention period of Swimming Pool Operating Records in Parks and Recreation Section
8/28/2008	2007-1323	Increased record retention period of "Sexual Harassment/Discrimination Files" in Personnel Section from Three (3) calendar years from the final action of the case, to Five (5) calendar years from the end of the calendar year in which the investigation was closed. If the governmental entity is notified of a pending claim at either the Nevada Equal Rights Commission, the Equal Employment Opportunity Commission, or that an action is pending in court, the case files involved must be retained until the final disposition of the charge or action or for the five (5) calendar year period, whichever is longer.

		This amendment was requested to match state record retention requirements for similar record series. (State retention period changed to 5 years in May 2008)
8/28/2008	2007-329	Changed portion of retention period narrative of "Verification of Eligibility for Employment (United States Citizenship and Immigration form I-9) in Personnel Section from "Three (3) calendar years after the date the form is received, to Three (3) years after the date of hire.
8/28/2008	2007-1606	Decreased record retention requirement of "Cross-Connection Control and Backflow Prevention Records" in Sanitation District Section from Ten (10) calendar years from the end of the calendar year to which the records pertain, to Three (3) calendar years from the end of the calendar year to which the records pertain. *This amendment was requested to match the retention period for meter testing reports.*
8/28/2008	2007-1200	Amended record retention period for Customer Histories in the Utilities Owned by a Local Government Section from Two (2) fiscal years after the closing of the account, to "Retain the records of a customers open account for a minimum period of three (3) fiscal years from the end of the fiscal year to which the records pertain, and retain the records of closed customer accounts for a minimum period of six (6) fiscal years from the close of the account". *This change is to comply with NAC 704.320 which has a three year retention requirement for utility customer accounts*
DATE	***LRDA#***	**DELETED RECORD SERIES**
8/28/2008	2007-1679	"Activity Reports" in Business Licenses and Permits Section-Redundant record series, see Administration LRDA# 2007-1558
8/28/2008	2007-282	"Minutes of all Boards, Commissions, Committees and Councils" in City Clerk Section-Redundant record series, see Administration LRDA# 2007-107
8/28/2008	2007-1707	"Final Plan for Capital Improvement" in City Clerk Section-Redundant record series, see Administration LRDA# 2007-9
8/28/2008	2007-269	"Contracts and Agreements-Non Capital Improvement" in City Clerk Section-Redundant record series, see Administration LRDA# 2007-474
8/28/2008	2007-1677	"Ordinances and Resolutions" in City Clerk Section-Redundant record series, see Administration LRDA# 2007-1676
8/28/2008	2007-1671	"Recordings of Meetings" in City Clerk Section-Redundant record series, see Administration LRDA# 2007-109
8/28/2008	2007-1250	"Contracts and Agreements-Capital Improvement Projects" in City Clerk Section-Redundant record series, see Administration LRDA# 2007-1249
8/28/2008	2007-1536	"Annual Budget-Files" in City Clerk Section-Redundant record series, see Administration LRDA# 2007-3
8/28/2008	2007-1534	"Bids for Contacts" in City Clerk Section-Redundant record series, see Administration LRDA# 2007-261
8/28/2008	2007-1538	"Annual Budget-Final Budget " in City Clerk Section-Redundant record series, see Administration LRDA# 2007-4
8/28/2008	2007-253	"Legal Notices" in City Clerk Section-Redundant record series, see Administration LRDA# 2007-1717
8/28/2008	2007-1251	"Contracts and Agreements-Capital Improvement Projects" in County Clerk Section-Redundant record series, see Administration LRDA# 2007-1249
8/28/2008	2007-412	"Minutes of all Boards, Commissions, Committees and Councils" in County Clerk Section-Redundant record series, see Administration LRDA# 2007-107
8/28/2008	2007-400	"Contracts and Agreements-Non Capital Improvement" in County Clerk Section-Redundant record series, see Administration LRDA# 2007-474

8/28/2008	2007-383	"Legal Notices" in County Clerk Section-Redundant record series, see Administration LRDA# 2007-1717
8/28/2008	2007-1708	"Final Plan for Capital Improvement" in County Clerk Section-Redundant record series, see Administration LRDA# 2007-9
8/28/2008	2007-1537	"Annual Budget-Files" in County Clerk Section-Redundant record series, see Administration LRDA# 2007-3
8/28/2008	2007-1539	"Annual Budget-Final Budget " in County Clerk Section-Redundant record series, see Administration LRDA# 2007-4
8/28/2008	2007-1678	"Ordinances and Resolutions" in County Clerk Section-Redundant record series, see Administration LRDA# 2007-1676
8/28/2008	2007-1670	"Recordings of Meetings" in County Clerk Section-Redundant record series, see Administration LRDA# 2007-109
8/28/2008	2007-1535	"Bids for Contacts" in County Clerk Section-Redundant record series, see Administration LRDA# 2007-261
8/28/2008	2007-755	"Legal Notices" in Improvement District and Boards Section-Redundant record series, see Administration LRDA# 2007-1717
8/28/2008	2007-1497	"Liability Release Forms" in Fire and Rescue Department Section-Redundant record series, see Administration LRDA# 2007-1672
8/28/2008	2007-1496	"Publicity Files and Press Releases" in Fire and Rescue Department Section-Redundant record series, see Administration LRDA# 2007-1559
8/28/2008	2007-836	"Liability Release Forms" in Law Enforcement Section-Redundant record series, see Administration LRDA# 2007-1672
8/28/2008	2007-845	"Minutes of Police Commission Meetings" in Law Enforcement Section-Redundant record series, see Administration LRDA# 2007-107
8/28/2008	2007-900	"Activity Reports" in Parks and Recreation Section- Redundant record series, see Administration LRDA# 2007-1558
8/28/2008	2007-964	"Activity Reports" in Public Works Section- Redundant record series, see Administration LRDA# 2007-1558
8/28/2008	2007-360	"Activity Reports" in Purchasing Section- Redundant record series, see Administration LRDA# 2007-1558
8/28/2008	2007-1034	"Activity Reports" in Sanitation District Section- Redundant record series, see Administration LRDA# 2007-1558
8/28/2008	2007-1632	"Activity Reports" in Social Services Section- Redundant record series, see Administration LRDA# 2007-1558
8/28/2008	2007-1056	"Accident Reports" in School District Section- Redundant record series, see Administration LRDA# 2007-1712
8/28/2008	2007-1637	"Case Record: Neglected, Abused or Delinquent Child Family Preservation" in Social Services Section- This LRDA was split into two separate record series to match the retention requirements approved for state agencies, which perform similar function.
8/28/2008	2007-1648	"Grants: Fiscal Records" in Social Services Section- Redundant record series, see Financial Records LRDA# 2007-59
8/28/2008	2007-1649	"Grants: Proposals, Reports and Results" in Social Services Section- Redundant record series, see Financial Records LRDA# 2007-60
8/28/2008	2007-1206	"Annexations" in Zoning Section-Redundant record series, see Administration LRDA# 2007-176
8/28/2008	2007-756	"Annexations" in Improvement Districts and Boards Section-Redundant record series, see Administration LRDA# 2007-176
8/28/2008	2007-93	"Appointments and Oaths of Deputy Sheriffs (County)" in Auditor Section. This is no longer the responsibility of the County Auditor, now the responsibility of the County Recorders office. Changed during the 2007 Legislative session. (See NRS 248.040)

8/28/2008	2007-1528	"Travel Records-Employee" in Personnel Section-Redundant record series, see Financial Records LRDA# 2007-1258.
8/28/2008	2007-303	"Applications and Resumes-Hired" in Personnel Section-Redundant record series, see Personnel LRDA# 2007-321
8/28/2008	2007-370	"Notices of Sale, Surplus Materials and Equipment" in Purchasing Section-Redundant record series, see Purchasing LRDA# 2007-377
8/28/2008	2007-362	"Bid Specifications" in Purchasing Section-Redundant record series, see Purchasing LRDA# 2007-261
8/28/2008	2007-1653	"Detention Lists" in School District Section-Redundant record series, see School District LRDA# 2007-1122
8/28/2008	2007-1152	"Tests (Aptitude, Interest, Personality, Achievement)"in School District Section-Redundant record series, see School District LRDA# 2007-1122
8/28/2008	2007-1499	"Case Files: Driving Under the Influence (DUI)" in Attorney Section-It was requested to delete this record series and create two new: Misdemeanor and Felony DUI cases