Local Government Records Retention Schedules

Adopted
June 26, 2007

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

Introduction

The Public Records Act, NRS 239. 125, provides that the Administrator of the Nevada State Library and Archives shall approve minimum periods of retention for records of local governments. This Records Retention Schedule was approved and adopted by the Administrator of the Nevada State Library and Archives and is intended for use by all local governments in Nevada, as defined in NRS 239.121 (3).

These retention periods within this schedule were reviewed for compliance with current federal and state laws and regulations at the time of adoption.

This manual incorporates many important changes and supersedes previous versions. Consult this schedule before disposing of any official records.

The retention period, unless otherwise noted, applies only to an official record as distinct from convenience or working copies created for informational purposes. Where several copies are maintained, each local government shall decide which shall be the official record and in which of its divisions or departments it shall be maintained. Local governments in their records management programs should establish policies and procedures to provide for the systematic disposal of copies.

The retention period for a record applies to the record regardless of the medium in which it is maintained. Some records listed in this schedule are maintained electronically in many offices, but electronically stored data used to create in any manner a record or the functional equivalent of a record as described in this schedule must be retained, along with the hardware and software necessary to access the data, for the retention period assigned to the record, unless copies of the data generated from electronic storage are retained in paper or on microfilm for the full retention period.

If two or more record series listed in this schedule are filed or commingled together, the combined records must be retained for the length of time of the records series with the longest retention period.

Local governments will not maintain every record series listed in this schedule. 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.

Not all records of a local government are included in this schedule. Many local governments may create and maintain records that are not covered in this schedule. Such records may be added to the general schedule or, if the record is unique to the local government, authority for its disposition may need to be obtained by separate approval by the Nevada State Library and Archives. Instructions for preparing a record retention schedule for the separate approval by the Administrator of the Nevada State Library and Archives can be found in Chapter 7.

This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation. 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 Hold and issues instruction to return to routine records destruction.

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

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Title: **LRDA Number:** 2007- 1712

Accident Reports

Description:

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.

Minimum Retention Period:

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.

Legal Citations:

NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** 2007- 1558

Activity Reports

Description:

These reports document the program or primary activities and accomplishments of various local governments 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.

Minimum Retention Period:

Retain annual activity reports Permanently. Retain other activity and statistical reports (not scheduled else where) for two (2) calendar years from the year created.

Legal Citations:

NAC 239.165 (1)(2)

Legal Notes:

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 accordance with NAC 239.165 when the retention period has expired.

Note:

This record series is useful for planning and budgeting, reference, performance monitoring, program justification, position justification and similar uses.

Title: **LRDA Number:** **2007- 1641**

Agenda - Non-Packet Material

Description:
This record series may contain correspondence and information used in the preparation of meeting agendas but is not included in the agenda packet.

Minimum Retention Period:
Three (3) calendar years after the date of the meeting.

Legal Citations:
NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 1638**

Agendas - Annotated

Description:
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.

Minimum Retention Period:
One (1) calendar year after the year in which they were created.

Legal Citations:
NRS 241.035

Title: **LRDA Number:** **2007- 1639**

Agendas - Official/Final

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 241.020

Title: **LRDA Number:** **2007- 3**

Annual Budget - Files

Description:
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, surveys, allotment reports, contingency plans, budget proposals, estimates of revenues, financial forecasting reports and similar records.

Minimum Retention Period:
Five (5) fiscal years from the year to which the records pertain.

Title: **LRDA Number:** **2007- 4**

Annual Budget - Final Budget

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 354.59801

Title: **LRDA Number:** **2007- 256**

Applications and Resumes for Appointive Positions from Persons Subsequently Appointed

Description:
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.

Minimum Retention Period:
Add to Master Personnel File.

Legal Citations:
42 USC section 405 (c)(2)(C)(viii), 29 CFR 1602.31, NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. *See* NAC 239.165 (1)(2)

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 257**

Applications and Resumes for Appointive Positions from Persons Subsequently Not Appointed

Description:
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.

Minimum Retention Period:
Three (3) years after position is filled.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 50**

Bids (office copies)

Description:
This record series documents bids for supplies, equipment and/or services. This series may include, but is not limited to, requests for quotations, requests for proposals, invitations to bid, bid documentation, evaluations, responses, correspondence and related documents.

Minimum Retention Period:
As long as administratively useful to the agency.

Legal Citations:
17 USC section 501, 15 USC section 5308, NRS 332.039 to 332.148, NAC 239.165 (1)(2)

Legal Notes:
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. Questions on access and confidentiality should be addressed by your agency legal counsel. This record series should be destroyed in accordance with NAC 239.165.

Note:
It is recommended this record series be retained for no longer than three (3) calendar years.

Title: **LRDA Number:** **2007- 261**

Bids for Contracts

Description:
This record series documents the procedures used by local governments in the process for gathering information about or to purchase supplies, equipment and/or services. This series provides recorded evidence of accepted and rejected bids and may include, but is not limited to, requests to bid, requests for proposals (RFP), requests for quotation, bid specifications, bid exemption documents, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, evaluations, responses, bid advertising records, related correspondence, and similar records.

Minimum Retention Period:
Seven (7) calendar years after the date of execution of the contract or from the date of the cancellation of the process for which the records where created.

Legal Citations:
17 USC section 501, 15 USC section 5308, NRS 332.039 to 332.148, NAC 239.165 (1)(2)

Legal Notes:
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. Questions on access and confidentiality should be addressed to your agency legal counsel.

Note:
This series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 1553**

Board and Commission Volunteer Interest Forms

Description:
This record series documents requests to be a volunteer on a local government board or commission. Forms often contain name, address, and contact information, title of the board or commission, category of interest, conflict of interest statement, related correspondence and similar information.

Minimum Retention Period:
One (1) calendar year after the year that interest is no longer expressed or contact can no longer be made.

Legal Citations:
NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1533**

Boards, Commissions, Councils, and Standing Committee Records

Description:

This record series documents the governmental administration, activities, and history of boards, commissions, councils, and committees established by state law, local ordinance, or administrative procedure in the State of Nevada. The records may be used to fulfill zoning, licensing, educational, regulatory, planning, operating, administrating, budgeting, and other functions. This series may contain, but is not limited to, original minutes of public and closed meetings, agendas, transcripts, attachments and exhibits, correspondence related to the meetings, announcements, proof of postings, proof of certified mailings, and similar material.

Minimum Retention Period:

Retain this record series Permanently; Or retain for a minimum period of five (5) calendar years from the date of the meeting and transfer the records to one of the facilities described in NAC 239.850 (1)(b), for continued public access and archival preservation.

Legal Citations:

NRS 241.010 to 241.035, NAC 239.850

Legal Notes:

The minutes of closed meetings may contain Confidential information. See NRS 241.035 (2)(a)(b)(c) for details.

Note:

For archival preservation and continued public access, and in accordance with NRS 241.035 (2) and NAC 239.850 (1)(b), the minutes of a public body, including agendas, exhibits and other related records, may be transferred to: The Nevada Historical Society; The Nevada Museum and Historical Society; An archival program or special collections of the University and Community College System of Nevada; or a facility that: complies with the requirements set forth in NAC 239.740 ; has been approved by the governing body that created the minutes; has received the written approval of the State Library and Archives Administrator; and is located in this state.

Title: **LRDA Number:** **2007- 1710**

Burglary and/or Vandalism, Reports of

Description:

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.

Minimum Retention Period:

Three (3) calendar years from the date of last action.

Legal Citations:

NRS 11.190 (3)(b), NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 27**

Cemetery Records

Description:

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, plot index records

and logs, section maps, certificates of perpetual care, state licensing and reporting documentation, related correspondence and similar documents.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS Chapter 452, NRS 239B.030, NRS 205.4617

Legal Notes:
This record series may contain Confidential or Sensitive Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: LRDA Number: 2007- 51

Census of Government and Survey of Government Employment –Municipalities, Counties, Townships

Description:
These are voluntary reports and/or surveys submitted to the U.S. Census Bureau detailing governmental organization, public employment, and governmental finances.

Minimum Retention Period:
Two (2) years after reports submission to U.S. Census Bureau.

Title: LRDA Number: 2007- 1237

Census Reports

Description:
This record series contains population figures and other information gathered by the U.S. Bureau of Census.

Minimum Retention Period:
As long as administratively useful to the agency.

Title: LRDA Number: 2007- 28

Charter Records

Description:
Records relating to the adoption, amendment or repeal of charters or provisions of the charter.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 267.010 to 267.140

Title: LRDA Number: 2007- 29

Citizen Awards

Description:
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.

Minimum Retention Period:
Two (2) calendar years from the year to which it pertains.

Note:
Review for historical value.

Title: **LRDA Number:** 2007- 1243

Committee Records, Ad Hoc

Description:
This record series documents the establishment, organization, membership, policies, activities, and accomplishments of ad hoc (internal, interagency, advisory, ect.) 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, working papers, related correspondence and similar documents.

Minimum Retention Period:
If the ad hoc committee falls under the definition of a "Public Body" as described in NRS 241.015 (3) retain this series Permanently; Or retain for a minimum period of five (5) calendar years from the date of the meeting and transfer the records to one of the facilities described in NAC 239.850 (1)(b), for continued public access and archival preservation. 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.

Legal Citations:
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

Legal Notes:
The determination on whether an ad hoc committee is a "Public Body" and subject to the open meeting law should be made by your agency legal counsel.

Note:
For archival preservation and continued public access, and in accordance with NRS 241.035 (2) and NAC 239.850 (1)(b), the minutes of a public body, including agendas, exhibits and other related records, may be transferred to: The Nevada Historical Society; The Nevada Museum and Historical Society; An archival program or special collections of the University and Community College System of Nevada; or a facility that: complies with the requirements set forth in NAC 239.740 ; has been approved by the governing body that created the minutes; has received the written approval of the State Library and Archives Administrator; and is located in this state.

Title: **LRDA Number:** 2007- 30

Community Histories

Description:
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.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** 2007- 1249

Contracts and Agreements - Capital Improvement Projects

Description:
Records may include but are not limited to the official contract, lease, or agreement, amendments, exhibits, addenda, legal records, contract review records, specifications, bids awarded, copies of payments, receipts, supporting documents used in managing the contract, correspondence and related documents.

Minimum Retention Period:
Twelve (12) fiscal years after fulfillment of all terms of the agreement or contract.

Legal Citations:
NRS 11.203

Title: **LRDA Number:** **2007- 474**

Contracts and Agreements - Non-Capital Improvement

Description:
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, bid documents, legal notices, related correspondence, and similar documents.

Minimum Retention Period:
Six (6) calendar years from the termination/completion of a contract or agreement.

Legal Citations:
NRS 11.190 (1)(b)

Title: **LRDA Number:** **2007- 1230**

Convenience Copies

Description:
This record series consists of reference, informational, or convenience copies of other records and are usually kept to be made available for distribution to individuals, departments, boards, commissions, committees, remote locations, ect.

Minimum Retention Period:
Review on a continuous basis, disposing of records which are no longer administratively useful.

Title: **LRDA Number:** **2007- 7**

Correspondence: Administrative

Description:
Records not duplicated elsewhere that document how the agency is organized, how it functions, and its pattern of action, its policies, procedures, and achievements. This series includes electronic mail that communicates the above.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 55**

Correspondence: Complaints

Description:
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.

Minimum Retention Period:
Three (3) calendar years after response or resolution.

Legal Citations:
NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 56**

Correspondence: General and Inquiries

Description:

Routine communications received or sent, that generally serves informational purposes. May include routine requests for information or publications, form letters, inquires about supplies, transmittals, general information requests, acknowledgements, and similar correspondence of a transitory and/or housekeeping nature. This series includes electronic mail that communicates the above.

Minimum Retention Period:

Purge annually of unneeded materials.

Note:

It is recommended this type of correspondence be retained for no longer than three (3) calendar years.

Title: **LRDA Number:** **2007- 1674**

Correspondence: Project or Case

Description:

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.

Minimum Retention Period:

This series should be filed with and retained for the same retention period as the associated project or case file.

Legal Citations:

Same as the associated project or case file.

Legal Notes:

Same as the associated project or case file.

Note:

Same as the associated project or case file.

Title: **LRDA Number:** **2007- 57**

Departmental Regulations, Policies and Procedures

Description:

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.

Minimum Retention Period:

Six (6) calendar years after superseded or abandoned officially.

Legal Citations:

NRS 11.190 (1)(b)

Title: **LRDA Number:** **2007- 8**

Directives of Manager

Description:
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.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 1548**

Economic Development - Client Profiles

Description:
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.

Minimum Retention Period:
Review annually, purging valueless, out-dated and duplicated material.

Legal Citations:
NRS 231.069, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 245**

Electronic Mail (E-mail)

Description:
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 - Policy on Defining Information Transmitted via E-mail as a Public Record.

Minimum Retention Period:
Erase after the retention period required for equivalent hardcopy.

Legal Citations:
Same as the equivalent hardcopy (if applicable).

Legal Notes:
Same as the equivalent hardcopy (if applicable).

Note:
Same as the equivalent hardcopy (if applicable).

Title: **LRDA Number:** **2007- 1238**

Employee Suggestion Forms

Description:
This record series documents "employee suggestions", "good ideas" , "action needed" and similar agency programs.

Minimum Retention Period:
Until no longer administratively useful

Title: **LRDA Number:** **2007- 9**

Final Plan for Capital Improvement

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 354.59801, NRS 239C.090, NRS 239C.210

Legal Notes:
This record series may contain Confidential or Restricted information.

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1529**

Financial Impact Analysis Records

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from the fiscal year to which it pertains. Review for historical value.

Note:
This series is useful for planning future budget proposals.

Title: **LRDA Number:** **2007- 1270**

Finding Aids

Description:
These are indexes, lists, registers and other aids that assist in the efficient use of other records.

Minimum Retention Period:
Retain until records to which they pertain are destroyed or destroy when no longer needed for reference.

Title: **LRDA Number:** **2007- 1325**

First Aid Records

Description:

This record series documents 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.

Minimum Retention Period:

One (1) calendar year from the end of the calendar year to which they pertain.

Legal Citations:

29 CFR 1904.7 (b)(5)(ii), 29 CFR 1904.4, NAC 618.5506

Legal Notes:

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).

Note:

These records do not fall under the provisions of HIPAA (Health Insurance Portability and Accountability Act, 42 USC section 1320d et seq.) -- see the definition of "protected health information" found in 45 CFR 164.501.

Title: **LRDA Number:** **2007- 1704**

Generators of Hazardous Waste Records

Description:

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.

Minimum Retention Period:

Three (3) calendar years from the end of the calendar year to which the records pertain.

Legal Citations:

40 CFR Part 262, 40 CFR 262.40, 40 CFR 268.7, NRS 459.550, NRS 459.3822, NAC 444.8655 to 444.8688

Legal Notes:

This record series may contain Confidential or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1568**

Gift and Donation Records

Description:

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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 239B.030, NRS 205.4617

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1658**

Gift Disclosures

Description:
This record series documents gift disclosures in accordance with state law.

Minimum Retention Period:
Six (6) fiscal years after the date on which the disclosure was filed.

Legal Citations:
NRS 281.491

Title: **LRDA Number:** **2007- 60**

Grants: Proposals, Reports and Results

Description:
This record series documents the awarding of funds from federal government, state government, and 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, correspondence, and related documents.

Minimum Retention Period:
Three (3) fiscal years after the grant is closed, or for the retention period required by the granting authority, whichever is longer.

Legal Citations:
NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
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.

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1706**

Hazard Communication Program

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the creation or receipt of material or supersession of the written Hazard Communication Program.

Legal Citations:
29 CFR 1910.1200(e)(f)(g) and (h)),

Title: **LRDA Number:** **2007- 64**

Hazardous Material Safety File

Description:
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.

Minimum Retention Period:
Thirty (30) calendar years from the creation or receipt of material.

Legal Citations:
29 CFR 1910.1200 (a)(e)(f)(g) and (h)

Title: **LRDA Number:** **2007- 10**

Hearings - Notice of Public Hearing

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 241.020

Title: **LRDA Number:** **2007- 11**

Hearings - Records of Hearing

Description:
These 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 (audio/visual) of hearing, testimony, public comment, forms, reports, conclusions reached, minutes, correspondence, and related records.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 241.035

Title: **LRDA Number:** **2007- 33**

History Files

Description:
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, artifacts, memorabilia, photos, negatives, slides, audio-visual recordings, subject files, reports, newspaper clippings, scrapbooks, certificates, correspondence, and documents of a similar nature.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 620**

Jury Duty, Exemption Requests

Description:
This series documents requests for jury duty exemption or excuse.

Minimum Retention Period:
One (1) calendar year from the date of request.

Legal Citations:
NRS 6.020 to 6.030

Title: **LRDA Number:** **2007- 78**

Key and Keycard Records

Description:
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.

Minimum Retention Period:
Three (3) calendar years after key / keycard is turned in.

Legal Citations:
NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 1717**

Legal Notices

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 244.115, NRS 241.035

Title: **LRDA Number:** **2007- 1115**

Legal Opinions

Description:
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.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 34**

Legislative Relations Records

Description:
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.

Minimum Retention Period:
As long as administratively useful to the agency.

Legal Citations:
NRS 354.59803

Note:
Review for historical value.

Title: **LRDA Number:** **2007- 1672**

Liability Release Forms

Description:
This record series documents individual liability release forms required for participation in various programs 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.

Minimum Retention Period:
Two (2) calendar years from the date of the event.

Legal Citations:
NRS 11.190 (4)(e), NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1659**

Lobbyist Forms

Description:
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.

Minimum Retention Period:
Five (5) fiscal years from the date of filing.

Legal Citations:
NRS 218.932

Title: **LRDA Number:** **2007- 63**

Mailing and Distribution Lists

Description:
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.

Minimum Retention Period:
Until superseded by a new or revised list.

Title: **LRDA Number:** **2007- 65**

Meeting Notification Lists

Description:

This record series consists of listings kept of persons who, within the previous two years, have requested advance notification of all meetings or meetings with specific content.

Minimum Retention Period:

Until updated

Title: **LRDA Number:** **2007- 281**

Membership Lists of Boards and Commissions

Description:

This record series documents the membership of boards, commissions, councils, and similar organized bodies.

Minimum Retention Period:

Permanent.

Title: **LRDA Number:** **2007- 1359**

Microfilm Quality Control Records

Description:

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.

Minimum Retention Period:

Retain this record series for the same retention period as related microfilm.

Legal Citations:

NRS 239.051(2), NAC 239.635 to 239.638, NAC 239.763

Title: **LRDA Number:** **2007- 107**

Minutes of all Boards, Commissions, Committees and Councils

Description:

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, audio / video recordings, attendance sheets, correspondence, and related records.

Minimum Retention Period:

Retain this record series Permanently; Or retain for a minimum period of five (5) calendar years from the date of the meeting and transfer the records to one of the facilities described in NAC 239.850 (1)(b), for continued public access and archival preservation.

Legal Citations:

NRS 241.035, Open Meeting Law Manual (Office of the Attorney General), NAC 239.850

Legal Notes:

The minutes of closed meetings may contain Confidential information. See NRS 241.035 (2)(a)(b)(c) for details.

Note:

For archival preservation and continued public access, and in accordance with NRS 241.035 (2) and NAC

239.850 (1)(b), the minutes of a public body, including agendas, exhibits and other related records, may be transferred to: The Nevada Historical Society; The Nevada Museum and Historical Society; An archival program or special collections of the University and Community College System of Nevada; or a facility that: complies with the requirements set forth in NAC 239.740 ; has been approved by the governing body that created the minutes; has received the written approval of the State Library and Archives Administrator; and is located in this state.

Title: **LRDA Number:** **2007- 1301**

Mission Statement

Description:

This record series documents the mission statement of an agency and its divisions, sections, offices and branches listing the goals and objectives of the agency.

Minimum Retention Period:

Until superseded with an updated or amended statement, and review for historical value.

Title: **LRDA Number:** **2007- 1676**

Ordinances and Resolutions

Description:

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.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 266.105 to 266.118, NRS 244.095 to 244.115, NRS 269.155

Title: **LRDA Number:** **2007- 285**

Organizational Charts

Description:

This record series consists of organizational charts that show lines of authority and responsibility within and between the various departments of the local government.

Minimum Retention Period:

Until modified, superseded, or no longer created.

Title: **LRDA Number:** **2007- 988**

Parking Permits, Employee

Description:

This record series documents the application and issuance of employee parking permits.

Minimum Retention Period:

Until updated or cancelled.

Title: **LRDA Number:** **2007- 62**

Policies of Insurance

Description:
Records documenting 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.

Minimum Retention Period:
Six (6) calendar years after policy expires.

Legal Citations:
NRS 11.190 (1)(b), NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 369**

Procedure Manuals

Description:
This record series consists of written instructions, rules, and guidelines (often in manual or booklet form) documenting current and past authorized departmental policies and procedures.

Minimum Retention Period:
Six (6) calendar years after superseded or abandoned officially.

Legal Citations:
NRS Chapter 239C, NRS 11.190 (1)(b), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted information and should be destroyed in accordance with NAC 239.165 when the retention period has expired.

Note:
Questions on access to this record series should be addressed by your legal counsel.

Title: **LRDA Number:** **2007- 13**

Proclamations

Description:
This record series documents the special recognition of local government events, activities, and/or persons.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 67**

Property and Equipment, Records and Inventories (office copies)

Description:
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, manufacture's model and serial number, fiscal reports related to original cost, value, commodity codes, memos, correspondence and other related records.

Minimum Retention Period:
One (1) fiscal year after superseded.

Title: **LRDA Number:** **2007- 39**

Proposed Legislation Records

Description:
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.

Minimum Retention Period:
As long as administratively useful to the agency.

Note:
Review for historical value.

Title: **LRDA Number:** **2007- 1240**

Publications

Description:
This series consists of newsletters, pamphlets, annual or statistical reports, studies, leaflets and similar material produced by or for the local government or any of its departments, subdivisions, or programs for distribution to the public.

Minimum Retention Period:
Deposit at least six copies of each publication with the Nevada State Library and Archives - State Publications Distribution Center.

Legal Citations:
NRS 378.150 to 378.210, NAC 239.051

Legal Notes:
NRS 378.150 Declaration of legislative intent. It is the intent of the Legislature in enacting NRS 378.150 to 378.210, inclusive, that: 1. All state and local government publications be distributed to designated depository libraries for use by all inhabitants of the State; and 2. Designated depository libraries assume the responsibility for keeping such publications readily accessible for use and rendering assistance, without charge, to patrons using them.

Note:
NRS 378.160 (4) :"Publication" includes any information in any format or medium that is produced pursuant to the authority of or at the total or partial expense of a state agency or local government, is required by law to be distributed by a state agency or local government, or is distributed publicly by a state agency or local government outside that state agency or local government. The term does not include: (a) Nevada Revised Statutes with annotations;
(b) Nevada Reports; (c) Bound volumes of the Statutes of Nevada; (d) Items published by the University of Nevada Press and other information disseminated by the Nevada System of Higher Education which is not designed for public distribution; or (e) Official state records scheduled for retention and disposition pursuant to NRS 239.080.

Title: **LRDA Number:** **2007- 1559**

Publicity Files and Press Releases

Description:
This series contains copies of publicity files/press releases issued by local governmental agencies. 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.

Minimum Retention Period:
Retain press release/publicity 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.

Title: **LRDA Number:** **2007- 1256**

Quality Assurance Review Audits and Reports

Description:

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, copies of safety manuals, copies of staff training documentation, regular and final reports, related correspondence and similar documentation.

Minimum Retention Period:

Three (3) calendar years from the end of the calendar year to which they pertain.

Legal Citations:

NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 109**

Recordings of Meetings

Description:

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 tapes or recordings.

Minimum Retention Period:

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.

Legal Citations:

NRS 241.035 (1), NRS 241.035 (4)(a), NRS 241.030

Legal Notes:

The recordings of closed meetings may contain Confidential information. See NRS 241.035 (2)(a)(b)(c) for details. For additional information on public meetings See the Open Meeting Law Manual (Office of the Attorney General).

Title: **LRDA Number:** **2007- 297**

Records and Reports of Safety Committees

Description:

These 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.

Minimum Retention Period:

Three (3) calendar years from the date of the report or record.

Legal Citations:
NRS 618.295, NAC 618.538 to 618.544, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 69**

Records Destruction Certificate

Description:
This record series documents the destruction of records in accordance with approved retention schedules.

Minimum Retention Period:
Three (3) calendar years from date the records were destroyed

Legal Citations:
NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 68**

Records of External Groups and Agencies

Description:
These are usually records provided to local governments for courtesy or informational purposes from associations, organizations, groups and agencies that are not part of the local government but which have some form of association or relationship with the local government.

Minimum Retention Period:
Until no longer needed for reference or informational purposes.

Title: **LRDA Number:** **2007- 12**

Records of Formal Negotiations

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 288.140 to 288.220

Legal Notes:
Portions of this record series are not subject to the open meeting law (NRS 288.220).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 70**

Records of Mailing

Description:
Documentation of mailing dates, content of mailings, and addressees for mailing sent by the local government for various purposes.

Minimum Retention Period:
One (1) calendar year from date of mailing.

Title: **LRDA Number:** **2007- 73**

Records Retention Schedule

Description:
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.

Minimum Retention Period:
Six (6) calendar years after superseded by a changed schedule

Legal Citations:
NAC 239.155

Title: **LRDA Number:** **2007- 290**

Resignations of Elective and Appointive Officials

Description:
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.

Minimum Retention Period:
One (1) calendar year after resignation is effective.

Legal Citations:
NRS 283.030

Title: **LRDA Number:** **2007- 1246**

Restricted Document Log (Homeland Security Act)

Description:
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

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year to which it pertains.

Legal Citations:
NRS 239C.010 thru 239C.270 (Homeland Security Act) - NAC 239.165 (1)(2)

Legal Notes:
This log is NOT a "Public Record" per NRS 239C.220 and 239C.230 (2).

Note:
This record series must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 40**

Seal and Logo Records

Description:
Records pertaining to the creation and establishment of the municipal logo, seal and other similar graphic or symbolic representations of the local government.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 1279**

Security Records

Description:
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.

Minimum Retention Period:
Five (5) calendar years from the end of the calendar year to which they pertain.

Legal Citations:
NRS Chapter 239C, NRS 179A.070, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1280**

Signature Authorizations File

Description:
This record series is used to authorize, assign authority, and verify approval of various governmental actions. The files may contain authorization date, employee name, signature sample, position, conditions, remarks, and dollar amount employee authorized to approve, signature and name of person (s) approving authorization, as well as all supporting documentation required to establish such a signature authorization and verification process.

Minimum Retention Period:
Five (5) fiscal years from the end of the fiscal year in which the signature was invalidated.

Legal Citations:
42 USC section 405 (c)(2)(C)(viii) [SSN] and NRS 205.4617 (Identity Theft), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1640**

Speaker/Comment Cards

Description:
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.

Minimum Retention Period:
One (1) calendar year after the year of the meeting.

Legal Citations:
NRS 241.035 (1)(d)

Title: **LRDA Number:** **2007- 1242**

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

Description:
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.

Minimum Retention Period:
Retain this record series Permanently; Or retain for a minimum period of five (5) calendar years from the date of the meeting and transfer the records to one of the facilities described in NAC 239.850 (1)(b), for continued public access and archival preservation.

Legal Citations:
NRS 241.010 to 241.035, The Open Meeting Law Manual (Office of the Attorney General), NAC 239.850

Legal Notes:
The minutes of closed meetings may contain Confidential information. See NRS 241.035 (2)(a)(b)(c) for details.

Note:
For archival preservation and continued public access, and in accordance with NRS 241.035 (2) and NAC 239.850 (1)(b), the minutes of a public body, including agendas, exhibits and other related records, may be transferred to: The Nevada Historical Society; The Nevada Museum and Historical Society; An archival program or special collections of the University and Community College System of Nevada; or a facility that: complies with the requirements set forth in NAC 239.740 ; has been approved by the governing body that created the minutes; has received the written approval of the State Library and Archives Administrator; and is located in this state.

Title: **LRDA Number:** **2007- 41**

Special Event and Celebration Records

Description:
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.

Minimum Retention Period:
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.

Title: **LRDA Number:** **2007- 846**

Staff Meeting Records

Description:

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.

Minimum Retention Period:

One (1) calendar year from the date of the meeting.

Title: **LRDA Number:** **2007- 47**

Strategic Plan Files

Description:

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.

Minimum Retention Period:

Three (3) calendar years from the date superseded, and review for historical value.

Note:

This series may contain historically significant information on the development and modification of agency strategic plans.

Title: **LRDA Number:** **2007- 75**

Subject Files

Description:

These files are generally used for information retrieval, and are usually arranged alphabetically by subject. Often includes: announcements, brochures, bulletins, instructional guides, pamphlets, reports and similar documents.

Minimum Retention Period:

Purge annually of unneeded materials

Note:

It is recommended this record series be retained for no longer than three (3) calendar years.

Title: **LRDA Number:** **2007- 1281**

Summons and Subpoenas

Description:

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.

Minimum Retention Period:

One (1) calendar year from the date of the scheduled appearance or cancellation of the summons or subpoena.

Title: **LRDA Number:** **2007- 1414**

Supportive Agency Files

Description:

This record series is used to keep informed about the activities of other agencies of similar function (other states, national and international organizations, etc.). The files may contain but are not limited to correspondence, brochures, pamphlets, announcements, notes, informational sheets on federal/state / and /or private organizations, copies of reports, handbooks, guides and similar materials.

Minimum Retention Period:

Review on a continuous basis, disposing of records which are no longer administratively useful.

Note:

It is recommended that these types of records be retained no longer than three years.

Title: **LRDA Number:** **2007- 76**

Surveys, Polls, and Questionnaires

Description:

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.

Minimum Retention Period:

As long as administratively useful to the agency.

Note:

Review for historical value.

Title: **LRDA Number:** **2007- 1254**

Technical Reference Files

Description:

Non-record copies of articles, periodicals, reports, studies, vendor catalogs, and similar materials that are used for reference and information but are not considered to be part of the office's records.

Minimum Retention Period:

Until no longer needed for reference purposes.

Title: **LRDA Number:** **2007- 1360**

Telecommunication System Management Records

Description:

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.

Minimum Retention Period:

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.

Title: **LRDA Number:** **2007- 1008**

Telephone Logs

Description:
This is a listing or log of telephone calls made and similar telephone activity reports.

Minimum Retention Period:
90 days from last entry.

Title: **LRDA Number:** **2007- 72**

Undeliverable Mailings

Description:
Mailings (excluding mailed ballots) sent by local governments that were returned as undeliverable.

Minimum Retention Period:
One (1) calendar year after the matter referenced in mailing is concluded.

Title: **LRDA Number:** **2007- 79**

Vehicle Maintenance Records

Description:
This record series documents and administers the maintenance and repairs of local government owned or leased vehicles. Series is used to provide 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.

Minimum Retention Period:
Life of the vehicle (plus three years if the vehicle was involved in an accident)

Legal Citations:
NRS 11.190 (3)(d), NRS 11.190 (4)(e)

Title: **LRDA Number:** **2007- 80**

Warranties

Description:
This record series documents manufacturer's/vendor's warranties to replace and/or repair defective equipment.

Minimum Retention Period:
Expiration of warranty plus one (1) fiscal year.

Legal Citations:

Airport

Title: **LRDA Number:** **2007- 112**

Activity Reports

Description:

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.

Minimum Retention Period:

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.

Legal Citations:

NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)

Legal Notes:

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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

This record series is useful for planning and budgeting, reference, performance monitoring, program justification, position justification and similar uses.

Title: **LRDA Number:** **2007- 122**

Airport Aid Program Grantees: Affirmative Action Plans

Description:

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.

Minimum Retention Period:

Three (3) fiscal years, or for the period during which the federal financial assistance is made available, whichever is longer.

Legal Citations:

14 CFR 152.415

Title: **LRDA Number:** **2007- 123**

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

Description:

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.

Minimum Retention Period:

Three (3) fiscal years or for the period during which the Federal financial assistance is made available, whichever is longer.

Legal Citations:
14 CFR 152.415

Title: **LRDA Number:** **2007- 114**

Airport Certification Manuals or Specifications

Description:
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.

Minimum Retention Period:
Retain certification manuals or specifications Permanently. Retain other records related to certification two (2) calendar years after expiration.

Legal Citations:
14 CFR 139.203 to 139.205, 14 CFR 139.301, NRS 239C.090, NRS 11.190 (4)(e), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
Records not retained permanently must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 119**

Airport Emergency Documentation Records

Description:
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.

Minimum Retention Period:
Three (3) calendar years from date of last action.

Legal Citations:
NRS 239C.090, NRS 11.190 (3)(d), NRS 11.190 4(e), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 118**

Airport Emergency Planning Records

Description:
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.

Minimum Retention Period:
Retain records described in 14CFR 139.325 - Permanently.

Legal Citations:
49 CFR 1520.5, 14CFR 139.325, 239C.090

Legal Notes:
This record series contains Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1373**

Airport Fueling Agent Inspections

Description:
This record series documents and administers 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.

Minimum Retention Period:
Two (2) calendar years from the date of the inspection.

Legal Citations:
14 CFR 139.321, NRS 11.90 (4)(e), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1377**

Airport Law Enforcement Activity Records

Description:
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.

Minimum Retention Period:
Three (3) calendar years from date of last action.

Legal Citations:
49 CFR 1542.215 to 1542.221, NRS 11.190 3(d), NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1378**

Airport Project Records

Description:
This record series documents and administers 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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 239C.090

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 117**

Daily Log of Control Center

Description:
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.

Minimum Retention Period:
Two (2) calendar years from date of record.

Legal Citations:
49 CFR 1520.5, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 120**

Escort Log

Description:
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.

Minimum Retention Period:
Six (6) month from date of log.

Title: **LRDA Number:** **2007- 121**

Federal Aid to Airport Records

Description:

This record series documents and administers 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.

Minimum Retention Period:

Three (3) fiscal years after the date of the final grant payment.

Legal Citations:

14 CFR 151.55

Title: **LRDA Number:** **2007- 1376**

Navigational Facilities Maintenance and Operation Records

Description:

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.

Minimum Retention Period:

Six (6) calendar years after equipment is permanently removed from service.

Legal Citations:

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)

Title: **LRDA Number:** **2007- 125**

Noise Compatibility Planning Records

Description:

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.

Minimum Retention Period:

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.

Legal Citations:

14 CFR 150.23 (e)

Title: **LRDA Number:** **2007- 127**

Notices to Airmen (NOTAM)

Description:

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.

Minimum Retention Period:

Two (2) calendar years after notice is removed.

Title: **LRDA Number:** **2007- 129**

Parking Positions for Aircraft

Description:

This record series details the parking positions for aircrafts using municipally owned or operated airports.

Minimum Retention Period:

Six (6) months after superseded.

Title: **LRDA Number:** **2007- 130**

Passenger Facility Charges (PFC)

Description:

This record series documents and administers 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.

Minimum Retention Period:

Three (3) calendar years after completion of project.

Legal Citations:

14 CFR 158 (Appendix A to Part 158 -#10), 14 CFR 158.61 to 158.71

Title: **LRDA Number:** **2007- 131**

Security Program Records

Description:

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

Minimum Retention Period:

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.

Legal Citations:

49 CFR 1542.103, NRS 239C.090, NAC 239.165 (1)(2)

Legal Notes:

This record series contains Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:

Records to be disposed must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 133**

Self-Inspection Program Records

Description:

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.

Minimum Retention Period:

One (1) calendar year from the date of the inspection.

Legal Citations:

14 CFR 139.327, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Animal Control

Title: **LRDA Number:** **2007- 134**

Activity Reports

Description:

These reports document the program or primary activities and accomplishments of animal control programs for the previous year. They are often compiled from monthly, quarterly or other activity reports. This record series may contain, but is not limited to, daily intake statistics, data from officer truck logs, reports on licenses sold, number of animals handled, number of citations issued, number of warnings issued, number of quarantines, number of animal impounds, response and number of calls, officer statistics, logs, notes, correspondence and related records.

Minimum Retention Period:

Retain annual activity reports Permanently. Retain other activity and statistical reports (not otherwise scheduled in this section) for two (2) calendar years from the year created.

Legal Citations:

NAC 239.165 (1)(2)

Legal Notes:

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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

This record series is useful for planning and budgeting, reference, performance monitoring, position justification, compiling annual reports, and for briefing subsequent shifts or activities.

Title: **LRDA Number:** **2007- 1715**

Animal Permit and License Records

Description:

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.

Minimum Retention Period:

Two (2) calendar years from the renewal, denial or expiration of the permit or license.

Legal Citations:

NRS 244.359, NRS 266.325, NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 136**

Bite Reports

Description:
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.

Minimum Retention Period:
Two (2) calendar years from the date of the report.

Legal Citations:
NRS 244.359, NAC 441A.020, NAC 441A.425

Title: **LRDA Number:** **2007- 1379**

Communicable Disease Reports

Description:
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.

Minimum Retention Period:
Five (5) calendar years after reports submission to health authority and/or rabies control authority.

Legal Citations:
NRS 441A.410, NAC 441A.150, NAC 441A.225, NAC 441A.410 to NAC 441A.445, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential and/or Restricted Information and should be destroyed a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 137**

Counter Receipts / Logs

Description:
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.

Minimum Retention Period:
One (1) fiscal year following an audit.

Legal Citations:
NRS 354.624

Title: **LRDA Number:** **2007- 139**

Dog License Forfeits

Description:
This record series documents money 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.

Minimum Retention Period:
One (1) fiscal year following an audit.

Legal Citations:
NRS 354.624, NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1283**

Euthanasia License Records

Description:
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.

Minimum Retention Period:
Three (3) years after the expiration of license.

Legal Citations:
21 CFR 1304.04, NRS 453.246, NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 149**

Lost and Found Records

Description:
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.

Minimum Retention Period:
Six (6) months from the date of the card or form.

Title: **LRDA Number:** **2007- 1452**

Medical Records, Animal Control

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the date of last service.

Legal Citations:
NRS 441A.410, NAC 441A.410 to 441A.440, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number: 2007- 148**

Pet Adoption Contracts or Agreements

Description:

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.

Minimum Retention Period:

Six (6) calendar years after the expiration or upon the fulfillment of all terms of the agreement or contract, whichever is later.

Legal Citations:

NRS 11.190 (1)(b), NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number: 2007- 142**

Pet Impound Records

Description:

This record series administers and documents records of 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.

Minimum Retention Period:

Two (2) calendar years from the date of final disposition.

Legal Citations:

NRS 574.055

Title: **LRDA Number: 2007- 1380**

Rabies Vaccination Certificate Records

Description:

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

Minimum Retention Period:

Three (3) calendar years from date of issuance.

Legal Citations:

NRS 441A.410, NAC 441A.410, NAC 441A.440, NAC 441A.412, NAC 239.165 (1)(2)

Legal Notes:

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. This record series must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 144**

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

Description:

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.

Minimum Retention Period:

Four (4) calendar years from the date of the record.

Legal Citations:

21CFR 1304.03, 21CFR 1304.04, NAC 638.535

Title: **LRDA Number:** **2007- 145**

Reports of Injured Animals

Description:

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.

Minimum Retention Period:

Two (2) calendar years from the date of the report .

Title: **LRDA Number:** **2007- 146**

Violation Notices to Owners

Description:

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, ect.). This series may contain, but is not limited to, case number, reason for action, license number, owner's name and address, violation, ordinance number, date and time, correspondence, and related records.

Minimum Retention Period:

Two (2) calendar years from the close of the case.

Legal Citations:

NRS 574.055, NRS 171.17751, NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Assessor

Title: **LRDA Number:** **2007- 468**

Additional Tax Due and Valuation Notices

Description:

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.

Minimum Retention Period:

Six (6) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:

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)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 81**

Affidavits of Tax Exemption

Description:

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, applicable forms and supporting documentation, related correspondence and similar documents.

Minimum Retention Period:

Three (3) fiscal years after last claimed.

Legal Citations:

NRS 361.044, NRS 250.110 to 250.180, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 82**

Appraisal Records

Description:

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.

Minimum Retention Period:
Six (6) fiscal years following a new appraisal.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 89**

Assessment Appeals

Description:
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.

Minimum Retention Period:
Six (6) fiscal years after final decision.

Legal Citations:
NRS 361.044, NRS 250.110 to 250.180, NRS 11.190 (1)(b), NRS 11.190(3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 83**

Assessment Rolls and/or Tax Lists

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 361.044

Legal Notes:
At the written request of a taxpayer some information in This record series may be confidential.

Title: **LRDA Number:** **2007- 1321**

Business Personal Property Statements

Description:
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.

Minimum Retention Period:
Six (6) fiscal years from the fiscal year to which the statement pertains

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 1227**

Change of Address Form

Description:
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.

Minimum Retention Period:
One (1) calendar year from the end of the calendar year to which the record pertains.

Legal Citations:
NRS 250.110 to 250.180, NRS 360.280, NRS 361.044, NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1681**

County Board of Equalization Records

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
NRS 361.334 to 361.365, NRS 11.190 (1)(a)(b), NRS 11.190 (3)(d)

Legal Notes:
The County Clerk or designated deputy is the clerk of each panel of the County Board of Equalization. (NRS 361.340 (6))

Title: **LRDA Number:** **2007- 1718**

Declarations of Value

Description:
The Declaration of Value is a form prescribed by the Nevada Tax Commission to provide information with regard to the transfer of real property.

Minimum Retention Period:
Five (5) calendar years from the date of receipt.

Legal Citations:
NRS 375.060, NAC 375.180

Title: **LRDA Number:** **2007- 84**

Escrow Confirmation Reports

Description:
These types of reports are used to document changes of property ownership to Title and/or Mortgage Companies.

Minimum Retention Period:
One (1) fiscal year from date of report.

Legal Citations:
NRS 250.110 to 250.180, NRS 360.280, NRS 361.044, NRS 205.4617

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
This series has also been used to verify sewer use changes.

Title: **LRDA Number:** **2007- 86**

Maps

Description:
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.

Minimum Retention Period:
Permanent

Legal Citations:
NRS 361.189, NRS 239C.210

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1315**

Ratio Studies

Description:
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.

Minimum Retention Period:
Six (6) fiscal years from the date of the study.

Legal Citations:
NRS 11.190 (1)(b), NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 88**

Receipts for Payment of Personal Property Tax

Description:
These are receipts showing bill number, taxpayer's name, amount of tax, date paid, and allocation of monies collected.

Minimum Retention Period:
Five (5) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
NRS 250.110 to 250.180, NRS 360.280, NRS 361.044, NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1519**

Special Assessments

Description:
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.

Minimum Retention Period:
Six (6) fiscal years after payment of assessment.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Review for historical value.

Attorney

Title: **LRDA Number:** **2007- 1388**

Attorney General Opinions

Description:

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.

Minimum Retention Period:

As long as administratively useful.

Note:

Review for historical value.

Title: **LRDA Number:** **2007- 153**

Calendar of Cases

Description:

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.

Minimum Retention Period:

Thirty (30) days from the date of the schedule.

Title: **LRDA Number:** **2007- 1391**

Case Files: Appealed Cases

Description:

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.

Minimum Retention Period:

Three (3) calendar years after all appeals are exhausted.

Legal Citations:

NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Retain permanently cases determined by the District Attorney to be of historical significance.

Title: **LRDA Number:** **2007- 1499**

Case Files: Driving Under the Influence (DUI)

Description:

These case files document driving under the influence cases prosecuted by the attorney's office. They may contain, but are not limited to, the 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.

Minimum Retention Period:
Seven (7) calendar years after the disposition of the case.

Legal Citations:
NRS 484.3792, NRS 11.190 (1)(a), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 1383**

Case Files: Felony

Description:
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, motions, witness lists, subpoenas, FBI reports, photographs, exhibits, attorneys' notes, correspondence, and related documents.

Minimum Retention Period:
Ten (10) calendar years after the disposition of the case.

Legal Citations:
NRS 11.190 (1)(a), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Retain permanently cases determined by the District Attorney to be of historical significance.

Title: **LRDA Number:** **2007- 1498**

Case Files: Gross Misdemeanor

Description:
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, motions, witness lists, subpoenas, FBI reports, photographs, exhibits, attorneys' notes, correspondence, and related documents.

Minimum Retention Period:
Six (6) calendar years after the disposition of the case.

Legal Citations:
NRS 11.190 (1)(a), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 1384**

Case Files: Homicide (and other Major Crimes)

Description:

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, complaints, investigation records, offense reports, motions, witness lists, subpoenas, FBI reports, photographs, exhibits, attorneys' notes, court records, correspondence, and related documents.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS Chapter 252, NRS 178.750

Legal Notes:

This record series may contain confidential information.

Title: **LRDA Number:** **2007- 1401**

Case Files: Juvenile

Description:

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.

Minimum Retention Period:

Six (6) calendar years after the juvenile reaches the age of majority.

Legal Citations:

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)

Legal Notes:

This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. *See* NAC 239.165 (1)(2)

Title: **LRDA Number:** **2007- 1387**

Case Files: Misdemeanor

Description:

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, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents.

Minimum Retention Period:

Three (3) calendar years after disposition of the case

Legal Citations:

NRS 484.3792, NRS 11.90 (3)(d), NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure

manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 1393**

Child Support Case Files

Description:

This record series documents and administers the 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.

Minimum Retention Period:

Three (3) calendar years after the final closure of case.

Legal Citations:

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)

Legal Notes:

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 anner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

These case files provide documentation for processing and collecting child support, and provide assurance funds due the state are identified and collected.

Title: **LRDA Number:** **2007- 154**

Child Support Compliance Statements from Licensing Agencies

Description:

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 ect.) submitted to the Department of Health and Human Services, Division of Welfare and Supportive Services in accordance with NRS 425.395.

Minimum Retention Period:

Three (3) calendar years from the date of statement.

Legal Citations:

NRS 239B.030, NRS 425.395, NRS 125B.055, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 1395**

Child Support Payment Reports

Description:

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.

Minimum Retention Period:
Three (3) calendar years after submission of report to the Division of Welfare and Supportive Services.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
The central office of Support Enforcement, Division of Welfare and Supportive Services is the office of record for this series.

Title: **LRDA Number:** **2007- 1397**

Child Support Reports

Description:
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.

Minimum Retention Period:
As long as administratively useful to the District Attorneys office.

Legal Citations:
NRS 422.290, Division of Welfare and Supportive Services-Support Enforcement Manual, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 1394**

Child Support Statistical Reports

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure

manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Records in this series hold significant historical value as they contain evidential value of the functions and activities of child support enforcement programs.

Title: **LRDA Number:** **2007- 155**

Civil Cases

Description:
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, copies of planning documents; engineering documents; and financial records, related correspondence and similar records.

Minimum Retention Period:
Six (6) calendar years after disposition of the case.

Legal Citations:
NRS 11.190 (1)(a), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 1400**

Civil Forfeiture and Asset Seizure Files

Description:
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.

Minimum Retention Period:
Six (6) calendar years after disposition of the case.

Legal Citations:
NRS 11.190 (1)(a), NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 156**

Civil Rights

Description:
These are case files maintained in relation to discrimination complaints made against the local government. Records may include, but are not limited to, complaint, complainant personal information, reports, exhibits, withdrawal notices, copies of decisions, hearing and meeting records, correspondence and related documentation.

Minimum Retention Period:
Six (6) calendar years after disposition of the case

Legal Citations:
42 USC section 1983, NRS 205.4617, NRS 239B.030, NRS 11.190 (1)(a), NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential and Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 158**

Complaints

Description:
This record series documents legal complaints and usually consist of written statements of the essential facts constituting the public offense charged and supporting documentation.

Minimum Retention Period:
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.

Legal Citations:
NRS 11.190, NRS 171.085, NRS 171.090, NRS 171.102, NRS 252.110, NRS 266.470, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 1389**

Denied Prosecution Files

Description:
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.

Minimum Retention Period:
As long as administratively useful to the attorneys office.

Legal Citations:
NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 161**

Dispositions of Cases

Description:
This record series documents the result of cases prosecuted or defended by the District Attorney/ City Attorney's office.

Minimum Retention Period:
Thirty (30) days from the date of the disposition.

Legal Citations:
NRS 252.110, NRS 266.470

Title: **LRDA Number:** **2007- 1402**

Grand Jury Reports

Description:

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.

Minimum Retention Period:

Six (6) calendar years after report is received by the District Attorney's office.

Legal Citations:

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)

Legal Notes:

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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

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.

Title: **LRDA Number:** **2007- 163**

Opinions

Description:

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.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 252.110, NRS 266.470

Title: **LRDA Number:** **2007- 1399**

Pre-Prosecution Diversion Program Files

Description:

This record series documents contracts or agreements between the District Attorneys 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.

Minimum Retention Period:

Six (6) calendar years after the disposition of case.

Legal Citations:

NRS 11.190 (1)(b), NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 165**

Receipts for Criminal Reports

Description:
This record series documents the payment and cost of purchasing copies of criminal reports.

Minimum Retention Period:
Until annual audit is completed.

Legal Citations:
NRS 354.624

Title: **LRDA Number:** **2007- 167**

Requests for Opinions

Description:
This record series documents requests for legal opinions from agency legal counsel, city or district attorney, or other legal authorities.

Minimum Retention Period:
Two (2) calendar years from the answer of the request.

Title: **LRDA Number:** **2007- 168**

Suits Against a Local Government

Description:
This record series documents civil actions against the local government which are usually defended by the local government's legal counsel. This series may contain, but is not limited to, notice of suit, names of plaintiff, defendant, date, case information, affidavits, motions, transcripts, court documents, attorneys notes, judgment, appeals, correspondence, supporting documentation, and related documents.

Minimum Retention Period:
Six (6) calendar years after final disposition of the case.

Legal Citations:
NRS 11.190 (1)(a), NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 1403**

Victim Assistance Case Files

Description:
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 attorneys 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.

Minimum Retention Period:
Three (3) calendar years after the final disposition of the case.

Legal Citations:
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)

Legal Notes:
This record series contains Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 169**

Writs

Description:
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.

Minimum Retention Period:
Three (3) calendar years after writ is no longer in effect.

Legal Citations:
NRS 252.110, NRS 266.470, NRS 11.190 (3)(d)

Auditor

Title: **LRDA Number:** **2007- 90**

Accounts Payable

Description:

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.

Minimum Retention Period:

Five (5) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:

NRS 354.290, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 91**

Accounts Receivable (Revenue)

Description:

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.

Minimum Retention Period:

Five (5) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:

NRS 354.290, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 92**

Annual Audits

Description:

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.

Minimum Retention Period:
Three (3) fiscal years from the fiscal year to which the record pertains.

Legal Citations:
NRS 354.624

Title: **LRDA Number:** **2007- 1654**

Annual Statement to State Controller

Description:
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.

Minimum Retention Period:
Five (5) fiscal years from the date statement is submitted to the State Controller.

Legal Citations:
NRS 354.320

Note:
Review for historical value.

Title: **LRDA Number:** **2007- 93**

Appointments and Oaths of Deputy Sheriffs (County)

Description:
Appointments of deputies made by the County Sheriff, and the oaths taken by the deputies to discharge the duties of the office faithfully and impartially. Oaths must be certified and filed with the County Auditor.

Minimum Retention Period:
Retain while active

Legal Citations:
NRS 248.040

Title: **LRDA Number:** **2007- 94**

Audit Reports

Description:
Annual or special reports prepared by external auditors examining and verifying the local government's financial activities or the financial activities of a fund, department or other component of the local government.

Minimum Retention Period:
Three (3) fiscal years from the fiscal year to which the record pertains.

Legal Citations:
NRS 354.624

Title: **LRDA Number:** **2007- 1299**

Auditors Policy and Procedures Manual

Description:
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.

Minimum Retention Period:
Six (6) calendar years after superseded.

Legal Citations:
NRS 11.190 1(b)

Title: **LRDA Number:** **2007- 95**

Fee books

Description:
Record of all fees collected, showing amount, from whom collected, for what purpose collected and date of collection.

Minimum Retention Period:
Five (5) fiscal years from last entry.

Legal Citations:
NRS 251.030

Title: **LRDA Number:** **2007- 96**

Monthly Statement to Governing Body

Description:
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.

Minimum Retention Period:
Five (5) fiscal years from the fiscal year to which the record pertains.

Legal Citations:
NRS 354.290

Title: **LRDA Number:** **2007- 97**

Tax Deeds

Description:
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.

Minimum Retention Period:
Five (5) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
NRS 354.290, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure

manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. *See* NAC 239.165 (1)(2)

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 98**

Treasurer's Receipts (duplicates)

Description:
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.

Minimum Retention Period:
Five (5) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
NRS 354.290, NRS 354.604

Building and Safety

Title: **LRDA Number:** **2007- 171**

Addresses in Subdivisions

Description:
This record series documents home and building addresses in subdivided land.

Minimum Retention Period:
Until superseded.

Title: **LRDA Number:** **2007- 172**

Affidavits of Non-Use

Description:
This series consists of sworn statements that property is not currently in use.

Minimum Retention Period:
Until property in use.

Title: **LRDA Number:** **2007- 173**

Agreements to Hold Harmless

Description:
This series documents hold harmless agreements releasing the local government from liability for various activities.

Minimum Retention Period:
Six (6) calendar years from termination of agreement.

Legal Citations:
NRS 11.190 (1)(b)

Title: **LRDA Number:** **2007- 176**

Annexations of Property

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 268.570 to 268.670, NRS 318.261 to 318.272, NRS 269.650 to 269.652 and others.

Note:
This series is used to fulfill legal requirements and document the acquisition process.

Title: **LRDA Number:** **2007- 179**

Applications for Temporary Placement of Trailer

Description:
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.

Minimum Retention Period:
One (1) calendar year from the end of the calendar year to which the records pertain.

Legal Citations:

Title: **LRDA Number:** **2007- 182**

Bookkeeping Records

Description:
This record series documents and administers monetary transactions and may contain, but is not limited to, billings for services, revenue received from payment of fees, revenue from sales of code books, revenue reports, invoices, receipts, supportive documentation, notes, correspondence, and related documents.

Minimum Retention Period:
Until completion of annual audit.

Legal Citations:
NRS 354.624, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1587**

Building Master Record

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 239C.090, NRS 239C.210

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1411**

Building Trades Occupational Licensing Records

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the expiration, cancellation, revocation, or denial of the license.

Legal Citations:
42 U.S.C. § 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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 184**

Buildings, Record of Street Addresses

Description:
This record series documents the street address of buildings within the local government's emergency service area.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 239C.210

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1576**

Code Interpretations

Description:
This series contains records detailing interpretations of Building and Fire Safety Codes approved by the Building Official. May include back-up material clarifying interpretation.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 278.0115

Title: **LRDA Number:** **2007- 186**

Code Violation Records

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
NRS 11.190 (3)(d), NRS 11.190 (4)(e)

Title: **LRDA Number:** **2007- 1557**

Daily Logs of Inspections, Code Enforcement

Description:
This record series contains logs kept by Code Enforcement Officers detailing various inspections of potential property maintenance code violations.

Minimum Retention Period:
One (1) calendar year after the calendar year in which log is generated.

Title: **LRDA Number:** **2007- 1588**

Demolition Records

Description:
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.

Minimum Retention Period:
Three (3) calendar years after the date of demolition.

Legal Citations:
NRS 11.190 (3)(d), NRS 11.190 (4)(e)

Title: **LRDA Number:** **2007- 1593**

Dust Control Permits

Description:
This record series documents the issuance of dust control permits for construction activities including surface grading and trenching.

Minimum Retention Period:
Three (3) calendar years after the expiration of the permit, or for the period required by local ordinance, whichever is longer.

Legal Citations:
NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 190**

Fire and Life Safety Files

Description:

This series contains records which document all the necessary code requirements and operational restrictions placed upon a building or structure.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1412**

Inspection Records

Description:

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.

Minimum Retention Period:

Six (6) calendar years after the completion of the improvement or project.

Legal Citations:

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)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 192**

Inspection Reports, Fire Damage

Description:

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.

Minimum Retention Period:
Six (6) calendar years from the date of inspection.

Title: **LRDA Number:** **2007- 194**

Inspections of Mobile Home Parks

Description:
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.

Minimum Retention Period:
Two (2) calendar years from date of inspection.

Title: **LRDA Number:** **2007- 1555**

Inspector's Daily Logs

Description:
This series usually consists of detailed logs kept by inspectors of information relating to daily building code inspections.

Minimum Retention Period:
One (1)calendar year after the calendar year in which log is generated

Title: **LRDA Number:** **2007- 197**

Moved Buildings

Description:
This record series contains documents related to buildings which have been moved.

Minimum Retention Period:
Two (2) calendar years from the end of the calendar year to which the records pertain.

Legal Citations:
NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 198**

Performance Bonds

Description:
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.

Minimum Retention Period:
One (1) calendar year after the contract is completed.

Legal Citations:
NRS 339.015 to 339.065

Title: **LRDA Number:** **2007- 1570**

Permits - Application File

Description:
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.

Minimum Retention Period:
One (1) calendar year from the end of the calendar year to which the record pertains.

Title: **LRDA Number:** **2007- 1571**

Permits - Cancelled Permits

Description:
This series documents building permits which have been cancelled due to various reasons.

Minimum Retention Period:
One (1) calendar year after cancellation.

Title: **LRDA Number:** **2007- 1572**

Permits - Design and Construction File, Commercial or Public Structures

Description:
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.

Minimum Retention Period:
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. If Permit or Permit Application is cancelled - Retain for one (1) calendar year after the fiscal year in which the permit for the plans is cancelled.

Legal Citations:
NRS 239C.090, NRS 239C.210, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
This series also includes plans for all properties classified as mixed-use, all hotels and motels, and all high-rise buildings

Title: **LRDA Number:** **2007- 1573**

Permits – Design and Construction File, Residential Structures

Description:
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.

Minimum Retention Period:

Final Inspection Approved - Retain twelve (12) calendar years after the calendar year in which the final inspection is approved. 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. If Permit or Permit Application is cancelled -Retain one (1) calendar year after the calendar year in which the permit for the plans is cancelled. If Structure Destroyed - Life of structure.

Legal Citations:

NRS 11.203, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 205**

Plans for Commercial and Public Structures

Description:

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.

Minimum Retention Period:

Life of the building or six (6) calendar years after a disaster involving the building.

Legal Citations:

NRS 239C.090, NRS 239C.210, NRS 11.190 (1)(b), NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 206**

Plans for Residential Structures

Description:

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.

Minimum Retention Period:

One (1) calendar year after final inspection approval.

Legal Citations:
NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 203**

Plans: Checkers, Records of Persons Reviewing Plans and Blueprints

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year to which the records pertain.

Legal Citations:
NRS 239C.090, NRS 239C.210, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 207**

Plot Plans

Description:
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.

Minimum Retention Period:
Twenty-five (25) calendar years after the calendar year in which the Certificate of Occupancy is issued or the final inspection is made.

Legal Citations:
NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 216**

Sewer Taps

Description:
This series documents the application for and issuance of sewer tap permits and connections between specific properties and the municipal utility system.

Minimum Retention Period:
Twenty-five (25) calendar years from the end of the calendar year to which the records pertain.

Title: **LRDA Number:** **2007- 174**

Temporary Power Service Records

Description:
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.

Minimum Retention Period:
One (1) calendar year from termination of service.

Title: **LRDA Number:** **2007- 219**

Temporary Power, Requests

Description:
This record series documents requests for temporary power usually for construction, special event and similar activities.

Minimum Retention Period:
One (1) calendar year from the end of the calendar year to which the records pertain

Business Licenses and Permits

Title: **LRDA Number:** **2007- 1679**

Activity Reports

Description:

These reports document the program or primary activities and accomplishments of business licensing departments for the previous year. They are often compiled from monthly, quarterly or other activity reports. This series may contain, but is not limited to, activity sheets, activity reports, narrative reports, statistical reports, summary reports, logs, lists, registers, and other activity related reports.

Minimum Retention Period:

Retain annual activity reports Permanently. Retain other activity and statistical reports (not otherwise scheduled in this section) for two (2) calendar years from the year created.

Legal Citations:

NAC 239.165 (1)(2)

Legal Notes:

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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

This record series is useful for planning and budgeting, reference, performance monitoring, program justification, position justification and similar uses.

Title: **LRDA Number:** **2007- 221**

Business Licenses, Applications and Renewals

Description:

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.

Minimum Retention Period:

One (1) calendar year after the cessation of business.

Legal Citations:

NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 224**

Investigations

Description:

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.

Minimum Retention Period:
Six (6) calendar years from the end of the calendar year to which they pertain.

Legal Citations:
NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 229**

Liquor and Gaming Licenses

Description:
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.

Minimum Retention Period:
One (1) calendar year after license is renewed, terminated or expires.

Legal Citations:
NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 232**

Lists of and Requests for Changes of Information

Description:
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.

Minimum Retention Period:
One (1) calendar year from the end of the calendar year to which the records pertain.

Title: **LRDA Number:** **2007- 226**

Master List of Businesses Licensed

Description:
These are computer listings of all licensed businesses operating within the city/county.

Minimum Retention Period:
Until superseded.

Title: **LRDA Number:** **2007- 233**

Notices to Renew License

Description:
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.

Minimum Retention Period:
One (1) fiscal year from the end of the fiscal year to which the records pertain.

Title: **LRDA Number:** **2007- 227**

Out of Business Files

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 234**

Receipts for Collection of Taxes on Lodging, Liquor and Gaming

Description:
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.

Minimum Retention Period:
Until annual audit is completed

Legal Citations:
NRS 354.624

Title: **LRDA Number:** **2007- 225**

Receipts Issued to Licensee upon Payment of Fees

Description:
These are receipts for payment of licensing and associated fees.

Minimum Retention Period:
Until completion of an annual audit.

Legal Citations:
NRS 354.624

Title: **LRDA Number:** **2007- 235**

Records of Gross Receipts Reported by Gaming Establishments

Description:
This series is used to document gaming revenue for licensing fees and/or taxing purposes.

Minimum Retention Period:
Ten (10) fiscal years from the end of the fiscal year to which the records pertain.

Legal Citations:
NRS 463.390 -463.395

Title: **LRDA Number:** **2007- 238**

Reports of Hotels, Motels and Campgrounds

Description:
This series is used to document hotel, motel and campground revenue for licensing fees and/or taxing purposes.

Minimum Retention Period:
Six (6) fiscal years from the end of the fiscal year to which the records pertain.

Title: **LRDA Number:** **2007- 231**

Temporary Licenses or Permits

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the expiration of the license or permit.

Legal Citations:
NRS 239B.030, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 239**

Waivers

Description:
This series documents the waiving of licensing or permit fees and the reason for the waiver.

Minimum Retention Period:
Six (6) fiscal years from the end of the fiscal year to which the records pertain.

Legal Citations:
NRS 11.190 (1)(b), NRS 11.190 (3)(d)

City Clerk

Title: **LRDA Number:** **2007- 255**

Agreements

Description:

This record series documents the negotiation, execution, completion, and termination of legal agreements between a local government and other parties.

Minimum Retention Period:

Six (6) years after termination or expiration of agreement.

Legal Citations:

NRS 11.190 (1)(b), NRS 266.480

Title: **LRDA Number:** **2007- 1536**

Annual Budget - Files

Description:

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, surveys, allotment reports, contingency plans, budget proposals, estimates of revenues, financial forecasting reports and similar records.

Minimum Retention Period:

Five (5) fiscal years from the year to which it pertains.

Title: **LRDA Number:** **2007- 1538**

Annual Budget - Final Budget

Description:

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.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 354.59801

Title: **LRDA Number:** **2007- 258**

Applications to Solicit Money

Description:

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.

Minimum Retention Period:

Four (4) fiscal years from expiration of the permit.

Legal Citations:

NRS 11.190 (2)(c), NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165

(1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1534**

Bids for Contracts

Description:
This record series documents the procedures used by local governments in the process for gathering information about or to purchase supplies, equipment and/or services. This series provides recorded evidence of accepted and rejected bids and may include, but is not limited to, requests to bid, requests for proposals (RFP), requests for quotation, bid specifications, bid exemption documents, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, evaluations, responses, bid advertising records, related correspondence, and similar records.

Minimum Retention Period:
Seven (7) calendar years after the date of execution of the contract or from the date of the cancellation of the process for which the records where created.

Legal Citations:
17 USC section 501, 15 USC section 5308, NRS 332.039 to 332.148, NAC 239.165 (1)(2)

Legal Notes:
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. Questions on access and confidentiality should be addressed to your agency legal counsel.

Note:
This record series should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (*See* NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 263**

Bond Issues

Description:
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 supporting documentation, related correspondence and similar documents.

Minimum Retention Period:
Ten (10) calendar years after bond retired.

Note:
Review for historical value.

Title: **LRDA Number:** **2007- 265**

Bonds (Construction)

Description:
This record series documents performance and payment bonds required by contracting bodies for public works or public improvement projects.

Minimum Retention Period:
One (1) calendar year after the contract is completed.

Legal Citations:
NRS 339.015 to 339.065

Legal Notes:
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.

Title: **LRDA Number:** **2007- 1669**

Campaign Contribution and Expense Reports

Description:
This record series consists of campaign contribution and expense reports filed with the City Clerk 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.

Minimum Retention Period:
Six (6) calendar years from the end of the calendar year to which the report pertains.

Legal Citations:
NRS 294A.100 to 294A.190, NAC 294A.040 to 294A.098

Legal Notes:
The Secretary of State may have copies of some of these reports.

Note:
These reports should be reviewed for historical value before disposition.

Title: **LRDA Number:** **2007- 268**

Claims Against a City

Description:
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.

Minimum Retention Period:
Three (3) fiscal years after resolution.

Legal Citations:
NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1250**

Contracts and Agreements - Capital Improvement Projects

Description:
Records may include but are not limited to the official contract, lease, or agreement, amendments, exhibits, addenda, legal records, contract review records, specifications, bids awarded, copies of payments, receipts, and other supporting papers used in managing the contract. and related documentation and correspondence.

Minimum Retention Period:
Twelve (12) calendar years after expiration or fulfillment of all terms of the agreement or contract, whichever is later

Legal Citations:
NRS 11.203

Title: **LRDA Number:** **2007- 269**

Contracts and Agreements - Non-Capital Improvement

Description:
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, bid documents, legal notices, related correspondence, and similar documents.

Minimum Retention Period:
Six (6) calendar years from the termination/completion of a contract or agreement.

Legal Citations:
NRS 11.190 (1)(b), NRS 266.480

Title: **LRDA Number:** **2007- 271**

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

Description:
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; related correspondence and any other record required or permitted by law to be filed with the city clerk.

Minimum Retention Period:
Permanent, unless otherwise stated in this schedule.

Legal Citations:
NRS 266.480, NRS 241.035, NRS 270.040, NRS 268.490, NRS 239B.030, NRS 205.4617

Legal Notes:
Some records in This record series may contain Confidential and/or Sensitive Information.

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1707**

Final Plan for Capital Improvement

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 354.59801, NRS 239C.090, NRS 239C.210

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your

records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 275**

Financial Disclosure List

Description:

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.

Minimum Retention Period:

One (1) calendar year from the submission of the list.

Legal Citations:

NRS 281.574 to 281.575, NRS 281.573

Legal Notes:

The Financial Disclosure Statements themselves are retained by the Commission on Ethics.

Title: **LRDA Number:** **2007- 276**

Financial Statements of Solicitors of Money

Description:

This record series consists of financial statements of solicitors of money.

Minimum Retention Period:

Four (4) fiscal years from date of statement

Legal Citations:

NRS 11.190 (2) (c), NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 277**

Franchise Agreements

Description:

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.

Minimum Retention Period:

Six (6) fiscal year after termination of franchise agreement.

Legal Citations:

NRS 11.90 (1)(b)

Note:

Review for historical value

Title: **LRDA Number:** **2007- 278**

Leases

Description:
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.

Minimum Retention Period:
Six (6) fiscal years after expiration of the lease.

Legal Citations:
NRS 11.190 (1)(b), NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 253**

Legal Notices

Description:
This record series documents compliance with state laws requiring public notice of governmental activities. 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.

Minimum Retention Period:
Permanent

Legal Citations:
NRS 266.480, NRS 241.020, NRS 241.035

Title: **LRDA Number:** **2007- 282**

Minutes of all Boards, Commissions, Committees and Councils

Description:
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 request 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, audio / video recordings, attendance sheets, correspondence, and related records.

Minimum Retention Period:
Retain this record series Permanently; Or retain for a minimum period of five (5) calendar years from the date of the meeting and transfer the records to one of the facilities described in NAC 239.850 (1)(b), for continued public access and archival preservation.

Legal Citations:
NRS 241.035, NRS 266.480, Open Meeting Law Manual (Office of the Attorney General), NAC 239.850

Legal Notes:
The minutes of closed meetings may contain Confidential information. See NRS 241.035 (2)(a)(b)(c) for details.

Note:
For archival preservation and continued public access, and in accordance with NRS 241.035 (2) and NAC 239.850 (1)(b), the minutes of a public body, including agendas, exhibits and other related records, may be transferred to: The Nevada Historical Society; The Nevada Museum and Historical Society; An archival program or special collections of the University and Community College System of Nevada; or a facility that: complies with the requirements set forth in NAC 239.740 ; has been approved by the governing body that created the minutes; has received the written approval of the State Library and Archives Administrator; and is located in this state.

Title: **LRDA Number:** **2007- 1677**

Ordinances and Resolutions

Description:

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.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 266.105 to 266.118, NRS 244.095 to 244.115, NRS 269.155

Title: **LRDA Number:** **2007- 287**

Proposed Expenditures

Description:

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.

Minimum Retention Period:

Six (6) fiscal years from the end of the fiscal year to which the report pertains.

Legal Citations:

NRS 354.59801

Title: **LRDA Number:** **2007- 1671**

Recordings of Meetings

Description:

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 tapes or recordings.

Minimum Retention Period:

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.

Legal Citations:

NRS 241.035 (1), NRS 241.035 (4)(a), NRS 241.030

Legal Notes:

The recordings of closed meetings may contain Confidential information. See NRS 241.035 (2)(a)(b)(c) for details. For additional information on public meetings See the Open Meeting Law Manual (Office of the Attorney General).

Title: **LRDA Number:** **2007- 1264**

Sister City Programs

Description:

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.

Minimum Retention Period:

Permanent.

Title: **LRDA Number:** 2007- 292

Solicitation Permits, Receipts

Description:
This series documents receipts for solicitation permits.

Minimum Retention Period:
Until annual audit is completed

Legal Citations:
NRS 354.624

Civil Service

Title: **LRDA Number:** **2007- 102**

Examinations: Copies of Examinations

Description:
This record series documents examinations administered by the municipality in connection with screening job applicants to determine aptitude or skills. This series may include, but is not limited to, date of exam, position tested for, name of individual taking exam, social security number, actual test questions, applicant's answers, score sheet and scores.

Minimum Retention Period:
Two (2) calendar years from the date of the record.

Legal Citations:
29 CFR 1602.31, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 106**

Examinations: Lists of Applicants Eligible for Employment

Description:
This record series documents applicants who have taken the required examinations for municipal employment, received a passing score, and are eligible for employment.

Minimum Retention Period:
Two (2) calendar years after expiration of list

Legal Citations:
29 CFR 1602.31, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 103**

Examinations: Lists of Applicants Who Failed to Qualify for Employment

Description:
This record series documents applicants who have taken the required examinations for municipal employment, but failed to meet the minimum passing score needed for employment.

Minimum Retention Period:
Two (2) calendar years from the date of the record.

Legal Citations:
29 CFR 1602.31, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 104**

Examinations: Lists of Applicants Who Failed to Take an Examination

Description:
This record series documents applicants eligible to take an examination for municipal employment, but who failed to take an examination.

Minimum Retention Period:
Two (2) calendar years from the date of the record.

Legal Citations:
29 CFR 1602.31, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 108**

Report of Oral Ratings

Description:
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.

Minimum Retention Period:
Two (2) calendar years from the date of the record.

Legal Citations:
29 CFR 1602.31, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 110**

Transcripts of Hearings of Civil Service Board Involving Appeals

Description:
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.

Minimum Retention Period:

Two (2) calendar years after determination of appeal.

Legal Citations:

29 CFR 1602.31, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Constable

Title: **LRDA Number: 2007- 334**

Dockets

Description:
This record series documents individual court cases and may contain entries on papers filed, court actions, judgments, and similar documents.

Minimum Retention Period:
Dockets must be retained in accordance with the retention periods found in the "Local Courts Records Retention Manual" adopted by the Nevada Supreme Court.

Legal Citations:
Local Courts Records Retention Manual by the Nevada Supreme Court, NRS 239.110 (4)

Title: **LRDA Number: 2007- 339**

Mistakes and Refunds

Description:
This record series documents credits or refunds for the overpayment of fines or fees.

Minimum Retention Period:
Until annual audit is completed.

Legal Citations:
NRS 354.624

Title: **LRDA Number: 2007- 336**

Record of Evictions

Description:
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.

Minimum Retention Period:
Six (6) calendar years from the end of the calendar year to which the records pertain.

Legal Citations:
NRS 11.190 (1)(a)

Title: **LRDA Number: 2007- 337**

Record of Notices of Eviction

Description:
This record series consists of the receipt and service or return of eviction notices.

Minimum Retention Period:
90 days after date of service or return

Title: **LRDA Number: 2007- 341**

Revocation Files

Description:
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.

Minimum Retention Period:
Six (6) calendar years from the end of the calendar year to which the records pertain.

Legal Citations:
NRS 11.190 (1)(a)

Title: **LRDA Number:** **2007- 342**

Unserved Papers

Description:
This series consists of court related documents which for various reasons were unable to be served.

Minimum Retention Period:
90 days after date received.

Cooperative Extension

Title: **LRDA Number:** **2007- 347**

Enrollment Cards: 4 H Club

Description:
This series documents enrollment in 4H clubs.

Minimum Retention Period:
One (1) calendar year from the end of the calendar year to which the records pertain.

Title: **LRDA Number:** **2007- 1560**

Cooperative Extension Program Reports

Description:
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.

Minimum Retention Period:
Retain annual reports Permanently. Retain other activity/program reports for a minimum period of two (2) calendar years from the year created.

Title: **LRDA Number:** **2007- 345**

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

Description:
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.

Minimum Retention Period:
Until superseded

Legal Citations:
29 CFR 1607.4

Title: **LRDA Number:** **2007- 351**

Records of Accident Insurance Provided to Participants in Special Programs

Description:
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.

Minimum Retention Period:
Ninety (90) days after policy expires.

Coroner / Medical Examiner

Title: **LRDA Number:** **2007- 354**

Autopsies: Protocol

Description:
This record series documents the methods and practices used by coroners/medical examiners performing an autopsy.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 259.050, NRS 432B.407

Legal Notes:
This record series may contain Confidential or Sensitive Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 355**

Autopsies: Reports

Description:
This record series documents the examination of an individual to determine cause of death.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 259.050, NRS 432B.407

Legal Notes:
This record series may contain Confidential or Sensitive Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 356**

Case Files

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 244.163, NRS 259.050, NRS 432B.407

Legal Notes:
This record series may contain Confidential or Sensitive Information. Address public-access issues with your

records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1485**

Decedent Personal Property Records

Description:

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.

Minimum Retention Period:

Three (3) fiscal years after the inventory, money and/or property is delivered to the County Treasurer.

Legal Citations:

NRS 259.150 to 259.180, NRS 11.190 (3)(d)

Legal Notes:

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)

Note:

This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. *See* NAC 239.165 (1)(2)

Title: **LRDA Number:** **2007- 357**

Deputies Appointments and Oaths

Description:

This record series documents the appointment and oath of office of deputies appointed by Coroners in accordance with NRS 259.040.

Minimum Retention Period:

Retain this record series while deputy is active.

Legal Citations:

NRS 259.040

Legal Notes:

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)]

Title: **LRDA Number:** **2007- 358**

Inquests

Description:

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, ect.), 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.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 259.090 to 259.140, NRS 440.420 to 440.430, NRS 440.170

Legal Notes:

This record series may contain Confidential or Sensitive Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1484**

Laboratory Equipment Repair and Maintenance Records

Description:
This record series documents the maintenance, service, and repair of equipment/instruments used to conduct toxicology, histology, and similar procedures.

Minimum Retention Period:
Life of the equipment plus an additional three (3) calendar years.

Legal Citations:
NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 1486**

Missing Persons Bulletins

Description:
This record series consists of bulletins, flyers, or reports on missing persons received from law enforcement and other agencies.

Minimum Retention Period:
As long as administratively useful.

Title: **LRDA Number:** **2007- 359**

Register of Cases

Description:
This record series usually consists of a register, report, or log of the deaths investigated and/or autopsies performed.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 259.050, NRS 432B.407

Legal Notes:
This record series may contain Confidential or Sensitive Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

County Clerk

Title: **LRDA Number:** **2007- 385**

Agreements

Description:

This record series documents the negotiation, execution, completion, and termination of legal agreements between the county and other parties.

Minimum Retention Period:

Six (6) calendar years after termination of agreement

Legal Citations:

NRS 11.190 (1)(b)

Title: **LRDA Number:** **2007- 1537**

Annual Budget - Files

Description:

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, surveys, allotment reports, contingency plans, budget proposals, estimates of revenues, financial forecasting reports and similar records.

Minimum Retention Period:

Five (5) fiscal years from the year to which it pertains.

Title: **LRDA Number:** **2007- 1539**

Annual Budget - Final Budget

Description:

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.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 354.59801

Title: **LRDA Number:** **2007- 1535**

Bids for Contracts

Description:

This record series documents the procedures used by local governments in the process for gathering information about or to purchase supplies, equipment and/or services. This series provides recorded evidence of accepted and rejected bids and may include, but is not limited to, requests to bid, requests for proposals (RFP), requests for quotation, bid specifications, bid exemption documents, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, evaluations, responses, bid advertising records, related correspondence, and similar records.

Minimum Retention Period:

Seven (7) calendar years after the date of execution of the contract or from the date of the cancellation of the

process for which the records where created.

Legal Citations:
17 USC section 501, 15 USC section 5308, NRS 332.039 to 332.148, NAC 239.165 (1)(2)

Legal Notes:
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. Questions on access and confidentiality should be addressed to your agency legal counsel.

Note:
This record series should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 391**

Bond Issues

Description:
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.

Minimum Retention Period:
Ten (10) calendar years after bond retired.

Title: **LRDA Number:** **2007- 392**

Bonding Companies: Powers of Attorney

Description:
This record series documents powers of attorney filed with the clerk of the court.

Minimum Retention Period:
Until superseded or cancelled.

Legal Citations:
NRS 20.050

Title: **LRDA Number:** **2007- 393**

Bonding Companies: Reports

Description:
This record series contains reports received from bonding companies.

Minimum Retention Period:
Three (3) calendar years from the date of report.

Legal Citations:
NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 394**

Bonds and Oaths of Notaries Public

Description:
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.

Minimum Retention Period:
While notaries are active

Legal Citations:
NRS 240.030

Title: **LRDA Number:** **2007- 1688**

Business Fictitious Name Certificates

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
NRS 602.010 to 602.090, NRS 11.190 (1)(a)(b), NRS 11.190 (3)(d)

Legal Notes:
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.

Title: **LRDA Number:** **2007- 1668**

Campaign Contribution and Expense Reports

Description:
This record series consists of campaign contribution and expense reports filed with the County Clerk 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.

Minimum Retention Period:
Six (6) calendar years from the end of the calendar year to which the report pertains.

Legal Citations:
NRS 294A.100 to 294A.190, NAC 294A.040 to 294A.098

Legal Notes:
The Secretary of State may have copies of some of these reports.

Note:
These reports should be reviewed for historical value before disposition.

Title: **LRDA Number:** **2007- 396**

Certificates of Ministers Authorized to Perform Marriages: Record of Active Certificates

Description:
This record series documents certificates of permission for ministers authorized to perform marriages.

Minimum Retention Period:
Five (5) years after no longer active.

Legal Citations:
NRS 122.064, NRS 122.068, NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 397**

Certificates of Ministers Authorized to Perform Marriages: Record of Revoked Certificates

Description:
This record series documents certificates of permission which have been revoked for good cause.

Minimum Retention Period:
Five (5) calendar years after revocation.

Legal Citations:
NRS 122.064, NRS 122.068, NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1251**

Contracts and Agreements - Capital Improvement Projects

Description:
Records may include but are not limited to the official contract, lease, or agreement, amendments, exhibits, addenda, legal records, contract review records, specifications, bids awarded, copies of payments, receipts, and other supporting papers used in managing the contract. and related documentation and correspondence.

Minimum Retention Period:
Twelve (12) calendar years after expiration or fulfillment of all terms of the agreement or contract, whichever is later

Legal Citations:
NRS 11.203

Title: **LRDA Number:** **2007- 400**

Contracts and Agreements - Non-Capital Improvement

Description:
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, bid documents, legal notices, related correspondence, and similar documents.

Minimum Retention Period:
Six (6) calendar years from the termination/completion of the contract or agreement.

Legal Citations:
NRS 11.190 (1)(b)

Title: **LRDA Number:** **2007- 1680**

County Board of Equalization Records

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 361.334 to 361.365

Legal Notes:
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.

Note:
The County Clerk or designated deputy is the clerk of each panel of the County Board of Equalization. (NRS 361.340 (6))

Title: **LRDA Number:** **2007- 402**

District Attorney's Opinions

Description:
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.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 403**

Fee Book

Description:
This record series documents all fees collected by the County Clerks office in accordance with state law.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 19.010 to 19.110

Legal Notes:
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.

Title: **LRDA Number:** **2007- 404**

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

Description:
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, related correspondence and any other record required or permitted by law to be filed with the County Clerk.

Minimum Retention Period:
Permanent, unless otherwise stated in this schedule.

Legal Citations:
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

Legal Notes:
Some records in This record series may contain Confidential, Restricted and/or Sensitive Information.

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1708**

Final Plan for Capital Improvement

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 354.59801, NRS 239C.090, NRS 239C.210

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 407**

Financial Disclosure List

Description:
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.

Minimum Retention Period:
One (1) calendar year from the submission of the list.

Legal Citations:
NRS 281.574 to 281.575, NRS 281.573

Legal Notes:
The Financial Disclosure Statements themselves are retained by the Nevada Commission on Ethics.

Title: **LRDA Number:** **2007- 409**

Leases

Description:
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.

Minimum Retention Period:
Six (6) fiscal years after expiration of the lease.

Legal Citations:
NRS 11.190 (1)(b), NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 383**

Legal Notices

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 244.115, NRS 241.035

Title: **LRDA Number:** **2007- 411**

Marriage License Records (applications, receipts, etc.)

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 122.040, NRS 239B.030

Legal Notes:
This record series may contain Confidential Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 412**

Minutes of all Boards, Commissions, Committees and Councils

Description:
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, audio/video recordings, attendance sheets, correspondence, and related records.

Minimum Retention Period:
Retain this record series Permanently; Or retain for a minimum period of five (5) calendar years from the date of the meeting and transfer the records to one of the facilities described in NAC 239.850 (1)(b), for continued public access and archival preservation.

Legal Citations:
NRS 241.035, NRS 244.075, Open Meeting Law Manual (Attorney General), NAC 239.850

Legal Notes:
The minutes of closed meetings may contain Confidential information. See NRS 241.035 (2)(a)(b)(c) for details.

Note:
For archival preservation and continued public access, and in accordance with NRS 241.035 (2) and NAC 239.850 (1)(b), the minutes of a public body, including agendas, exhibits and other related records, may be transferred to: The Nevada Historical Society; The Nevada Museum and Historical Society; An archival program or special collections of the University and Community College System of Nevada; or a facility that: complies with the requirements set forth in NAC 239.740 ; has been approved by the governing body that created the minutes; has received the written approval of the State Library and Archives Administrator; and is located in this state.

Title: **LRDA Number:** **2007- 1678**

Ordinances and Resolutions

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 266.105 to 266.118, NRS 244.095 to 244.115, NRS 269.155

Title: **LRDA Number:** **2007- 416**

Outdoor Advertising Permits

Description:
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.

Minimum Retention Period:
One (1) calendar year after permit terminated or not renewed.

Legal Citations:
NRS 405.070, NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 417**

Petitions, Failed Initiatives

Description:
This record series documents petitions submitted by groups/citizens which failed to make ballot.

Minimum Retention Period:
Three (3) calendar years after submission.

Legal Citations:
NRS 295.105

Title: **LRDA Number:** **2007- 419**

Proposed Expenditures

Description:
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.

Minimum Retention Period:
Six (6) fiscal years from the end of the fiscal year to which the report pertains.

Legal Citations:
NRS 354.59801

Title: **LRDA Number:** **2007- 1670**

Recordings of Meetings

Description:
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 tapes or recordings.

Minimum Retention Period:
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.

Legal Citations:
NRS 241.035 (1), NRS 241.035 (4)(a), NRS 241.030

Legal Notes:
The recordings of closed meetings may contain Confidential information. See NRS 241.035 (2)(a)(b)(c) for details. For additional information on public meetings See the Open Meeting Law Manual (Office of the Attorney General).

Title: **LRDA Number:** **2007- 421**

Resources and Expenditures, Quarterly Report

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
NRS 354.602

Title: **LRDA Number:** **2007- 422**

Surveys and Established Boundaries, including Maps

Description:

This record series documents surveys, maps, and reports used in establishing boundaries in accordance with state law.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 243.390 to 243.415, NRS 239C.210

Legal Notes:

This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

County Recorder

Title: **LRDA Number:** **2007- 489**

Certificates for Appropriation of Water

Description:

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.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 533.382 to 533.383, NRS 240.161 to 240.168

Note:

The certificates are issued by the Department of Conservation and Natural Resources-Division of Water Resources and the Nevada State Engineer's Office.

Title: **LRDA Number:** **2007- 497**

General Receiving /Fee Records

Description:

This record series documents all transactions conducted and fees collected by the County Recorders office.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 247.100

Title: **LRDA Number:** **2007- 513**

Monthly Report of Recorded Documents

Description:

This series documents the type and number of documents recorded on a monthly basis.

Minimum Retention Period:

One (1) calendar year from the date of the report.

Note:

This record series is useful for planning and budgeting, reference, performance monitoring, compiling annual reports, and similar activities.

Title: **LRDA Number:** **2007- 516**

Notices of Federal Tax Liens

Description:

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.

Minimum Retention Period:

Permanent.

Legal Citations:
NRS 239B.030

Legal Notes:
This record series may contain Confidential or Sensitive Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 517**

Recorded Documents

Description:
This record series documents all records recorded by the County Recorders 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, and all other documents required or permitted by law to be recorded. This series also includes all indexes to this record series.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 247.110 to 247.150, NRS 375.060, NRS 375.120 to 375.200, NRS 239B.030

Legal Notes:
This record series may contain Confidential or Sensitive Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Elections

Title: **LRDA Number:** **2007- 526**

Absentee Voter Records

Description:

This record series documents and administers 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.

Minimum Retention Period:

Twenty-two (22) months after the close of the election.

Legal Citations:

42 U.S.C. § 1974, NRS 293.309 to 293.340, NRS 293.391, NRS 293.2696, NRS 293C.317, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 542**

Abstract of Votes Cast

Description:

This record series consists of a summary report of election results submitted to the Secretary of State.

Minimum Retention Period:

Twenty-two (22) months after the close of the election.

Legal Citations:

42 U.S.C. § 1974, NRS 293.387, NRS 293.395, NRS 293C.387, NAC 293.195 to 293.197

Title: **LRDA Number:** **2007- 529**

Ballots and Ballot Receipt

Description:

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.

Minimum Retention Period:

Twenty-two (22) months after the close of the election.

Legal Citations:

42 U.S.C. § 1974, NRS 293.391, NRS 293.2673, NRS 293C.261, NRS 293C.390

Title: **LRDA Number:** **2007- 1546**

Certificate of Election

Description:
This is an official document presented to the successful candidate of an elected office.

Minimum Retention Period:
Sixty (60) days after the close of the election; or from the date received by successful candidate, whichever is sooner.

Legal Citations:
NRS 293.393 to 293.397, NRS 293C.387

Legal Notes:
The successful candidate receives the original certificate.

Title: **LRDA Number:** **2007- 531**

Challenge Lists

Description:
This record series consists of a form furnished election board officers to be used in making a record of all challenges.

Minimum Retention Period:
Twenty-two (22) months after the close of the election.

Legal Citations:
42 U.S.C. § 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

Title: **LRDA Number:** **2007- 533**

Declarations of Candidacy

Description:
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, campaign contribution and expense forms, candidate withdrawal forms, written challenge forms, related correspondence, and similar documents.

Minimum Retention Period:
Twenty-two (22) months after the close of the election.

Legal Citations:
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

Note:
Review for historical value.

Title: **LRDA Number:** **2007- 1540**

Election Complaints

Description:
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.

Minimum Retention Period:
Twenty-two (22) months after the close of the election.

Legal Citations:
42 U.S.C. § 15512, 42 U.S.C. § 15481 et seq., NRS 293.4685, NAC 293.025, NAC 293.500 to 293.560, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. *See* NAC 239.165 (1)(2)

Title: **LRDA Number:** **2007- 1542**

Election Costs Records

Description:
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.

Minimum Retention Period:
Twenty-two (22) months after the close of the election.

Legal Citations:
NRS 293.253, NRS 293B.210, NAC 293.071, NAC 293.200

Title: **LRDA Number:** **2007- 534**

Lists of Official Candidates

Description:
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.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 541**

Official Returns

Description:
This record series documents the total number of votes cast and vote percentage per candidate (or per proposition or question) by precinct/county.

Minimum Retention Period:
Permanent

Title: **LRDA Number:** **2007- 1545**

Plans for the Security of Ballots

Description:
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.

Minimum Retention Period:
Twenty-two (22) months after the close of the election.

Legal Citations:
NRS 293.3594, NRS 293C.3594, NAC 293B.040

Title: **LRDA Number:** **2007- 537**

Precinct Maps

Description:
This record series documents the establishment, abolishment, alteration and consolidation of election precincts as required by NRS 293.205.

Minimum Retention Period:
Four (4) calendar years from the end of the year in which the map was superseded..

Legal Citations:
NRS 293.205 to 293.213

Legal Notes:
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)

Note:
A copy is retained Permanently by the Nevada Secretary of State.

Title: **LRDA Number:** **2007- 1543**

Procedure Plans for Observers of Elections

Description:
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.

Minimum Retention Period:
Twenty-two (22) months after the close of the election.

Legal Citations:
NRS 293B.353 to 293B.354

Title: **LRDA Number:** **2007- 544**

Records of Election Board Officers

Description:
This record series documents and administers the actions of election board officers in accordance with state law and regulation.

Minimum Retention Period:
Twenty-two (22) months after the close of the election.

Legal Citations:
42 U.S.C. § 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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure

manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 545**

Records of Persons Assigned to Work at Polling Places

Description:
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.

Minimum Retention Period:
Twenty-two (22) months after the close of the election.

Legal Citations:
42 U.S.C. § 1974, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 547**

Rosters of Registered Voters and Poll Books

Description:
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.

Minimum Retention Period:
Twenty-two (22) months after the close of the election.

Legal Citations:
42 U.S.C. § 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

Title: **LRDA Number:** **2007- 1544**

Sample Ballots

Description:
This record series consists of sample ballots for primary and general elections.

Minimum Retention Period:
Twenty-two (22) months after the close of the election.

Legal Citations:
NRS 293.565, NRS 293.391, NRS 293.256 to 293.2693, NAC 293.120 to 293.130

Legal Notes:
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.

Title: **LRDA Number:** **2007- 548**

Tally Lists

Description:
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.

Minimum Retention Period:
Twenty-two (22) months after the close of the election.

Legal Citations:
42 U.S.C. § 1974, NRS 293.113, NRS 293.370 to 293.373, NRS 293.391, NRS 293C.372 to 293C.375, NRS 293C.390

Title: **LRDA Number:** **2007- 528**

Voter Registration Records

Description:
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.

Minimum Retention Period:
Three (3) calendar years after the date cancelled.

Legal Citations:
42 U.S.C. § 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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
Information in 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.

Title: **LRDA Number:** **2007- 1701**

Voting Systems - Computer Programs

Description:
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.

Minimum Retention Period:
Twenty-two (22) months after the close of the election.

Legal Citations:
NRS 293B.130 to 293B.170, NAC 239.165 (1)(2)

Legal Notes:
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))

Note:
This record series must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Emergency Management

Title: **LRDA Number:** **2007- 1450**

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

Description:

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.

Minimum Retention Period:

As long as administratively useful to the agency.

Legal Citations:

NRS 239C.210 (f)

Legal Notes:

This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1449**

Disasters and Emergencies - Financial Records

Description:

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.

Minimum Retention Period:

Three (3) fiscal years after the annual or final expenditure report is submitted.

Legal Citations:

44 CFR 13.42 (2)(b), NRS 414.090, NRS 414.135, NAC 414.010 to 414.140

Title: **LRDA Number:** **2007- 300**

Incident Records – Disasters and Emergencies

Description:

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.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 414.020, NRS Chapter 239C

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 294**

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

Description:
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.

Minimum Retention Period:
Until superseded by an updated list.

Legal Citations:
NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 295**

Plans for Recovery from Disasters

Description:
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.

Minimum Retention Period:
Retain this record series until superseded with an updated or amended plan. Retain one (1) copy of superseded plans Permanently for historical purposes.

Legal Citations:
NRS Chapter 239C, NAC 239.165 (1)(2)

Legal Notes:
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.

Note:
Other copies of superseded plans must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 296**

Records of Emergency Training Exercises

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS Chapter 239C

Legal Notes:
Records in This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 298**

Records of Equipment Inventories

Description:
This record series documents and administers the inventory of equipment and supplies which may be needed in cases of emergency.

Minimum Retention Period:
Until superseded.

Fairs / Recreation Boards / Convention Authorities

Title: **LRDA Number:** **2007- 478**

Activity Reports

Description:

These types of reports document the program or primary activities and accomplishments of recreation boards and convention authorities/visitors bureaus for the previous year. They are often compiled from daily, monthly, or quarterly reports and logs. This series may include, but is not limited to, visitor statistics, tracking reports, confirmation sheets, post event reports, questionnaires, graphs, diagrams, tabulations, other narrative reports, related correspondence and similar documents.

Minimum Retention Period:

Retain annual activity reports Permanently. Retain other activity and statistical reports (not otherwise scheduled in this section) for two (2) calendar years from the year created.

Legal Citations:

NRS 239.0105, NAC 239.165 (1)(2)

Legal Notes:

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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

This record series is useful for planning and budgeting, reference, performance monitoring, program justification, position justification and similar uses.

Title: **LRDA Number:** **2007- 471**

Advertising (including audio and visual materials)

Description:

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.

Minimum Retention Period:

Six (6) fiscal years from the end of the fiscal year to which the records pertain.

Legal Citations:

NRS 11.190 (1)(b)

Note:

Review for historical value.

Title: **LRDA Number:** **2007- 473**

Bookings

Description:

This series documents arrangements with recreation boards/convention authorities/visitors bureaus for use of facilities, goods or services.

Minimum Retention Period:

Three (3) fiscal years from the end of the fiscal year to which the records pertain.

Legal Citations:
NRS 11,190 (3)(d)

Title: **LRDA Number:** **2007- 1564**

Convention Calendar

Description:
This is a calendar of scheduled conventions distributed to hotels, motels, media, transportation companies, and similar entities.

Minimum Retention Period:
One (1) calendar year from the end of the calendar year to which the record pertains

Title: **LRDA Number:** **2007- 477**

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

Description:
This series documents gaming and room tax proceeds distributed to fair and recreation boards and convention authorities/bureaus to promote convention and tourism business.

Minimum Retention Period:
Three (3) fiscal years from the end of the fiscal year to which the records pertain.

Legal Citations:
NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 476**

Gaming and Room Tax Records: Original (taxing authority)

Description:
This series documents gaming and room tax proceeds distributed to fair and recreation boards and convention authorities/bureaus to promote convention and tourism business.

Minimum Retention Period:
Six (6) fiscal years from the end of the fiscal year to which the records pertain.

Legal Citations:
NRS 11.190 (1)(b)

Title: **LRDA Number:** **2007- 481**

Press Clippings

Description:
These are copies and hard copies of news articles relating to recreation boards and convention authorities/visitors bureaus, tourism, transportation, and similar topics.

Minimum Retention Period:
As long as administratively useful.

Note:
It is recommended this record series be retained for no longer than three (3) calendar years.

Title: **LRDA Number:** **2007- 1562**

Press Kits

Description:
This series usually contains information on shopping, dining, lodging, gaming, getting married, area attractions, area history, facts and figures.

Minimum Retention Period:
Until superseded or no longer in use.

Note:
Review for historical value.

Title: **LRDA Number:** **2007- 482**

Reservations

Description:
This series documents activities scheduled for tourist and convention facilities.

Minimum Retention Period:
Three (3) fiscal years from the end of the fiscal year to which the records pertain.

Legal Citations:
NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 483**

Room Tax Return Files

Description:

Minimum Retention Period:
3 years after inactive

Legal Citations:
NRS 11.190

Financial Records

Title: **LRDA Number:** **2007- 1313**

Abstract of Taxes

Description:

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.

Minimum Retention Period:

Permanent

Title: **LRDA Number:** **2007- 46**

Accounting Files (office copies)

Description:

These types of records 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, credit and collections records, vouchers, notes, correspondence and related documents.

Minimum Retention Period:

Until resolution of an annual audit.

Legal Citations:

NRS 354.624, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1235**

Accounts Payable Files

Description:

This record series documents the payment of bills for goods and services. This series may include, but is not limited to, billing statements, 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.

Minimum Retention Period:

Six (6) fiscal years from the end of the fiscal year to which the records pertain.

Legal Citations:

NRS 354.170 to 354.190, NRS 11.190 (1)(b), NRS 354.23 to 354.250, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 445**

Accounts Receivable Files

Description:
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.

Minimum Retention Period:
Six (6) fiscal years after collected or deemed uncollectible.

Legal Citations:
NRS 354.255 to 354.257, NRS 11.190 (1)(b), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 16**

Annual Financial Report

Description:
This record series documents the annual financial condition of a local governmental entity. This series may contain, but is not limited to, revenue statements, expenditure statements, statements of proposed expenditures, fund balance reports, cash balance reports, components of assessed value, debt schedules, various forms, and any other information that the Committee on Local Government Finance determines to be appropriate for determining the financial status of a local government.

Minimum Retention Period:
Three (3) fiscal years after report is submitted to the Department of Taxation and a summary report is published in a newspaper of general circulation in the county in which the local government is situated.

Legal Citations:
NRS 354.6015, NRS 11.190 (3)(d), NAC 354.561

Title: **LRDA Number:** **2007- 49**

Audit Reports (office copies)

Description:
This record series documents financial audits, and may include but is not limited to accountants summary, fund statements, statement of revenue, fund balance details, schedules, comments, recommendations, correspondence and related documents.

Minimum Retention Period:
One (1) fiscal year after superseded.

Title: **LRDA Number:** **2007- 5**

Auditors' Reports

Description:
This record series documents annual financial audits of a local governmental entity. This series may include, but is not limited to, accountant's summary, fund statements, revenue statements, fund balance details, financial schedules, auditor's comments and recommendations, copies of prior audit reports, related correspondence and similar documents.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 354.624

Title: **LRDA Number:** **2007- 6**

Auditor's Work papers

Description:
This series may include, but is not limited to, work papers, internal agency reports, spreadsheets, copies of accounting records, related correspondence and similar records.

Minimum Retention Period:
Until completion of annual audit.

Legal Citations:
NRS 354.624

Title: **LRDA Number:** **2007- 1311**

Bank Transaction Records

Description:
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, adjustments, description of transaction, ending balance, and related documents.

Minimum Retention Period:
Until completion of annual audit.

Legal Citations:
NRS 354.624, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 469**

Bankruptcy Records

Description:
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, debtor's name, account information, request for relief of automatic stay, reorganization and payment plans, discharge information, correspondence, and related documents.

Minimum Retention Period:
Six (6) fiscal years after repayment or discharge of the debt.

Legal Citations:
11 U.S.C. § 101, NRS 11.190 (1)(a), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 762**

Billings for Service

Description:
This record series documents the billing and collection of monies from governmental units, organizations, citizens, and others for services provided.

Minimum Retention Period:
Until annual audit is completed.

Legal Citations:
NRS 354.624

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 426**

Bills for Care of Indigent Persons

Description:
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, physician's charges, ambulance charges, and charges from other medical providers, bill payment information, related correspondence, and similar documents.

Minimum Retention Period:
Three (3) fiscal years from the date of bill payment.

Legal Citations:
NRS 428.045, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 427**

Bond Registers and Records

Description:
This record series is usually a listing of bonds issued and redeemed and may contain, but is not limited to, information on coupon number, amount of bond, date bond issued, date of bond redemption, purpose of bond and to whom bond was issued.

Minimum Retention Period:
Ten (10) fiscal years after bond expires.

Title: **LRDA Number:** **2007- 52**

Budgets: Office / Departmental Copy

Description:
This record series consists of copies of adopted budgets and may contain, but is not limited to, allotment reports, financial forecasting reports, monthly budget status reports, reports regarding the status of receipts and disbursements, computer reports and similar records.

Minimum Retention Period:
One (1) fiscal year after resolution of an annual audit

Title: **LRDA Number:** **2007- 53**

Budgets: Work Sheets / Papers

Description:
These are papers used to assist in the preparation, review, and decision-making processes for department budget requests. This series may include, but is not limited to, reports, budget instructions, work sheets, spending plans, budget proposals, financial forecasting reports and similar records.

Minimum Retention Period:
Until resolution of an annual audit

Title: **LRDA Number:** **2007- 428**

Cash Register Tapes

Description:
These are tapes made by cash registers documenting sales, exchanges, refunds, and other monetary transactions.

Minimum Retention Period:
Until annual audit is completed.

Legal Citations:
NRS 354.624

Title: **LRDA Number:** **2007- 429**

Check Registers

Description:
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.

Minimum Retention Period:
Six (6) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
42 U.S.C. § 405 (c)(2)(C)(viii), NRS 205.4617, NRS 11.190 (1)(b)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 430**

Checks, Cancelled

Description:
This record series documents checks that have been cancelled, spoiled, voided, or stale dated.

Minimum Retention Period:
Three (3) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
42 U.S.C. § 405 (c)(2)(C)(viii), NRS 205.4617, NRS 11.190 (3)(d)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 431**

Claims

Description:
This record series documents claims on the governmental entity for goods and services provided and may include, but is not limited to, billing claims, copies of invoices with supporting documents, vouchers payable, control numbers, authorized approvals, and related documents.

Minimum Retention Period:
Three (3) fiscal years from the payment of the claim.

Legal Citations:
NRS 11.190 (3)(d)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1547**

Claims Against Others

Description:
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.

Minimum Retention Period:
Six (6) fiscal years after final payment is received, or one (1) fiscal year after the claim is written off as uncollectible.

Legal Citations:
NRS 354.255 to 354.257, NRS 11.190 (1)(b), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 432**

Claims, Listings of

Description:
This record series is a report listing claims against the various budget accounts of the governmental entity.

Minimum Retention Period:
Six (6) fiscal years from the date of report.

Title: **LRDA Number:** **2007- 54**

Contracts and Agreements (office copies)

Description:
This record series documents products and services provided to or by an agency for a specified cost and period of time. This series may include, but is not limited to, copies of lease/rental agreements, copies of service contracts, copies of bid documents, related correspondence, and similar documents.

Minimum Retention Period:
One (1) fiscal year after contract or agreement completed or terminated.

Title: **LRDA Number:** **2007- 1665**

Credit Card Payment Records

Description:
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.

Minimum Retention Period:
Until completion of annual audit.

Legal Citations:
NRS 354.624, NRS, NRS 205.4617, NRS 360.092, NRS 354.770, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 433**

Daily Cash and Receipts, Reports

Description:
This record series documents daily cash transactions and may contain receipts, cashier's daily reports, cash balance reports, transmittal reports, and related documents.

Minimum Retention Period:
Until annual audit is completed.

Legal Citations:
NRS 354.624

Title: **LRDA Number:** **2007- 1259**

Direct Deposit Authorizations

Description:
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.

Minimum Retention Period:
Three (3) years after employee termination, cancellation, or change of authorization.

Legal Citations:
29 CFR 516.5, NRS 11.190 (3)(d), NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1513**

Direct Payment Records

Description:
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.

Minimum Retention Period:
Six (6) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
NRS 354.255, NRS 354.760 to 354.770, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 450**

Employment Tax Records

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
26 CFR 31.6001.1, 42 U.S.C. § 405 (c)(2)(C)(viii) [SSN], NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 716**

Federal Grants: Real Property and Equipment

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
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.

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1039**

Fees, Requests for Payment

Description:
This series documents payment requests and may include but is not limited to overdue notices, requests for payment, receipts, related correspondence and similar documents.

Minimum Retention Period:
One (1) fiscal year after receipt of payment or after written off as uncollectible.

Title: **LRDA Number:** **2007- 440**

Fixed Assets and Inventories

Description:
This record series documents and administers 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.

Minimum Retention Period:
Five (5) fiscal years after superseded.

Legal Citations:
NRS 354.625, NAC 354.750

Title: **LRDA Number:** **2007- 1317**

Fraudulent Checks

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
42 U.S.C. § 405 (c)(2)(C)(viii), 42 U.S.C §.1320C-9, NRS 422.290, NRS 205.4617, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1531**

Freight Records

Description:
This record series administers and documents transactions with private carriers concerning freight services for heavy and large items. This series may contain, but is not limited to, shipping company information, invoices, bills of lading, shipping tags, shipping receipts, shipment log, documentation on the items being shipped, insurance documentation, loss and/or damage reports, correspondence and related documents.

Minimum Retention Period:
Three (3) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
NRS 11.190 (3)(d)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1520**

Fund Transfer Records

Description:
This record series documents moneys transferred from one fund to another showing date, amount transferred, name of funds, purpose, and balance.

Minimum Retention Period:
Until completion of an annual audit.

Legal Citations:
NRS 354.624, NRS 354.598005, NRS 354.6115, NAC 354.360, NRS 11.190 (3)(d)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 147**

Fundraising Records

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
NRS 11.190(3)(d), NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or sensitive information and should be destroyed in accordance with NAC 239.165 when the retention period has expired. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
Review for historical value.

Title: **LRDA Number:** **2007- 442**

General Ledger

Description:
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.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 1527**

Gift and Donation Records [Financial Records]

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1248**

Grant Files - Unfunded

Description:
This record series contains applications and supporting documentation relating to federal, state, and private grants submitted by local governmental entities which were not funded or were denied.

Minimum Retention Period:
As long as administratively useful to the agency.

Legal Citations:
NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
It is recommended this record series be retained for no longer than three (3) calendar years.

Title: **LRDA Number:** **2007- 59**

Grants: Fiscal Records

Description:
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, accounting reports, expenditure reports, audit reports, monitoring reports, copies of purchase orders, warrants, warrant registers, vouchers, correspondence, and other similar financial records.

Minimum Retention Period:
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.

Legal Citations:
NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
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.

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 443**

Indebtedness Annual Report

Description:
This is an itemized report submitted to the Department of Taxation documenting the outstanding indebtedness of the governmental entity.

Minimum Retention Period:
Three (3) fiscal years from date report submitted to the Department of Taxation.

Legal Citations:
NRS 354.6025, NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 61**

Insurance: Claims

Description:
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.

Minimum Retention Period:
Three (3) fiscal years after final settlement of claim

Legal Citations:
NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 444**

Investment Records

Description:
This record series documents and administers investment accounts and may contain, but is not limited to, investment fund information, records related to specific investments, investment registers, confirmations of purchase, bank statements, records which document transaction activity, investment fund balances, investment performance documentation, related correspondence and similar documents.

Minimum Retention Period:
Six (6) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
NRS 11.190 (1)(b)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 446**

Journal Entries

Description:
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.

Minimum Retention Period:
Six (6) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
NRS 11.190 (1)(b)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1666**

Liens and Releases

Description:

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.

Minimum Retention Period:

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.

Legal Citations:

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)

Legal Notes:

This record series may contain Confidential or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1517**

Monthly Budget Status Reports

Description:

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.

Minimum Retention Period:

Until completion of an annual audit.

Legal Citations:

NRS 354.280, NRS 354.624

Title: **LRDA Number:** **2007- 452**

Payroll Administrative Reports

Description:

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.

Minimum Retention Period:

Three (3) fiscal years from the fiscal year to which the reports relate.

Legal Citations:

42 U.S.C. § 405 (c)(2)(C)(viii) [SSN], NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1686**

Payroll Deduction Input Documents

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
29 CFR 516 (c), NRS 239B.030, NRS 205.4617, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 449**

Payroll Files

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from the fiscal year to which the records pertain.

Legal Citations:
29 CFR 516.5(a), 29 CFR 516.6(a), NRS 608.115, NRS 11.190 (3)(d)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1687**

Payroll Maintenance Reports

Description:
This record series is used in-house to control, correct, and maintain computer data related to the payroll system.

Minimum Retention Period:
Two (2) fiscal years from the fiscal year to which the document pertains.

Legal Citations:
29 CFR 516.6, NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 451**

Payroll Registers or Reports

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
42 U.S.C. § 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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
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.

Title: **LRDA Number:** **2007- 66**

Payroll Reports / Printouts (office copies)

Description:
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.

Minimum Retention Period:
One (1) fiscal year from date of the document.

Legal Citations:
NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or sensitive information and must be destroyed in accordance with NAC 239.165 when the retention period has expired.

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 897**

Petty Cash Records

Description:
This record series documents petty cash activity for the agency. This series may include, but is not limited to, requests and authorizations to establish petty cash funds, logs or ledgers, statements, requests for disbursements, copies of receipts and invoices, and similar documents.

Minimum Retention Period:
Until annual audit is completed

Legal Citations:
NRS 354.624

Title: **LRDA Number:** **2007- 1532**

Postal Tracking Records

Description:
This record series administers and documents the transactions with the U.S. Postal Service and other private couriers (such as FedEx, UPS, etc.) concerning letter and parcel post type postal services. This series may contain, but is 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, loss reports, related correspondence and similar documents.

Minimum Retention Period:
Three (3) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
NRS 11.190 (3)(d)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1310**

Procurement Card Records

Description:
This record series documents and administers the authorization and use of procurement cards. This record series may contain, but is not limited to, authorizations, applications, agreements, procurement card logs, policy and procedure guides, and other documents used to create procurement card accounts. This series may also contain, but is not limited to, accounting records related to procurement card purchases and payment of procurement card bills, related correspondence and similar documents.

Minimum Retention Period:
Retain records used to create procurement card accounts for a minimum period of three (3) years after the discontinuation or cancellation of account. Retain accounting records related to procurement cards until completion of an annual audit.

Legal Citations:
NRS 11.190 (3)(d), NRS 354.624, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 453**

Project Ledgers

Description:
This record series administers and 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.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 14**

Property and Equipment Inventory

Description:
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.

Minimum Retention Period:
Five (5) fiscal years following update of the inventory.

Legal Citations:
NRS 354.625

Title: **LRDA Number:** **2007- 15**

Quarterly Report of Resources and Expenditures

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
NRS 244.225, NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 1203**

Receipts (copies)

Description:
This record series documents cash transactions and may contain receipts, cashier's daily reports, cash balance reports, transmittal reports, and related documents.

Minimum Retention Period:
Completion of annual audit.

Legal Citations:
NRS 354.624

Title: **LRDA Number:** **2007- 454**

Receipts, All Monies Received

Description:
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

Minimum Retention Period:
Three (3) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
NRS 354.270, NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 1316**

Refund Records

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
NRS 354.220 to 354.250, NRS 354.59888, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 288**

Reimbursements (including claims)

Description:
This record series consists of records maintained to document travel, mileage, claims for reimbursement and other expenses of local governmental employees or officials while on municipal business. Records may include, but are not limited to, reimbursement requests, authorizations, copies of receipts, payment vouchers, related correspondence and similar documents..

Minimum Retention Period:
Until annual audit is completed.

Legal Citations:
NRS 354.624

Title: **LRDA Number:** **2007- 521**

Returned Checks, Files

Description:
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.

Minimum Retention Period:
Three (3) fiscal years after collected or written off as uncollectible.

Legal Citations:
NRS 11.190 (3)(d), NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 456**

Revenue Ledgers

Description:
This record series provides a financial history of the source of a local government's income.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 354.624

Title: **LRDA Number:** **2007- 1514**

Revenue Sharing Records

Description:
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.

Minimum Retention Period:
Six (6) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
NRS 11.190 (1)(b)

Title: **LRDA Number:** **2007- 1312**

Subsidiary Ledgers or Registers

Description:
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.

Minimum Retention Period:
Six (6) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
NRS 354.624

Title **LRDA Number: 2007- 1663**

Superfund Grant Records

Description:
This record series documents Superfund grants and may 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

Minimum Retention Period:
Ten (10) calendar years following the submission of the final Financial Status Report to the Environmental Protection Agency (EPA).

Legal Citations:
40 CFR 35.6700, 40 CFR 35.6705, 40 CFR 35.6710, 40 CFR 31.42 (e)

Title: **LRDA Number: 2007- 457**

Tax Bills

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
NRS 361.480

Title: **LRDA Number: 2007- 458**

Tax Notices

Description:
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.

Minimum Retention Period:
As long as administratively useful.

Legal Citations:
NRS 361.480

Note:
It is recommended this series not be retained longer than three (3) years.

Title: **LRDA Number: 2007- 1319**

Tax Protest Letters

Description:
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.

Minimum Retention Period:
Six (6) calendar years after final determination.

Legal Citations:
NRS 361.410 to NRS 361.435, NRS 11.190 (1)(b), NRS 11.190 (3)(a), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 460**

Tax Receipts and Stubs

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 461**

Tax Redemption Certificates

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 361.5648 to 361.620, NRS 250.110 to 250.180

Legal Notes:
This record series may contain Confidential or Sensitive Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 459**

Tax Rolls

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 239B.030, NRS 250.110 to 250.180

Legal Notes:
This record series may contain Confidential or Sensitive Information. Access questions should be addressed by your legal counsel.

Title: **LRDA Number:** **2007- 463**

Tax Sales Redeemed

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 361.5648 to 361.620, NRS 250.110 to 250.180

Legal Notes:
This record series may contain Confidential or Sensitive Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 462**

Tax Sales Reports

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 361.585, NRS 361.590

Legal Notes:
This record series may contain Confidential or Sensitive Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1258**

Travel Records

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from the end of the fiscal year to which the records pertain.

Legal Citations:
NRS 11.190 (3)(d), NRS 354.624, NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1318**

Trial Balance Reports

Description:
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.

Minimum Retention Period:
Until the completion of an annual audit.

Title: **LRDA Number:** **2007- 464**

Unclaimed Property Report

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from the date the property is transferred to the State.

Legal Citations:
NRS Chapter 120A, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series is Confidential per NRS 120A.145, and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Fire and Rescue Department

Title: **LRDA Number:** **2007- 549**

Accident Reports

Description:

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.

Minimum Retention Period:

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.

Legal Citations:

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)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number:** **2007- 550**

Activity Reports and Logs, Fire Department

Description:

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.

Minimum Retention Period:

Retain annual activity reports Permanently. Retain other reports for five (5) calendar years from the year to which they pertain.

Legal Citations:

International Fire Code (IFC) 104.6, Uniform Fire Code (UFC) 104.3.2, NRS 239C.210, NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:

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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

This series is useful for reference, performance monitoring, planning and budgeting, position justification, compiling statistical reports, and briefing subsequent shifts.

Title: **LRDA Number:** **2007- 1495**

Alarm System Files

Description:
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.

Minimum Retention Period:
Retain this record series for the functional life of the system.

Legal Citations:
International Fire Code Section 907, Uniform Fire Code Section 1007, NRS 477.130, NRS Chapter 239C, NAC 477.365

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number:** **2007- 554**

Ambulance Operating Permits

Description:
This record series documents the application process and the receipt or denial of operating permits in accordance with state law and regulation.

Minimum Retention Period:
Two (2) calendar years after the renewal, denial, revocation, or cancellation of the permit.

Legal Citations:
NRS 450B.120, NRS 450B.200, NRS 450B.840, NRS 11.190 (4)(e), NAC 450B.505 to 450B.645

Title: **LRDA Number:** **2007- 558**

Apparatus and Equipment Records

Description:
These records 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.

Minimum Retention Period:
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.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure

manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).Questions on access to this record series should be addressed by your department's legal counsel.

Note:
The series does not include hydrant records.

Title: **LRDA Number:** **2007- 567**

Building Inspections (Fire Department)

Description:
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.

Minimum Retention Period:
Retain records related to construction inspections for a minimum period of twelve (12) 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.

Legal Citations:
International Fire Code (IFC) 104.6.2, Uniform Fire Code (UFC) 103.3.4, NRS 459.3819, NRS 459.3822, NRS 11.203, NRS 432A.180, NRS 278.0231, NRS 239C.210, NRS 11.203

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number:** **2007- 568**

Building Plans

Description:
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.

Minimum Retention Period:
Life of building or structure.

Legal Citations:
NRS 239C.090 (Homeland Security Act), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number: 2007- 1478**

Burn Injury Reports

Description:
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.

Minimum Retention Period:
Six (6) calendar years from the date of the report.

Legal Citations:
45 CFR 164.530 (j)(2), NRS 629.045, NRS 629.051, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number: 2007- 1479**

Dispatch Logs

Description:
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.

Minimum Retention Period:
One (1) calendar year from the date of last entry, or from the date of printout.

Legal Notes:
Summaries of the information in This record series may also be found in the "Activity Reports and Logs, Fire Department" record series.

Title: **LRDA Number: 2007- 571**

Dispatcher, Audio Tapes

Description:
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.

Minimum Retention Period:
Sixty (60) days from the date of transcription, or if not transcribed sixty (60) days from the date of the tape.

Legal Citations:
NRS 450B.120, NRS 450B.130, NRS 707.500, NAC 450B.578, NAC 450B.611

Legal Notes:
Tapes subpoenaed must be retained until all legal action has been resolved.

Title: **LRDA Number: 2007- 574**

Duty Roster

Description:
This record series usually consists of logs, reports, or printouts of daily, weekly, or monthly work assignments.

Minimum Retention Period:
One (1) calendar year from the end of the calendar year to which the record pertains.

Title: **LRDA Number:** **2007- 555**

Emergency Medical Incident Records

Description:
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.

Minimum Retention Period:
Six (6) calendar years from the date of production.

Legal Citations:
NRS Chapter 450B, NRS 629.021, 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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number:** **2007- 1476**

Evidence Log

Description:
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.

Minimum Retention Period:
Five (5) calendar years from the final disposition of the investigation.

Legal Citations:
International Fire Code (IFC) 104.6, and 104.10, Uniform Fire Code (UFC) 104.3.2, NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 1468**

Explosives: Storage and Use Permits

Description:
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.

Minimum Retention Period:
Five (5) calendar years from the renewal, suspension, revocation, or expiration of the permit.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number:** **2007- 1233**

Exposure Reports

Description:
These types of reports are completed when a fire fighter is exposed to toxic fumes, smoke, or chemicals during the course of fire fighting. 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.

Minimum Retention Period:
Thirty (30) calendar years from the employee's termination of employment.

Legal Citations:
29 CFR 1910.1020 (d)(i), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).. Questions on access to this record series should be addressed by your department's legal counsel.

Note:
This series is often filed with the *Fireman Medical Files* record series.

Title: **LRDA Number:** **2007- 1467**
False Alarm Reports

Description:
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.

Minimum Retention Period:
Two (2) calendar years from the date of the report.

Legal Citations:
NRS 475.100, NRS 11.190 (4)(a)(e)

Title: **LRDA Number:** **2007- 1472**

Fire Alarm Reports, Daily

Description:
This record series consists of logs, reports, listings, and similar records of the daily fire alarm soundings and calls received by departmental personnel.

Minimum Retention Period:
Ninety (90) days from date of report.

Title: **LRDA Number:** **2007- 583**

Fire Codes

Description:
This record series documents fire codes and supplements to such codes, adopted by ordinance for the local government.

Minimum Retention Period:
Until superseded.

Title: **LRDA Number:** **2007- 629**

Fire Department Training Files

Description:

This record series documents and administers 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.

Minimum Retention Period:

Five (5) calendar years from the transfer, separation, retirement, or termination of the employee.

Legal Citations:

NRS 477.020, NRS 477.039 to 477.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).Questions on access to this record series should be addressed by your department's legal counsel.

Note:

A copy of the employee's development and training information should be sent to the employee and the new agency upon transfer.

Title: **LRDA Number:** **2007- 586**

Fire Hydrant Records

Description:

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.

Minimum Retention Period:

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.

Legal Citations:

International Fire Code (IFC) 104.6, Uniform Fire Code (UFC) 103.3.4, NRS 239C.210, NRS 11.190 (4)(e)

Legal Notes:

This record series may contain Confidential or Restricted Information. Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number:** **2007- 597**

Fire Investigation Records

Description:

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.

Minimum Retention Period:
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.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number:** **2007- 599**

Fire Investigation Records - Juvenile Offenders (Arson)

Description:
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.

Minimum Retention Period:
Six (6) calendar years after the juvenile reaches the age of majority.

Legal Citations:
NRS 62H.100 to 62H.170, NRS 62H.010, NRS 11.190 (1)(a), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number:** **2007- 1475**

Fire Prevention Education Programs

Description:
This record series documents and administers 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.

Minimum Retention Period:
One (1) calendar year after the end of the program.

Note:
Review for historical value.

Title: **LRDA Number:** **2007- 600**

Fire Reports

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
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)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).Questions on access to this record series should be addressed by your department's legal counsel.

Note:
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.

Title: **LRDA Number:** **2007- 1493**

Fire System Licensing Files

Description:
This record series documents the licensing of persons engaged in the sale, leasing, installation or servicing of fire systems and components of fire systems.

Minimum Retention Period:
Three (3) calendar years from the renewal, suspension, revocation, or expiration of the permit.

Legal Citations:
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)

Title: **LRDA Number:** **2007- 1466**

Firefighter Medical Files

Description:
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.

Minimum Retention Period:
Six (6) calendar years after the death of the firefighter. (See NAC 617.080 (2))

Legal Citations:
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)

Legal Notes:
This record series contains Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
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.

Title: **LRDA Number:** **2007- 1480**

Hazardous Material Incident Records

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).Questions on access to this record series should be addressed by your department's legal counsel.

Note:
This series should be reviewed for historical value before destruction.

Title: **LRDA Number:** **2007- 581**

Hazardous Material Reference Guide

Description:
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.

Minimum Retention Period:
Until superseded.

Legal Citations:
NRS 459.773, NRS 459.3819, NRS 239C. 210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number:** **2007- 1482**

Hazardous Materials Storage Permit Files

Description:

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.

Minimum Retention Period:

Five (5) calendar years from the date expiration, revocation or suspension of the permit.

Legal Citations:

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)

Legal Notes:

This record series may contain Confidential or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number:** **2007- 1497**

Liability Release Forms

Description:

This record series documents individual liability release forms required for participation in various programs offered by fire 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.

Minimum Retention Period:

Two (2) calendar years from the date of the event.

Legal Citations:

NRS 11.190 (4)(e), NAC 239.165 (1)(2)

Legal Notes:

Records in This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number:** **2007- 648**

Maps and Plans of Water Systems

Description:

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.

Minimum Retention Period:

Until superseded.

Legal Citations:

NRS Chapter 239C, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number:** **2007- 601**

Maps, Fire Department

Description:
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.

Minimum Retention Period:
Until superseded.

Legal Citations:
NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number:** **2007- 609**

Mutual Aid Agreements

Description:
This record series documents mutual aid agreements between individual fire departments and other parties (usually other municipalities, state or federal government) for providing fire fighting, 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.

Minimum Retention Period:
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.

Legal Citations:
NRS 414.060, NRS 11.190 (1)(b), NRS 11.190 (3)(d)

Legal Notes:

Title: **LRDA Number:** **2007- 1483**
National Fire Incident Reporting System (NFIRS)

Description:
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.

Minimum Retention Period:
Ninety (90) days from the date report is submitted to the State Fire Marshall.

Legal Citations:
NRS 477.030, NAC 477.905

Title: **LRDA Number:** **2007- 1481**

Permit Files

Description:
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.

Minimum Retention Period:
Five (5) calendar years from the denial, renewal, revocation, or expiration of the permit.

Legal Citations:
International Fire Code (IFC) Section 105, Uniform Fire Code (UFC) Section 105, NRS 11.190 (3)(d)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number:** **2007- 635**

Pre-Fire Planning Reports

Description:
This record series consists of planning and survey reports, building plans, and similar records used to plan fire fighting strategies.

Minimum Retention Period:
One (1) calendar year after updated.

Legal Citations:
NRS Chapter 239C, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number:** **2007- 1496**

Publicity Files and Press Releases

Description:
This record series contains copies of publicity files and press 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.

Minimum Retention Period:
Retain press release/publicity 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.

Title: **LRDA Number:** **2007- 638**

Radio Frequencies

Description:
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.

Minimum Retention Period:
Six (6) calendar years from the expiration or renewal of the authorization or agreement.

Legal Citations:
47 CFR 2.103, 47CFR90.20, NRS 11.190 (1)(b), NRS 239C.210 (2)(f)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number:** **2007- 1491**

Reports of Drills

Description:
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.

Minimum Retention Period:
Two (2) calendar years from the date of the drill.

Legal Citations:
NRS 394.170, NRS 432A.077, NRS 432A.180, NAC 432A.280, NRS 239C.210 (c), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number:** **2007- 641**

Responses, No Fire or Casualties

Description:
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.

Minimum Retention Period:
Two (2) calendar years from the date of response.

Title: **LRDA Number:** **2007- 1487**

Retrofitting Files

Description:
This record series usually consists of files on buildings doing retro fits to comply with fire codes.

Minimum Retention Period:
Three (3) calendar years from the close of the file.

Legal Citations:
NRS 239C.090, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number:** **2007- 643**

School Master Files

Description:
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.

Minimum Retention Period:
Life of building.

Legal Citations:
NRS 392.450, NRS 394.170, NRS 477.030, NRS Chapter 239C, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number:** **2007- 644**

Standard Operating Procedures

Description:
This record series documents the various standard operating procedures and guidelines adopted by fire departments.

Minimum Retention Period:
Five (5) calendar years after superseded and review for historical value.

Legal Citations:
NRS Chapter 239C, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Questions on access to this record series should be addressed by your department's legal counsel.

Title: **LRDA Number:** **2007- 633**

Vacation Rosters

Description:
This record series documents approved employee vacations.

Minimum Retention Period:
Two (2) calendar years from the posting of the roster.

Legal Citations:
29 CFR 516.6, NRS 608.115

Health / Environmental

Title: **LRDA Number:** **2007- 650**

Air Pollution: Data

Description:
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).

Minimum Retention Period:
Five (5) calendar years from the end of the calendar year to which the record pertains.

Legal Citations:
NRS 445B.580, NAC 445B.315

Title: **LRDA Number:** **2007- 651**

Air Pollution: Inventory of Emissions

Description:
This series is a comprehensive listing, by source, of air pollutant emissions associated with a specific geographic area for a specific time interval.

Minimum Retention Period:
Permanent.

Legal Citations:
40 CFR 58.26

Title: **LRDA Number:** **2007- 1273**

Ambulance Service Permits File

Description:
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.

Minimum Retention Period:
Three (3) years after expiration.

Legal Citations:
NRS 450B.200 through 450B.230, NAC 450B.510 through 450B.640, NRS 11.190 3d

Title: **LRDA Number:** **2007- 1444**

Application for Solid Waste Permits: Denied, Incomplete or Withdrawn

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year in which the last action was recorded.

Legal Citations:
42 U.S.C. § § 6912 et seq., 40 CFR Parts 257 and 258, NRS Chapter 444, NRS 11.190(3)(d) and NAC Chapter 444

Title: **LRDA Number:** **2007- 654**

Birth Certificates

Description:
This record series contains the original certificate of birth for all births occurring in the county.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 440.240, NRS 440.170(1); 440.650(2); and NAC 440.070(2)

Legal Notes:
This record series contains Restricted information. See NRS 440.170 and NAC 440.070 for further details. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 655**

Burial Transit Permits

Description:
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.

Minimum Retention Period:
One (1) calendar year from the end of the calendar year to which the records pertain.

Legal Citations:
NRS 440.500, NAC 451.130

Title: **LRDA Number:** **2007- 1474**

Burning Permits

Description:
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.

Minimum Retention Period:
Two (2) calendar years after the denial, revocation, or expiration of the permit, or for the period required by local ordinance, whichever is longer.

Legal Citations:
NRS 11.190 (4)(e)

Title: **LRDA Number:** **2007- 657**

Certificate of Occupancy Logs

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year to which the record pertains.

Legal Citations:
NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 658**

Certificates of Stillbirth

Description:
This record series contains certificates or forms documenting stillbirths.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 440.340, NRS 440.170(1); 440.650(2); and NAC 440.070(2)

Legal Notes:
This record series contains Restricted Information. See NRS 440.170 and NAC 440.070 for further details. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 659**

Closures of Facilities

Description:
This series documents the closure of food and other types of facilities due to violations of state and /or local health laws or regulations.

Minimum Retention Period:
Six (6) calendar years from the end of the calendar year to which the record pertains.

Legal Citations:
NRS 11.190 (1)(b), NRSD 11.190 (3)(d)

Title: **LRDA Number:** **2007- 662**

Daily Meteorological Data

Description:
This information is often used in the permitting process to document meteorological conditions related to air quality.

Minimum Retention Period:
One (1) calendar year from the end of the calendar year to which the record pertains.

Title: **LRDA Number:** **2007- 663**

Dairy Samples

Description:
This series documents the results of milk and other dairy product samplings for compliance with state and local quality standards.

Minimum Retention Period:
Three (3) calendar years from date results received.

Legal Citations:
NAC 584.5782

Title: **LRDA Number:** **2007- 664**

Death Certificates

Description:
This record series contains the original certificate of death for all deaths occurring in the county.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 440.240, NRS 440.170(1), 440.650(2), and NAC 440.070(2)

Legal Notes:
This record series contains Restricted information. See NRS 440.170 and NAC 440.070 for further details. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1566**

Delayed or Altered Birth Records

Description:
This record series documents and administers 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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 440.630, NRS 440.170(1); 440.650(2); and NAC 440.070(2)

Legal Notes:
This record series contains Restricted Information. See NRS 440.170 and NAC 440.070 for further details. Access questions should be addressed by your legal counsel.

Title: **LRDA Number:** **2007- 665**

Dog Bites

Description:
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.

Minimum Retention Period:
Two (2) calendar years from the date of the report.

Title: **LRDA Number:** **2007- 1275**

Emergency Medical Services (EMS) Course Files

Description:
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.

Minimum Retention Period:
Three (3) years from the completion of the training program.

Legal Citations:
NRS 450B.155, NRS 450B.1905, NRS 450B.191, NRS 450B.195, NRS 450B.850 and NAC 450B.720 to 725

Title: **LRDA Number:** **2007- 1274**

EMS License / Certification Files

Description:
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 drivers license, related correspondence and similar documents.

Minimum Retention Period:
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.

Legal Citations:
NRS Chapter 450B and NAC Chapter 450B, NRS 11.190 3d, 42 U.S.C. § 405 (c)(2)(C)(viii).

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 667**

Immunization: Consents

Description:
This series consists of forms, questionnaires and consents related to adult and/or children's immunizations.

Minimum Retention Period:
Six (6) calendar years following end of calendar year in which consent form was signed.

Legal Citations:
45 CFR 164.530 (j), NRS 629.051, NRS 449.720, NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 668**

Immunization: Statistics

Description:
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.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 669**

Inspection Reports and Files

Description:

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.

Minimum Retention Period:

Six (6) calendar years from the date of inspection.

Legal Citations:

NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 670**

Inventory of Hazardous Waste

Description:

This series documents hazardous waste inventories in accordance with state and federal law/regulation.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 239C.090, NRS 239C.210

Legal Notes:

This record series may contain Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1438**

ISDS (Individual Sewage Disposal Systems) - Commercial Files

Description:

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.

Minimum Retention Period:

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.

Legal Citations:
NRS 444.650, NAC 444.750 to 444.8396, NRS Chapter 239C, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
"Commercial" includes any business using its own sewage disposal system not connected to a community sewage system.

Title: **LRDA Number:** **2007- 1439**

ISDS (Individual Sewage Disposal Systems) - Residential Files

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
NRS 444.650, NAC 444.750 to 444.8396, NRS Chapter 239C, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
"Residential" means a single family dwelling with a sewage disposal system not connected to a community sewage system.

Title: **LRDA Number:** **2007- 671**

Notices of Violations and Citations Issued

Description:
This series documents citations and notices of violation issued by health departments.

Minimum Retention Period:
Five (5) calendar years from the date of issuance.

Title: **LRDA Number:** **2007- 672**

Orders for Maintenance Work

Description:
This series documents service requests and may contain, but is not limited to, work orders, maintenance/repair requests, correspondence and similar documents.

Minimum Retention Period:
One (1) fiscal year from the end of the fiscal year to which the record pertains.

Title: **LRDA Number:** **2007- 1440**

Pools and Spa Files

Description:

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, manufacturer's specification information, technical documents, inspection records, testing results, letters of approval or denial of permit, related correspondence, and similar documents.

Minimum Retention Period:

Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.

Legal Citations:

NRS 444.065 to 444.120, NRS 11.190(3)(d), NAC 444.010 to 444.536

Title: **LRDA Number:** **2007- 674**

Program Reports

Description:

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.

Minimum Retention Period:

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.

Legal Citations:

29 U.S.C. § 1320d-2 (d)(2), 42 U.S.C. § 1320d-6, 45 CFR 164.502, NRS 449.720 , NRS 629.061, NRS 629.051

Legal Notes:

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. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:

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.

Title: **LRDA Number:** **2007- 1436**

Public Water System Plan Review Files

Description:

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.

Minimum Retention Period:

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.

Legal Citations:

NRS 445A.885, NRS 445A.920, NRS 11.204 (2), NRS 11.190 (3)(d), NRS Chapter 239C, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1441**

Sewage and Water System Plan Reviews - Hotels and Motels

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.

Legal Citations:
NRS 447.185, NRS 11.190(3)(d), NRS Chapter 239C, NAC 447.100, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1442**

Sewage and Water System Plan Reviews - Mobile Home Parks

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.

Legal Citations:
NRS Chapter 445A, NRS 11.190(3)(d), NRS Chapter 239C, NAC Chapter 445A, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1443**

Sewage and Water System Plan Reviews - RV Parks

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.

Legal Citations:
NRS Chapter 445A, NRS 11.190(3)(d), NRS Chapter 239C, NAC Chapter 445A, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1437**

Solid Waste Disposal Files (Facility Files)

Description:
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)

Minimum Retention Period:
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.

Legal Citations:
42 U.S.C. § § 6912 et seq., 40 CFR Parts 257 and 258, NRS Chapter 444 and NAC Chapter 444

Legal Notes:
The post-closure operations may last up to thirty (30) years after the facility has closed.

Note:
Since the environmental impact of solid waste sites are more or less permanent, these records are necessary for future use.

Title: **LRDA Number:** **2007- 677**

Statistical Record of Air Quality

Description:
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.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** 2007- 1569

Swimming Pool Testing Logs

Description:
This series documents the results of chemical and bacterial testing of local government owned or operated swimming pools.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year to which the record pertains.

Legal Citations:
NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 444.150

Hospital

Title: **LRDA Number:** **2007- 678**

Admission and Discharge Statistical Reports

Description:

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.

Minimum Retention Period:

Retain annual reports Permanently. Retain daily and monthly reports until annual report is completed.

Legal Citations:

NAC 449.329, NAC 449.963

Note:

These types of reports should not contain personal identifying information.

Title: **LRDA Number:** **2007- 679**

Admissions Register or Report

Description:

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

Minimum Retention Period:

One (1) calendar year from the end of the calendar year to which the records pertain.

Legal Citations:

NAC 449.329, NAC 449.963, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 684**

Alcohol: Permits

Description:

Minimum Retention Period:

Until permit expires or is revoked

Title: **LRDA Number:** **2007- 683**

Alcohol: Inventories and Orders

Description:

Minimum Retention Period:

Three (3) calendar years from the end of the calendar year to which the records pertain.

Title: **LRDA Number:** **2007- 685**

Ambulance Enroute Telemetry Tape

Description:
This series documents the sending of a patients vital signs from an ambulance to a hospital or medical facility.

Minimum Retention Period:
Six (6) calendar years from the end of the calendar year to which the records pertain.

Legal Citations:
45 CFR 164.530, NRS 629.051, NAC 449.379, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 687**

Annual Reports to Board

Description:
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.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 686**

Appointments for Treatment

Description:
This series documents the scheduling of patient appointments for various treatments.

Minimum Retention Period:
One (1) calendar year from the end of the calendar year to which the records pertain.

Title: **LRDA Number:** **2007- 689**

Birth Records

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 440.240, NRS 440.630, NRS 440.170(1); 440.650(2); and NAC 440.070(2)

Legal Notes:
This record series contains Restricted Information. See NRS 440.170 and NAC 440.070 for further details. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 692**

Blood Bank Records

Description:

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 general records. Donor records include but are not limited to donor selection, informed consent, medical interview and examinations, permanent and temporary deferrals, donor adverse reaction complaints and reports, investigation and follow-up reports. Processing records may include blood processing, including results and interpretation of all tests and retests. Storage and distribution records may include distribution and disposition of the blood product; visual inspection of whole blood and red blood cells during storage and immediately before distribution; storage temperature control and initialed temperature log or recorder chart; and emergency releases of blood including a physician's signature. Compatibility tests may include the results of cross-matching, antibody screenings, and the results of confirmation testing. Quality control records may include calibration and standardization of equipment, performance checks, periodic check of sterile technique, and periodic tests of the capacity of shipping containers to maintain the proper temperature. Transfusion reaction and complaints may include records of investigations and follow-up. General records may include records of the sterilization of supplies and reagents, errors and accidents, maintenance of equipment and the physical plant, expiration dates of supplies and reagents, responsible personnel, and the disposition of rejected supplies and reagents used in the collection, processing and compatibility testing of blood and blood components.

Minimum Retention Period:

Five (5) 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.

Legal Citations:

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)

Legal Notes:

This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:

This series may also include logs/reports which indicate on-hand inventory and notices of emergency shortages.

Title: **LRDA Number:** **2007- 695**

Blueprints of Buildings

Description:

This series consists of blueprints and other building plans which detail the layout of the buildings in the hospitals service district.

Minimum Retention Period:

Life of Building

Legal Citations:

NRS 239C.090, NRS 239.210, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 698**

Census

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the date of the report.

Legal Citations:
NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 699**

Certificates of Stillbirth

Description:
This series consists of certificates of stillbirth submitted to the District Health Officer.

Minimum Retention Period:
Retained Permanently by District Health Officer.

Legal Citations:
NRS 440.340, NRS 440.630, NRS 440.170(1); 440.650(2); and NAC 440.070(2)

Legal Notes:
This record series contains Restricted Information. See NRS 440.170 and NAC 440.070 for further details. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1577**

Complaint Records - Mammography Facility

Description:
This series documents complaints filed by an employee or patient against a mammography provider and the results of the accrediting body's investigation.

Minimum Retention Period:
Three (3) calendar years from the date of receipt of each complaint.

Legal Citations:
21 CFR 900.4, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 701**

Constitution and Bylaws

Description:
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.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 703**

Death Certificates

Description:
This series consists of death certificates submitted to the District Health Officer.

Minimum Retention Period:
Retained Permanently by District Health Officer.

Legal Citations:
NRS 440.240, NRS 440.170(1), 440.650(2), and NAC 440.070(2)

Legal Notes:
This record series contains Restricted Information. See NRS 440.170 and NAC 440.070 for further details. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 704**

Death Records

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 440.240 ,NRS 440.170(1), NRS 440.650(2), and NAC 440.070(2)

Legal Notes:
This record series contains Restricted Information. See NRS 440.170 and NAC 440.070 for further details. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 705**

Departmental Reports

Description:
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.

Minimum Retention Period:
Retain annual report Permanently. Retain daily or monthly reports until annual report is completed.

Legal Citations:

Title: **LRDA Number:** **2007- 707**

Discharge Reports

Description:
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.

Minimum Retention Period:
Two (2) fiscal years from the end of the fiscal year to which the records pertain.

Legal Citations:
NAC 449.963, NRS 11.190 (4)(e), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 711**

Equipment: Depreciation Records

Description:
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.

Minimum Retention Period:
Three (3) fiscal years after disposition of the equipment.

Title: **LRDA Number:** **2007- 712**

Equipment: Inspection Records

Description:
This series documents the inspection and maintenance of equipment used by hospital personnel.

Minimum Retention Period:
Life of equipment

Title: **LRDA Number:** **2007- 713**

Equipment: Inventories

Description:
This series consists of inventories of hospital equipment.

Minimum Retention Period:
Until superseded

Title: **LRDA Number:** **2007- 714**

Equipment: Locations of Equipment

Description:
This series documents the physical location of hospital equipment.

Minimum Retention Period:
Life of equipment

Title: **LRDA Number:** **2007- 1703**

Exposure Control Files

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year in which the plan was reviewed and updated.

Legal Citations:
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)

Legal Notes:
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.

Title: **LRDA Number:** **2007- 1667**

Health Information Disclosure Files

Description:
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.

Minimum Retention Period:
Six (6) calendar years from the end of the calendar year to which the file pertains.

Legal Citations:
45 CFR 164.528, 45 CFR 164.530, 45 CFR 160.103

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
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.

Title: **LRDA Number:** **2007- 1578**

Infection Control Records

Description:
This record series consists of reports used in identifying, reporting, investigating and controlling infections and communicable diseases of patients and personnel of the hospital.

Minimum Retention Period:
Six (6) calendar years from the end of the calendar year to which the record pertains.

Legal Citations:
NAC 449.325, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 721**

Inspections of Grounds and Buildings

Description:
This series documents the inspection of hospital property for security, damage, preventive maintenance and other purposes.

Minimum Retention Period:
One (1) calendar year after superseded.

Title: **LRDA Number:** **2007- 718**

Medical Information Indexes

Description:
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.

Minimum Retention Period:
Six (6) calendar years from the end of the calendar year to which the records pertain.

Legal Citations:
NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
This series may contain historical value .

Title: **LRDA Number:** **2007- 726**

Methadone Clinic Records

Description:
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.

Minimum Retention Period:
Six (6) calendar years following a client's discharge.

Legal Citations:
21CFR 1304.24, NRS 453.660, NRS 453.720, NAC 449.150, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 722**

Patient Accounts

Description:

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.

Minimum Retention Period:

Six (6) fiscal years from the date account is closed or written off as uncollectible.

Legal Citations:

45 CFR 164.530, NRS 11.190 (3)(d), NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 725**

Patient Medical Charts

Description:

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, 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, medical and surgical treatment notes and reports, consent forms, physician, nurse, and therapist progress notes and reports, diagnoses, social services reports, individualized treatment plans, clinical assessments, postoperative reports, referral sources, intake interviews, mental status examination and assessments, physical, inhalation, speech, and occupational therapy plans, progress notes and consultations, trauma reports, tissue reports, anesthesia records, blood donor and transfusion information, adverse reaction to transfusion reports, transplant records, medical device transplant records, bone marrow test reports, dialysis records diet counseling and restriction notes, interpretations of the EEG, EKG, and fetal heart monitor tracings or if no tracings are reported - the actual tracings may be included, infant screening test reports, nuclear medicine reports, x-ray interpretation records, growth charts and allergy history, emergency care rendered prior to arrival at the facility, infection notices and follow-up, adverse incident reports, emergency room reports, temperature charts, insurance information, discharge summary and reports, correspondence and related documents.

Minimum Retention Period:

Six (6) calendar years from date of receipt or production of the record.

Legal Citations:

42 CFR 485.638, 42 CFR 491.10, 29 U.S.C. § 1320d-2 (d)(2), 42 U.S.C. § 1320d-6, 42 CFR 491.10, 45CFR 164.502, NRS 449.720, NRS 629.051 to 629.061, NAC 449.379, NAC 239.165 (1)(2)

Legal Notes:

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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** 2007- 728

Permits - Narcotics

Description:

Minimum Retention Period:
Until permit expires

Title: **LRDA Number:** 2007- 729

Pharmacy: Adverse Drug Reaction Report to FDA

Description:
This series consists of voluntary reports submitted to the Food and Drug Administration (FDA) documenting adverse drug reactions.

Minimum Retention Period:
Two (2) calendar years from date of record.

Title: **LRDA Number:** 2007- 734

Pharmacy: Theft / Loss of Controlled Substances, Reports to Drug Enforcement Administration

Description:
This series consists of reports to the Drug Enforcement Administration of any theft or significant loss of controlled substances.

Minimum Retention Period:
Two (2) calendar years from date of report.

Legal Citations:
NAC 639.482, NAC 639.487, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** 2007- 730

Pharmacy: Controlled Substance Inventory and Issue File

Description:
This series documents the inventory and use of controlled substances in accordance with state and federal law.

Minimum Retention Period:
Two (2) calendar years after the date of the record.

Legal Citations:
21 CFR 1304.04, NAC 639.482, NAC 639.485, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management

review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 732**

Pharmacy: Inspection Reports

Description:

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.

Minimum Retention Period:

Two (2) calendar years after the date of issue.

Legal Citations:

NAC 639.505

Title: **LRDA Number:** **2007- 731**

Pharmacy: Narcotics Destruction Forms

Description:

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.

Minimum Retention Period:

Two (2) calendar years after the date of the record.

Legal Citations:

NRS 639.282

Title: **LRDA Number:** **2007- 733**

Pharmacy: Repackaging of Medications Log

Description:

This series consists of a log which documents each controlled substance or dangerous drug packaged or repackaged by the pharmacy:

Minimum Retention Period:

Two (2) calendar years from date of last entry.

Legal Citations:

NAC 639.512

Title: **LRDA Number:** **2007- 735**

Policies and Procedures

Description:

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.

Minimum Retention Period:

Six (6) calendar years after superseded or abandoned officially.

Legal Citations:

NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
Review for historical value.

Title: **LRDA Number:** **2007- 736**

Psychiatric Reports, Records and Case Histories

Description:
This record series is used to document and administer the treatment of clients. The files may contain but are not limited to Evaluations [psychological, psychiatric, social, physical, and educational evaluations & assessments; intake demographic summary, photos and admission & discharge summaries]; Legal [court orders, copies of arrest records & other legal documents, sanity commission evaluations, body receipts and related correspondence]; Medical [nursing assessment, physician orders, vital sign logs, laboratory reports, medication reports, neurological evaluations and medical/clinical information sheets]; Treatment [program orders, problem list, treatment plans and reviews, special watch sheets and seclusion/restraint watch forms; Progress notes [forensic intake and interdisciplinary notes]; Client's rights [consent for evaluation and treatment, emergency medical treatment, HIV testing forms, patient confidentiality
notice receipt, client manual receipt, request to inspect medical records, medical release authorizations, signed consent forms, intake & secure storage of property and property lists, referrals and pass requests]; Historical [health care records from other facilities -- medical and mental health -- and legal history] and; General information [assets & income assessment, all correspondence not relating to legal status, social security & insurance documents, news media articles, billings, and similar documents].

Minimum Retention Period:
Adult Clients - Retain this record series for a period of seven (7) calendar years from the end of the calendar year in which the client was released, services were terminated, or from the confirmed death of the individual. Child Clients- Retain this record series for a period of seven (7) calendar years from the end of the calendar year in which the client becomes eighteen (18) years old.

Legal Citations:
42 U.S.C. § 405 (c)(2)(C)(viii), 42 U.S.C. § 1320d-6, 42 U.S.C. § 1320d-2 (d)(2), 45 CFR 164.502, NRS 433A.360, NRS 422.290, NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential and/or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 737**

Radioisotopes - Receipt, Transfer, Use, Storage, Delivery, Disposal and Reports of Overexposure

Description:
This series is used to track radioisotopes from receipt through disposal.

Minimum Retention Period:
As long as material is possessed and three (3) calendar years following transfer or disposal of the material.

Legal Citations:
10 CFR 30.51, NRS 459.060, NAC 459.365 (7)

Title: **LRDA Number:** **2007- 740**

Records of Mammograms and Related Documents

Description:
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

Minimum Retention Period:
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.

Legal Citations:
21 CFR 900.12 (4), NAC 457.313, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
A patient may request custody of her records and mammograms; or that her records and mammograms are transferred permanently to a responsible provider of care.

Title: **LRDA Number:** **2007- 744**

Reports of Communicable Disease

Description:
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.

Minimum Retention Period:
Six (6) calendar years from the end of the calendar year to which the report pertains.

Legal Citations:
NAC 441A.230, NRS 629.061, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 747**

Security Guards / Systems, Logs and Diaries

Description:
This series consists of logs or reports which document the activities of hospital security guards and/or security systems.

Minimum Retention Period:
One (1) calendar year from the date of the report or last date of log.

Title: **LRDA Number:** **2007- 1702**

Sharps Injury Log

Description:
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 employees involved and related information.

Minimum Retention Period:
Five (5) calendar years from the end of the calendar year to which they pertain.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. *See* NAC 239.165 (1)(2)

Title: **LRDA Number:** **2007- 748**

Social Services Case Histories

Description:
This series documents social services provided to patients other than what is filed in the patient medical record.

Minimum Retention Period:
Six (6) calendar years from the date of last service.

Legal Citations:
NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. *See* NAC 239.165 (1)(2)

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 749**

Surgical Cases, Register

Description:
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.

Minimum Retention Period:
Six (6) calendar years from the last date in register.

Legal Citations:
45 CFR 164.530, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** 2007- 752

Welfare Agency

Description:

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.

Minimum Retention Period:

Six (6) calendar years from the end of the calendar year to which the report pertains.

Legal Citations:

42 U.S.C. § 302, 42 U.S.C. § 405 (c)(2)(C)(viii), 42 U.S.C. § 1320d-6, 42 U.S.C. § 1390d-2 (d)(2), 45 CFR 164.502, 45 CFR 164.530, NRS 433A.360, NRS 422.290, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Improvement Districts and Boards

Title: **LRDA Number:** **2007- 753**

Agreements

Description:

This series documents the negotiation, execution, completion, and termination of legal agreements between a improvement district/board and other parties.

Minimum Retention Period:

Six (6) calendar years after termination of agreement.

Legal Citations:

NRS 11.190 (1)(b)

Title: **LRDA Number:** **2007- 756**

Annexation Files

Description:

This record series documents annexations of parcels of land. This series may include, but is not limited to, copy of map or plat, studies, resolutions, correspondence, legal notices, staff reports, applications, petitions, title reports, ownership reports, consent letters and protests and similar documents.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 268.570 to 268.670, NRS 318.261 to 318.272, NRS 269.650 to 269.652 and others.

Title: **LRDA Number:** **2007- 754**

Applications for Service

Description:

This series documents applications for service and may contain, but is not limited to, applicant personal information, related forms, correspondence and similar documents.

Minimum Retention Period:

Ninety (90) days from application date.

Legal Citations:

NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 768**

Covenants, Restrictions and Amendments thereto

Description:
This series consists of copies of covenants, conditions, and restrictions and any amendments to them.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 769**

Drains, Locations and Maintenance

Description:
This series documents the locations of storm and similar types of drains used for flood control.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 239C.090, NRS 239C.210

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 773**

Easements

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 205.4617

Legal Notes:
This record series may contain Confidential or Sensitive Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 774**

Elections of Board-Records

Description:
This series documents the biennial election of trustees.

Minimum Retention Period:
Six (6) calendar years from the date of the election.

Title: **LRDA Number:** **2007- 775**

Financial Reports

Description:
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.

Minimum Retention Period:
Six (6) fiscal years from the end of the fiscal year to which the reports pertain.

Legal Citations:
NRS 11.190 (1)(b)

Title: **LRDA Number:** **2007- 763**

General Ledger

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 318.085

Title: **LRDA Number:** **2007- 755**

Legal Notices

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 241.035

Title: **LRDA Number:** **2007- 770**

Maps

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 239C.090, NRS 239C.210

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 772**

Proceedings of the Board of Trustees (records)

Description:
This series documents the actions of the Board of Trustees in accordance with state law.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 241.035, NRS 318.085

Title: **LRDA Number:** **2007- 776**

Project files for Construction

Description:
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.

Minimum Retention Period:
Ten (10) calendar years after completion of project

Legal Citations:
NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 777**

Reapportionments

Description:
This series documents changes in the boundaries of improvement districts due to merger, consolidation, dissolution and similar actions .

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 780**

Specifications of Wells

Description:
This series documents engineering and design specifications of wells.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 239C.210

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 781**

Water Flow of Wells

Description:
This series documents the water pressure and flow of well water.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 239C.210

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Information Technology

Title: **LRDA Number:** **2007- 1722**

Administrative Databases

Description:

This record series consists of databases that support administrative or housekeeping functions such as those used for purposes of filing, keeping track of equipment and/or supplies, calendaring and similar non-programmatic activities.

Minimum Retention Period:

Review on a continuous basis, disposing of data which is no longer administratively useful or which are duplicates of data maintained elsewhere.

Legal Citations:

Various laws and regulations.

Legal Notes:

Some of these records may contain Confidential (such as the Social Security Number) or Sensitive (such as Personal Identifying) Information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 240**

Agreements Concerning the Maintenance of Equipment

Description:

This record series documents products and services provided to a local government for a specified cost and period of time. Series may include but is not limited to lease/rental agreements, service contracts, contracts for program services, bid documents, correspondence, and documents of similar nature.

Minimum Retention Period:

Six (6) fiscal years after expiration or fulfillment of all terms of the agreement or contract, whichever is later.

Legal Citations:

NRS 11.190 (1)(b)

Title: **LRDA Number:** **2007- 1346**

Application Development Project Files

Description:

These are records created and used in the development, redesign, or modification of an automated system or application. This series may include, but is not limited to, project management records, status reports, draft system or subsystem specifications, user requirements and specifications, related correspondence and similar data.

Minimum Retention Period:

Three (3) calendar years after completion of project.

Title: **LRDA Number:** **2007- 1328**

Audit Trail Files

Description:
This is data generated during the creation of a master file or database, and is used to validate a master file or database during a processing cycle. Also used to monitor changes and access to database.

Minimum Retention Period:
Three (3) backup cycles.

Title: **LRDA Number:** **2007- 1347**

Automated Program Listing / Source Code

Description:
This record series documents automated program code which generates the machine-language instructions used to operate an automated information system.

Minimum Retention Period:
Three (3) system update cycles after code is superseded or replaced.

Legal Citations:

Title: **LRDA Number:** **2007- 241**

Backup of Computer Files Made for Security Purposes

Description:
Electronic records that are security backup of files stored on personal computers, local area networks, wide area networks or the world wide web, and retained in case such a file is damaged or inadvertently erased.

Minimum Retention Period:
Until replaced by a more recent backup.

Title: **LRDA Number:** **2007- 1329**

Cataloged List

Description:
This record series consists of computer listings that show all tapes, cartridges, and/or disks holding data and/or software files for the agency -- including security backup. Information contained on the list includes the name of the tape, cartridge or disk, what files are on it and where it is located.

Minimum Retention Period:
Review on a continuous basis, disposing of records, files and reports which are no longer administratively useful or which are duplicates of records maintained elsewhere.

Title: **LRDA Number:** **2007- 1727**

Computer Access Log

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year to which it pertains.

Legal Citations:
NRS 11.190 (3)(d)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1344**

Computer Run Scheduling Records

Description:
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.

Minimum Retention Period:
Two (2) backup cycles.

Title: **LRDA Number:** **2007- 1349**

Computer System Security Records

Description:
This record series is used to control or monitor the security of a system and its data, and may include but is not limited to intrusion detection logs, firewall logs, logs of unauthorized access and other security logs, physical security plans, environmental control plans, emergency procedures, related correspondence and similar documents.

Minimum Retention Period:
Six (6) calendar years from the end of the calendar year in which the plan, policy and / or procedure is superseded or revised.

Legal Citations:
NRS 242.105, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1350**

Computer Usage Files

Description:
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.

Minimum Retention Period:
As long as administratively useful to the agency.

Title: **LRDA Number:** **2007- 1345**

Data Documentation

Description:
These records are generally created during development or modification to automated systems, and are necessary to access, retrieve, manipulate and interpret data. This series may include, but is not limited to, information on the data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements (sometimes known as metadata).

Minimum Retention Period:
Three (3) calendar years after discontinuance of system or application.

Title: **LRDA Number:** **2007- 1330**

Database Statistics

Description:
This record series consists of computer listings that show the utilization of disk files, and the overall disk space utilization which provides index information on the number of files/tables. (Capacity compared with used /available space on disks).

Minimum Retention Period:
Review on a continuous basis, disposing of records, files and reports which are no longer administratively useful or which are duplicates of records maintained elsewhere.

Title: **LRDA Number:** **2007- 244**

Documentation of Computer System and Programs

Description:
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, programmer's notes and memos, general system design reports, test plans and results, conversion reports and statements, addendums, specification architecture reports, correspondence, computer printouts, and related lists and checklists.

Minimum Retention Period:
Six (6) calendar years after system or program discontinued.

Legal Citations:
NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Proprietary Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1343**

Electronic Spreadsheets

Description:
This record series consists of information used in the administration of accounting, auditing, and/or budget activities of an agency.

Minimum Retention Period:
If used to produce a paper copy which is maintained in an organized file system delete when no longer needed

to update or produce paper copy. When maintained only in electronic format: delete after the expiration of the minimum retention period for the hard copy of the record. If the electronic version replaces paper copy records with differing retention periods, and agency software does not readily permit selective deletion, delete after the longest retention period has expired. The retention may be on-line or on disks, cartridges or tapes.

Legal Citations:
NRS 239.051

Legal Notes:
All information stored in electronic format must be backed up on a security file -- see NRS 239.051.

Title: **LRDA Number:** **2007- 1341**

Error Reports

Description:
This record series includes reports produced to detect errors or potential errors within the system. The files may consist of paper printouts and/or on-line reports. The reports may be run on a regular or special basis.

Minimum Retention Period:
Until a superseding report is run or until the action for which they were produced has been accomplished.

Title: **LRDA Number:** **2007- 1362**

Help Desk Telephone Logs and Reports

Description:
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.

Minimum Retention Period:
One (1) calendar year after creation.

Title: **LRDA Number:** **2007- 1331**

Indexes and Finding Aids

Description:
These are electronic records used as indexes, lists, registers, and other finding aids usually used to provide access to master files.

Minimum Retention Period:
Review on a continuous basis, disposing of records, files and reports which are no longer administratively useful or are duplicates of records maintained elsewhere.

Title: **LRDA Number:** **2007- 1355**

Input Documents - Documents Created Solely for Computer Input

Description:
These are documents created for the sole purpose of entering data into computer databases and spreadsheets. Once the input is verified, these documents should be classified as duplicates.

Minimum Retention Period:
Until verified, then destroy.

Title: **LRDA Number:** **2007- 1365**

Internet Services Logs

Description:
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.

Minimum Retention Period:
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 purposes destroy when no longer needed by the agency.

Title: **LRDA Number:** **2007- 1363**

Inventories of Circuits

Description:
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.

Minimum Retention Period:
Three (3) calendar years after the circuit is no longer used by the local government.

Legal Citations:
NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 1724**

IT Access Control Policies and Procedures

Description:
This record series administers and 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.

Minimum Retention Period:
Six (6) calendar years from the end of the calendar year in which the policy and procedure is superseded.

Legal Citations:
NRS 239C.210, NRS 11.190 (1)(b)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1728**

IT Access Control Reviews and Audit Trails

Description:
This record series administers and 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.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year in which the review and/or audit was concluded.

Legal Citations:
NRS 11.190 (3)(d)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1720**

IT Asset Inventory Files

Description:
This record series administers and documents the 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.

Minimum Retention Period:
Three (3) calendar years from end of the calendar year in which the inventory is superseded or an audit/review is concluded.

Legal Citations:
NRS 600A.080

Legal Notes:
This record series may contain Confidential (Trade Secrets) Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1371**

IT Contingency Plan Tests

Description:
This record series administers and documents the testing of an 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.

Minimum Retention Period:
Until superseded by a new test.

Legal Citations:
NRS 242.105, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1370**

IT Contingency Plans

Description:
This record series administers and documents the 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.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year in which the plan is superseded.

Legal Citations:
NRS 242.105, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1725**

IT Employee Access Control and Security Awareness Files

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year in which the form was modified or the employees' access rights were terminated.

Legal Citations:
NRS 11.190 (3)(d), NRS 239C.210

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** 2007- 1372

IT Policy and Procedure Records

Description:
These are written instructions, rules and guidelines usually in manual form documenting IT 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.

Minimum Retention Period:
Six (6) calendar years from the end of the calendar year in which the policy and procedure is superseded.

Legal Citations:
NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** 2007- 1368

IT Security Evaluations

Description:
This record series administers and 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 breeches 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.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year in which the evaluation was completed.

Legal Citations:
NRS 242.105, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** 2007- 1723

IT Security Plans

Description:
This record series administers and documents 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.

Minimum Retention Period:
Six (6) calendar years from the end of the calendar year in which the plan, policy and/or procedure is superseded or revised.

Legal Citations:
NRS 239C.210, NRS 11.190 (1)(b)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1726**

IT Security Reviews, Reports and Logs

Description:
This record series administers and documents the 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 breeches 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 Breech Reports, Reports of Suspicious Activities, Reports of Suspected Violations, checklists, reports to management, related correspondence and similar documents.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year in which the review and/or audit was concluded.

Legal Citations:
NRS 239C.210, NRS 11.190 (3)(d)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1369**

IT System User Master List

Description:
This record series administers and documents 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.

Minimum Retention Period:
Purge and or modify this record series as needed.

Legal Citations:
NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1335**

Job Libraries

Description:
This record series consists of computer listings which show the complete current contents of the object program library.

Minimum Retention Period:
Review on a continuous basis, disposing of records, files and reports which are no longer administratively useful or duplicates of records maintained elsewhere.

Title: **LRDA Number:** **2007- 246**

Master Copies of Forms

Description:
This record series documents current paper and electronic format masters for various forms. Records may include but are not limited to sample forms, drafts, revisions, form logs or listings, proposals, authorizations, and illustrations.

Minimum Retention Period:
Until superseded or obsolete.

Title: **LRDA Number:** **2007- 1333**

Master Files

Description:
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.

Minimum Retention Period:
Purge the file after the expiration of the minimum retention period authorized for the hard copy of the file.

Title: **LRDA Number:** **2007- 1334**

Master Files, Summaries

Description:
These are electronic records that contain summarized or aggregated information created by combining data elements from a single master file or database.

Minimum Retention Period:
Review on a continuous basis, disposing of records, files and reports which are no longer administratively useful or duplicates of records maintained elsewhere.

Title: **LRDA Number:** **2007- 1364**

Network or Circuit Installation and Service Files

Description:
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.

Minimum Retention Period:
Three (3) calendar years after request is filled or after repairs are made.

Legal Citations:
NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239C.120, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1361**

Operating System and Hardware Conversion Plans

Description:
This record series documents the replacement of equipment or computer operating systems due to hardware / software obsolescence or maintenance, and should be part of the regular migration or conversion schedule built into the design of the system.

Minimum Retention Period:
Three (3) calendar years after successful conversion.

Title: **LRDA Number:** **2007- 1356**

Printouts, Print Files, or Master File Extracts

Description:
Documents or files containing only information extracted from a master file or database when the original information remains on the master file or database.

Minimum Retention Period:
Until longer administratively useful to the agency.

Note:
It is recommended this series not be retained longer than three (3) years.

Title: **LRDA Number:** **2007- 1729**

Production Job Submittal Log

Description:
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.

Minimum Retention Period:
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.

Title: **LRDA Number:** **2007- 1337**

Restructure Database Audit Report

Description:
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.

Minimum Retention Period:
Review on a continuous basis, disposing of records which are no longer administratively useful or are duplicates of records maintained elsewhere.

Title: **LRDA Number:** **2007- 1245**

Software Licenses

Description:
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 the product.

Minimum Retention Period:
Duration of license plus six (6) calendar years.

Legal Citations:
NRS 11.190 (1)(b)

Title: **LRDA Number:** **2007- 1339**

Software Maintenance Log

Description:
This record series consists of a log maintained as a summary of activity spent in project areas for development and /or maintenance of systems and programs.

Minimum Retention Period:
One (1) calendar year from end of the calendar year to which the log pertains.

Legal Citations:

Title: **LRDA Number:** **2007- 1351**

Software Review Files

Description:
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.

Minimum Retention Period:
Three (3) calendar years after software is no longer used.

Legal Citations:
NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 249**

Standards for Users of Computer Equipment

Description:
This record series documents standards for the use of computer equipment and may include but is not limited to documentation on defined computer policies and guidelines, user handbooks, e-mail policies, and related documents.

Minimum Retention Period:
Until superseded or revised.

Title: **LRDA Number:** **2007- 1332**

Test Files

Description:
This record series consists of temporary electronic records created to test system performance. The electronic files may be on line, disk, or computer magnetic tape and includes related documentation.

Minimum Retention Period:
Review on a continuous basis, disposing of records, files and reports which are no longer administratively useful or are duplicates of records maintained elsewhere.

Title: **LRDA Number:** **2007- 1336**

Transaction Files

Description:
These are electronic records used to create or update master files. This record series may include work files, valid transaction files, and intermediate input/output files. The electronic files may be online, disk, or computer magnetic tape, and the record series includes related documentation.

Minimum Retention Period:
Review on a continuous basis, disposing of those files which have been transferred to another database or master file, are duplicates of files maintained elsewhere, or are no longer administratively useful.

Title: **LRDA Number:** **2007- 1721**

Volatile Software Modifications

Description:
This record series consists of file copy of original system software modules that have been modified. It is kept as a backup to newly modified systems in case problems arise after modification.

Minimum Retention Period:
Review on a continuous basis, disposing of records which are no longer administratively useful or are duplicates of records maintained elsewhere.

Legal Citations:
NRS 239C.210, NRS 239B.040

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 251**

Word Processing Files

Description:
These are electronic files from systems which are designed to serve as the record copy of correspondence, reports, manuals, letters, memoranda, and other forms of text based documents.

Minimum Retention Period:
If used to produce a paper copy which is maintained in an organized file system delete when no longer needed to update or produce paper copy. When maintained only in electronic format: delete after the expiration of the minimum retention period for the hard copy of the record. If the electronic version replaces paper copy records with differing retention periods, and agency software does not readily permit selective deletion, delete after the

longest retention period has expired. The retention may be on-line or on disks, cartridges or tapes.

Legal Citations:
NRS 239.051

Legal Notes:
All information stored in electronic format must be backed up on a security file -- see NRS 239.051.

Title: **LRDA Number:** **2007- 1353**

Work or Intermediate Files

Description:
These are records used to facilitate the processing of a specific job or run, or used to create, update, modify, transfer, manipulate, or sort data within an automated system when all transactions are captured in a master file, valid transaction file or database, in cases where the file is not required to provide an audit trail.

Minimum Retention Period:
Until completion of transaction.

Juvenile Probation

Title: **LRDA Number:** **2007- 782**

Activity Forms Submitted to State Subsidy Program

Description:

Minimum Retention Period:
One (1) calendar year from the submission of forms or report.

Title: **LRDA Number:** **2007- 783**

Juvenile Probation Case Files

Description:
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.

Minimum Retention Period:
Six (6) calendar years from the end of the calendar year in which the case was closed.

Legal Citations:
NRS Chapter 62H, NRS 11.190 (1)(a), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential and/or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
This retention period mirrors the approved retention period for similar records of the Nevada Department of Health and Human Services, Child and Family Services - Youth Parole Bureau.

Title: **LRDA Number:** **2007- 784**

Juvenile Probation Case Files-Sexual Offender

Description:
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.

Minimum Retention Period:
Twelve (12) calendar years from the end of the calendar year in which the case was closed.

Legal Citations:
NRS Chapter 62H, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential and/or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC

239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
This retention period mirrors the retention period for similar records of the Nevada Department of Health and Human Services, Child and Family Services - Youth Parole Bureau.

Title: **LRDA Number:** **2007- 785**

Statistical Reports

Description:
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.

Minimum Retention Period:
Permanent.

Law Enforcement

Title: **LRDA Number:** **2007- 787**

Accreditation Files

Description:

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.

Minimum Retention Period:

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.

Legal Citations:

NRS 289.510, NAC 289.310

Title: **LRDA Number:** **2007- 1684**

Aircraft History and Maintenance Records

Description:

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, status reports, alteration reports, inspection reports, repair and maintenance reports, copies of lease or purchase records, related correspondence and documentation of compliance with Federal Aviation Administration (FAA) airworthiness directives.

Minimum Retention Period:

Three (3) calendar years after aircraft is sold or no longer in service.

Legal Citations:

NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1458**

Alarm Contact Records (Responsible Persons)

Description:

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.

Minimum Retention Period:
Two (2) calendar years from the date the list is updated or no longer in use.

Legal Citations:
NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 789**

Auxiliary Police Files

Description:
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 academies for law enforcement volunteers.

Minimum Retention Period:
Ten (10) calendar years from the end of the calendar year to which the files pertain.

Legal Citations:
NRS 477.014, 239.165

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 790**

Bail, Records of (copies)

Description:
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.

Minimum Retention Period:
One (1) calendar year from the end of the calendar year to which the record pertains.

Legal Citations:
NRS 178.484, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 791**

Bicycles

Description:

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.

Minimum Retention Period:

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.

Title: **LRDA Number:** **2007- 794**

Billings, Casino Records Checks

Description:

This record series documents the billing of casinos for records checks done at their request.

Minimum Retention Period:

Until completion of annual audit.

Legal Citations:

NRS 354.624

Title: **LRDA Number:** **2007- 1454**

Bolo Books \ Bulletins from Other Agencies

Description:

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.

Minimum Retention Period:

Until superseded, obsolete, or until no longer administratively useful to the agency.

Title: **LRDA Number:** **2007- 793**

Booking\Re-Booking Records, Jails and Stations

Description:

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, drivers 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.

Minimum Retention Period:

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.

Legal Citations:

NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure

manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 796**

Case Assignments, Log Books

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year to which the record pertains.

Legal Citations:
NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
These may be in hardcopy or electronic form and are often used to control or track the status of work.

Title: **LRDA Number:** **2007- 799**

Cases Referred to District or City Attorneys

Description:
This record series documents cases referred to the District or City Attorney for advice or prosecution.

Minimum Retention Period:
Six (6) calendar years from the date of final action.

Legal Citations:
NRS 11.190(1)(a), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1460**

Community Notification Records

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
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)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 803**

Community Service Programs

Description:
This record series documents law enforcement involvement in community service programs such as DARE, Crime Stoppers, Neighborhood Watch, Explorer Program, and similar programs.

Minimum Retention Period:
One (1) calendar year after the end of program, and review for historical value.

Title: **LRDA Number:** **2007- 804**

Concealed Weapons Permits

Description:
This series administers and documents 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 applicant's payment of fees, correspondence and related documents.

Minimum Retention Period:
Ten (10) calendar years from the expiration, renewal, denial, or revocation of the permit.

Legal Citations:
NRS 202.3653 to NRS 202.369, NAC 202.010 to NAC 202.040, NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential (NRS 202.3662) information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number: 2007- 1416**

Confidential Source Records

Description:
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.

Minimum Retention Period:
Three (3) calendar years after informant is no longer active.

Legal Citations:
NRS 49.335 to NRS 49.375, NRS 213.1513, NRS 463.144, NRS 11.90(3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number: 2007- 806**

Crime Prevention Program Records

Description:
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.

Minimum Retention Period:
One (1) year after program is discontinued, and review for historical value.

Title: **LRDA Number: 2007- 1730**

Criminal Citations

Description:
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, officer's name, and signature of person receiving citation.

Minimum Retention Period:
Three (3) calendar years from the date of issuance.

Legal Citations:
NRS 171.1773 to 171.1778, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
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)

Title: **LRDA Number:** **2007- 786**

Department Reports

Description:

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, ect.), various statistical reports (such as reports tracking the number of arrests, cases worked, citations issued, work cards issued, hours worked, ect.), various special reports (such as reports of open cases, cases closed, lists of control numbers, incidents by beat, review of offenders, activity at location, ect.), and similar reports and activity indicators.

Minimum Retention Period:

Retain annual reports Permanently. Retain other activity, statistical, and special reports (not scheduled else where 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.

Legal Citations:

NRS 280.190, NRS 11.190 (4)(a)(e), NRS 239.051, NAC 239.165 (1)(2)

Legal Notes:

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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:

This record series is useful for planning and budgeting, reference, performance monitoring, compiling annual reports, and for briefing subsequent shifts or activities.

Title: **LRDA Number:** **2007- 1635**

Dispatchers Transmission Records

Description:

This record series consists of printouts or transmission logs maintained by emergency dispatch units. This series 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.

Minimum Retention Period:

One (1) calendar year from the date of last entry. These reports can be printed or maintained on a computer system that allows for the retrieval and reproduction of the information.

Title: **LRDA Number:** **2007- 1455**

Emergency Calls - Audio Tapes

Description:

This record series consists of audio tapes of incoming emergency calls, police and emergency dispatches, radio activity, and 9-1-1 calls. Tapes are maintained on a 24-hour basis.

Minimum Retention Period:

Three (3) months from the date of the tape.

Legal Citations:

NRS 707.500

Legal Notes:

Tapes subpoenaed for litigation or used in criminal proceedings must be retained until all legal action has been resolved.

Title: **LRDA Number:** **2007- 811**

Equipment Violations

Description:

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.

Minimum Retention Period:

Two (2) calendar years after issuance of citation or notice of violation.

Legal Citations:

NRS 484.695 to NRS 484.701, NRS 706.235, NRS 484.813, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 1385**

Evidence Vault Inspection Reports

Description:

This record series documents the inspection and inventory of evidence vaults, and includes spot checks and annual inspections.

Minimum Retention Period:

Three (3) calendar years from the date of last inspection.

Legal Citations:

NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 813**

Fee Records

Description:

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.

Minimum Retention Period:

Until completion of annual audit.

Legal Citations:

NRS 354.624, NRS 258.190, NRS 248.310

Legal Notes:

Records in This record series may be used to create quarterly financial statements.

Title: **LRDA Number:** **2007- 1457**

Field Interrogation Reports

Description:

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.

Minimum Retention Period:
One (1) calendar year from the date of report.

Title: **LRDA Number:** **2007- 815**

Fingerprint Cards sent to the Central Repository for Nevada Records of Criminal History

Description:
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.

Minimum Retention Period:
Until no longer useful to the agency.

Legal Citations:
NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 883**

Firearm \ Weapon Discharge Reports

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
NRS 11.190 (3)(d),(4)(a)(e), NRS 41.0336, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
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.

Title: **LRDA Number: 2007- 817**

Firearms: Qualification Records

Description:
This record series documents the history of firearm proficiency and qualification by individual law enforcement officers.

Minimum Retention Period:
Three (3) calendar years from date of last testing.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number: 2007- 816**

Firearms: Registration and Inventory

Description:
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.

Minimum Retention Period:
Three (3) calendar years after the reassignment, transfer, or disposition of the weapon.

Legal Citations:
NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 354.625, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number: 2007- 1464**

Impound/Abandoned Vehicle Case Files

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the return, disposal, or sale of the impounded vehicle.

Legal Citations:
NRS 487.205 to NRS 487.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 1510**

In-Car Audio-Visual Recordings

Description:
This record series consists of audio-visual recordings of traffic stops and other actions. These recordings may be useful for training purposes and in supporting legal issues about traffic stops and accident investigations.

Minimum Retention Period:
Retain tapes used as evidence or subpoenaed until all legal action has been resolved. Retain all other tapes for a minimum period of thirty (30) days.

Title: **LRDA Number:** **2007- 1731**

Incident/Crime Reports

Description:
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, exhibits and evidence, 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.

Minimum Retention Period:
Eighty five (85) calendar years from the close of the case.

Legal Citations:
NRS 200.010 to NRS 200.260, NRS 200.377 to NRS 200.3774, NRS 200.5095, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
Review for historical value before disposition.

Title: **LRDA Number:** **2007- 788**

Internal Affairs Files

Description:
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, officer's reply, audio and/or visual recordings, polygraphist records, findings and recommendations, correspondence and related records.

Minimum Retention Period:
Three (3) calendar years after resolution.

Legal Citations:
NRS 289.020 to 289.120, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
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.

Title: **LRDA Number:** **2007- 1456**

Interstate Identification Index (Triple III) Log

Description:
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.

Minimum Retention Period:
One (1) calendar year from the date of inquiry.

Legal Citations:
28 CFR 20.30 to 28 CFR 20.38, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 1503**

Jail Inspection Report or Log

Description:
This record series documents the inspection of cells, common areas, kitchens and other work areas of jails and detention facilities by the health authority.

Minimum Retention Period:
Six (6) calendar years from the date of the report or log.

Legal Citations:
NRS 11.190 (1)(b), NRS 444.335, NAC Chapter 211, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 825**

Jails: Commissary and Kitchen Records

Description:
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.

Minimum Retention Period:
Until completion of annual audit.

Legal Citations:
NRS 354.624, NRS 211.360

Title: **LRDA Number:** **2007- 827**

Jails: Incident Reports

Description:
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.

Minimum Retention Period:
Two (2) calendar years from the date of the incident.

Legal Citations:
NRS 212.190, NRS 212.070, NRS 211.020, NRS 11.190 (4)(e), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
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.

Title: **LRDA Number:** **2007- 1501**

Jails: Inmate Abandoned Property Report or Log

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the date of the report or log.

Legal Citations:
NRS 11.190 (3)(d), NRS 120A.250, NRS 354.625, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 1500**

Jails: Inmate Activity Requests

Description:
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.

Minimum Retention Period:
Two (2) calendar years from the date of log or form.

Legal Citations:
NRS 211.120, NRS 211.210 to 211.220, NRS 11.190 (4)(a), NRS 11.190 (4)(e), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 828**

Jails: Inmate Case Files

Description:
This record series administers and documents 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.

Minimum Retention Period:
Eighty-five (85) calendar years from the inmates date of release or transfer; or after the confirmed death of the individual, whichever is first.

Legal Citations:
NRS 179A.100, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
Review for historical value before disposition

Title: **LRDA Number:** **2007- 829**

Jails: Inmate Funds, Records of

Description:
These records provide an accounting of individual inmate's 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.

Minimum Retention Period:
Until completion of annual audit.

Legal Citations:
NRS 354.624, NRS 211.380

Title: **LRDA Number:** **2007- 1502**

Jails: Inmate Mail Log or Report

Description:
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.

Minimum Retention Period:
Two (2) calendar years from the date of the log or report.

Legal Citations:
NRS 11.190 (4)(a)

Title: **LRDA Number:** **2007- 843**

Jails: Inmate Medical Records

Description:
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.

Minimum Retention Period:
Six (6) calendar years from the date of discharge.

Legal Citations:
42 CFR 1003.132, NRS 211.140, NRS 629.021, NRS 629.051, NRS 629.061, NAC 239.165 (1)(2)

Legal Notes:
Records in This record series contain Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 833**

Jails: Inmate Work Program Records

Description:
This record series documents and administers 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.

Minimum Retention Period:
Three (3) calendar years from the year to which the records pertain.

Legal Citations:
NRS 211.210 to 211.230, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1656**

Jails: Kitchen Inventory List

Description:
This record series consists of an inventory of all small utensils and equipment used in the kitchen.

Minimum Retention Period:
Three (3) calendar years from the date of the list.

Legal Citations:
NRS 11.190 (3)(d), NRS 11.190 (4)(e)

Title: **LRDA Number:** **2007- 830**

Jails: Register

Description:
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.

Minimum Retention Period:
Five (5) calendar years from the date of the register.

Legal Citations:
NRS 248.050, NRS 211.030, NRS 211.090, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 831**

Jails: Release Orders

Description:
These are orders for the release of individuals from the custody of jails or detention centers. Release orders usually include individual's name, number, order date, court information, any conditions of release, judges signature, and similar information.

Minimum Retention Period:
Three (3) calendar years from date of release, and add copy to inmate's file.

Title: **LRDA Number:** **2007- 832**

Jails: Roster of Inmates

Description:
This record series is a roster or population report of the inmates currently incarcerated in a jail or detention facility.

Minimum Retention Period:
Ninety (90) days after roster is updated.

Title: **LRDA Number:** **2007- 1505**

Jails: Suicide Threat \ Precaution Records

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the date of the incident.

Legal Citations:
NRS 11.190 (3)(d), NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 834**

Jails: Visitors Log

Description:
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.

Minimum Retention Period:
One (1) calendar year from the date of last entry in the log.

Legal Citations:
NRS 211.140

Title: **LRDA Number:** **2007- 835**

Juvenile Incident/Crime Reports

Description:
This record series administers and documents 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.

Minimum Retention Period:
Permanent, sealed at age 24 or prior by court order.

Legal Citations:
NRS Chapter 62H, NAC Chapter 62H, NRS 11.190 (1)(a), NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1255**

K-9 \ Horse Management Records

Description:
This record series documents and administers 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.

Minimum Retention Period:
Two (2) calendar years after the end of animal's service.

Legal Citations:
NRS 11.190 (4)(e)

Title: **LRDA Number:** **2007- 871**

Law Enforcement Training Records

Description:
This record series documents and administers 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.

Minimum Retention Period:
Five (5) calendar years from the transfer, separation, retirement, or termination of the employee.

Legal Citations:
NRS 289.450 to NRS 289.600, NAC Chapter 289, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
A copy of the employee's development and training information should be sent to the employee and the new agency upon transfer.

Title: **LRDA Number:** **2007- 836**

Liability Release Forms

Description:
This record series documents individual liability release forms required for participation in various programs offered by law enforcement 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.

Minimum Retention Period:
Two (2) calendar years from the date of the event.

Legal Citations:
NRS 11.190 (4)(e), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 839**

Licenses, Business Background: Application

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the date of the investigation.

Legal Citations:
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)

Legal Notes:
Records in This record series contain Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 840**

Licenses, Business Background: Suspensions and Revocations

Description:
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.

Minimum Retention Period:
Ten (10) calendar years from date of last action.

Legal Citations:
NRS 463.160, NRS 463.1605, NRS 463.180, NRS 463.190, NRS 463.280, NAC 239.165 (1)(2)

Legal Notes:
Records in This record series contain Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 838**

Licenses, FCC: Station

Description:
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.

Minimum Retention Period:
Six (6) calendar years from the expiration or renewal of the license.

Legal Citations:
47 CFR 90.15 to 47 CFR 90.20, 47 CFR 64.2100 to 47 CFR 64.2106, NRS 11.190 (1)(b), NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 845**

Minutes of Police Commission Meetings

Description:
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, audio / video recordings, attendance sheets, correspondence, and related records.

Minimum Retention Period:
Retain this record series Permanently; Or retain for a minimum period of five (5) calendar years from the date of the meeting and transfer the records to one of the facilities described in NAC 239.850 (1)(b), for continued public access and archival preservation.

Legal Citations:
NRS 241.035, Open Meeting Law Manual (Office of the Attorney General), NAC 239.850

Legal Notes:
The minutes of closed meetings may contain Confidential information. See NRS 241.035 (2)(a)(b)(c) for details.

Note:
For archival preservation and continued public access, and in accordance with NRS 241.035 (2) and NAC 239.850 (1)(b), the minutes of a public body, including agendas, exhibits and other related records, may be transferred to: The Nevada Historical Society; The Nevada Museum and Historical Society; An archival program or special collections of the University and Community College System of Nevada; or a facility that: complies with the requirements set forth in NAC 239.740 ; has been approved by the governing body that created the minutes; has received the written approval of the State Library and Archives Administrator; and is located in this state.

Title: **LRDA Number:** **2007- 1511**

Missing Persons Incident/Crime Report

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
NRS 432.185 to NRS 432.380, NRS 179A.400, NRS 480.500 , NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential Information.

Note:
See also Incident/Crime Reports.

Title: **LRDA Number:** **2007- 1634**

Mobile Data Computer Transmissions (MDC)

Description:
This series documents mobile data computer transmissions such as dispatch related transactions, information checks, status updating, and messaging transactions between patrol units.

Minimum Retention Period:
Retain transmissions used as evidence or subpoenaed until all legal action has been resolved. Retain all other transmissions for ninety (90) days.

Legal Citations:
NRS 239C.210 (f), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 1461**

Parking Citations

Description:
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.

Minimum Retention Period:
Two (2) calendar years from the date of issuance.

Legal Citations:
NRS 484.810, NRS 484.444

Title: **LRDA Number:** **2007- 1463**

Parking Meter Collection Records

Description:
This record series documents the collection and deposit of funds received from parking meters.

Minimum Retention Period:
Until completion of annual audit.

Legal Citations:
NRS 266.280, NRS 484.099, NRS 354.624

Title: **LRDA Number:** **2007- 848**

Pawn Shop Records

Description:
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.

Minimum Retention Period:
One (1) calendar year from the date of the record.

Legal Citations:
NRS 646.020 to NRS 646.047, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 807**

Peace Officer Disciplinary Action Records

Description:
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.

Minimum Retention Period:
Three (3) calendar years after employee separation.

Legal Citations:
NRS 289.020 to 289.120, NRS 11.190 (3)(d), NAC 284.718, NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
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.

Title: **LRDA Number:** **2007- 1506**

Photographs, Law Enforcement

Description:
This record series consists of photographic images (stills, prints, negatives, slides, ect.) of crime scenes, accidents, domestic violence, property damage, property and similar photographs.

Minimum Retention Period:
Retain this record series for the same retention period as the applicable incident/crime report.

Note:
Review for historical value.

Title: **LRDA Number:** **2007- 1465**

Police Officer Medical Files

Description:
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.

Minimum Retention Period:
Six (6) calendar years after the death of the police officer. (See NAC 617.080 (2))

Legal Citations:
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)

Legal Notes:
This record series contains Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
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.

Title: **LRDA Number:** **2007- 851**

Polygraph Examinations

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the date of the test.

Legal Citations:
29 CFR 801.30, NRS 648.183 to NRS 648.199, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 853**

Press/Media Releases

Description:
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.

Minimum Retention Period:
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.

Title: **LRDA Number:** **2007- 852**

Processes, Civil Cases

Description:
This record series documents 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.

Minimum Retention Period:
One (1) calendar year after date of service or return.

Legal Citations:
NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure

manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1633**

Radio and Car Logs

Description:
This record series documents radio calls giving time called, car or station calling, car or station called, car location, nature of call, and acknowledgment.

Minimum Retention Period:
One (1) calendar year from the date of the call.

Title: **LRDA Number:** **2007- 859**

Records Dissemination Log

Description:
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.

Minimum Retention Period:
One (1) calendar year from date information was provided.

Legal Citations:
NRS 179A.130, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 861**

Records Of Convicted Person Registration

Description:
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, drivers 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.

Minimum Retention Period:
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.

Legal Citations:
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)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
NRS 179C.010 "Convicted person" defined. 1. Except as otherwise provided in subsection 2, as used in this chapter, unless the context otherwise requires, "convicted person" means:
(a) 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. (b) A person convicted in the State of Nevada of an offense punishable as a category A felony. (c) 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.

Title: **LRDA Number:** **2007- 860**

Records Ordered Sealed by a Court

Description:
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.

Minimum Retention Period:
Retain the sealed record for the same authorized retention period as the equivalent non-sealed record, unless directed otherwise by a court of record.

Legal Citations:
NRS 179.245 to 179.301, NRS 176A.265, NRS 453.3365, NRS 239.125, NAC 239.165 (1)(2)

Legal Notes:
The sealing of a record limits access to the record, but does not normally effect the retention period.

Note:
Non-permanent records in this series should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 862**

Registration of Firearms

Description:
This record series documents the registration of firearms at the request of the firearm owner or as required by county/municipal code.

Minimum Retention Period:
Twenty-five (25) calendar years from the date of registration or re-registration.

Legal Citations:
Clark County Code 12.04.110 to 12.04.210

Legal Notes:
Title 12 of the Clark County Code requires the registration of firearms capable of being concealed.

Note:
Review for historical value.

Title: **LRDA Number:** **2007- 1685**

Sex Offenders and Offenders Convicted of a Crime Against a Child Registration

Description:

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, drivers 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.

Minimum Retention Period:

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.

Legal Citations:

NRS 179D.010 to 179D.570, NRS 213.1243, NAC 213.290, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1459**

Special Watch Records

Description:

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.

Minimum Retention Period:

Cancellation of the watch.

Legal Citations:

NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 855**

Speed-Timing Equipment

Description:

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.

Minimum Retention Period:

Three (3) calendar years after equipment is no longer in service.

Legal Citations:
NRS 459.920, NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 850**

Suspect Photographs (including Mug Shots)

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
NRS 171.1223 to 171.123, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 877**

Traffic Citations

Description:
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, officer's name, and signature of person receiving citation.

Minimum Retention Period:
Two (2) calendar years from the date of issuance.

Legal Citations:
NRS 484.695 to NRS 484.701, NRS 706.235, NRS 484.813, NAC 239.165 (1)(2) (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 875**

Traffic: Accident Incident/Crime Reports

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 880**

Vehicles, Maintenance and Repair Records

Description:
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.

Minimum Retention Period:
Life of vehicle; If the vehicle is involved in an accident retain for the life of the vehicle plus three (3) calendar years.

Legal Citations:
NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 882**

Warrants (copy of court records)

Description:
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.

Minimum Retention Period:
Until served, executed, recalled, or cancelled by the court.

Legal Citations:
NRS 248.100, NRS 259.140, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure

manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 885**

Work Permit/Cards

Description:
This record series documents and administers 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.

Minimum Retention Period:
Three (3) calendar years from the expiration, renewal, or denial of the work card.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
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.

Title: **LRDA Number:** **2007- 891**

Work Permit/Cards for Prostitutes, All Records

Description:
This record series documents and administers records associated with the employee's of brothels (prostitutes, bartenders, managers, and others) required by county code to be licensed.

Minimum Retention Period:
Twenty (20) calendar years from the expiration, renewal, or denial of the work card.

Legal Citations:
NAC 441A.800 to 441A.815, County Code, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** 2007- 889

Work Permits/Cards: Receipts for Work Cards

Description:
This record series documents the payment of fees for processing work cards.

Minimum Retention Period:
Until resolution of an annual audit.

Legal Citations:
NRS 354.624

Law Library

Title: **LRDA Number:** **2007- 893**

Catalog Records

Description:
This series consists of electronic or physical records identifying and describing books and other materials in library collection. Information usually includes name of author, title, subject, publisher, publication date, and call number.

Minimum Retention Period:
Until superseded or no longer needed for reference.

Title: **LRDA Number:** **2007- 894**

Collections of Fines and Fees

Description:
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.

Minimum Retention Period:
Until annual audit is completed

Legal Citations:
NRS 354.624, NRS 239.013, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 895**

Copy Log

Description:
This series documents copy machine usage.

Minimum Retention Period:
Until annual audit is completed

Legal Citations:
NRS 354.624

Title: **LRDA Number:** **2007- 1561**

Narrative Reports

Description:
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.

Minimum Retention Period:
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.

Title: **LRDA Number:** **2007- 898**

Register of Borrowers

Description:

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.

Minimum Retention Period:

One (1) calendar year after last activity shown on register.

Legal Citations:

NRS 239.013, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 899**

Reports to County Commissioners

Description:

This series documents reports to the Board of County Commissioners by the board of law library trustees on the condition for the past year of the board's trust including: A full statement of all the board's property and money received, whence derived, how used and how expended, the number of books, periodicals and other publications on hand, the number of books, periodicals and other publications added by purchase, gift or otherwise during the year, the number of books, periodicals and other publications lost or missing, financial reports of all receipts and disbursements of money , and any other information that might be of interest to the Board of County Commissioners.

Minimum Retention Period:

Ten (10) calendar years from the end of the calendar year to which the report pertains.

Legal Citations:

NRS 380.090

Parks and Recreation

Title: **LRDA Number:** **2007- 900**

Activity Reports

Description:

These reports document the program or primary activities and accomplishments of parks and recreation departments for the previous year. They 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.

Minimum Retention Period:

Retain annual activity reports Permanently. Retain other activity and statistical reports (not otherwise scheduled in this section) for two (2) calendar years from the year created.

Legal Citations:

NRS 239.0105, NAC 239.165 (1)(2)

Legal Notes:

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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

This record series is useful for planning and budgeting, reference, performance monitoring, program justification, position justification and similar uses.

Title: **LRDA Number:** **2007- 901**

Agreements

Description:

This record series documents the negotiation, execution, completion, and termination of legal agreements between Parks and Recreation Departments and other parties.

Minimum Retention Period:

Six (6) calendar years after termination of the agreement.

Legal Citations:

NRS 11.190 (1)(b)

Title: **LRDA Number:** **2007- 903**

Application to Become a Park Commissioner

Description:

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.

Minimum Retention Period:

Two (2) calendar years after the applicant is accepted or rejected.

Legal Citations:

29 CFR 1602.31, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 904**

Applications to Rent or Lease Facilities

Description:
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.

Minimum Retention Period:
Until annual audit is completed

Legal Citations:
NRS 354.624, NRS 239.0105

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 906**

Construction of Facilities, Proposed or Completed

Description:
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.

Minimum Retention Period:
Six (6) calendar years after construction completed or abandoned.

Legal Citations:
NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 908**

Contractors, Records of Persons Hired as

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from the completion of the project.

Legal Citations:
NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 916**

Equipment: Rental Records

Description:
This record series documents the renting of parks and recreation equipment by individuals or groups.

Minimum Retention Period:
Until annual audit is completed

Legal Citations:
NRS 354.624, NRS 239.0105, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 911**

Equipment: Usage Reports

Description:
This record series documents the use of parks and recreation equipment by individuals or groups.

Minimum Retention Period:
One (1) fiscal year from the end of the fiscal year to which the record pertains.

Legal Citations:
NRS 239.0105, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 910**

Equipment: Use Requests

Description:
This record series documents requests by individuals or groups to use parks and recreation equipment.

Minimum Retention Period:
One (1) fiscal year from the end of the fiscal year to which the record pertains.

Legal Citations:
NRS 239.0105, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1579**

Park and Facility Inspection Records

Description:
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.

Minimum Retention Period:
Six (6) calendar years from the date of the inspection.

Legal Citations:
NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 11.190 (4)(e)

Title: **LRDA Number:** **2007- 917**

Park/Facility Inventories, Property and Equipment

Description:
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.

Minimum Retention Period:
One (1) fiscal year after inventory is updated/superseded.

Title: **LRDA Number:** **2007- 919**

Permits Issued for Park or Facility Use

Description:
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.

Minimum Retention Period:
One (1) fiscal year after completion of an annual audit.

Legal Citations:
NRS 354.624, NRS 239.0105, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 920**

Programs: Accidents Occurring During a Program Which Result in Personal Injury or Death

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year to which the record pertains, if no action is pending.

Legal Citations:
NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239.0105, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 921**

Programs: Descriptions of Programs

Description:
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.

Minimum Retention Period:
Until program is completed

Title: **LRDA Number:** **2007- 922**

Programs: Participant Registration and Attendance Records

Description:
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.

Minimum Retention Period:
One (1) calendar year after program ended.

Legal Citations:
NRS 239.0105, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure

manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 923**

Programs: Payment Records, Participants

Description:
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.

Minimum Retention Period:
Until annual audit is completed

Legal Citations:
NRS 354.624, NRS 239.0105, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 925**

Programs: Senior Citizens' Program Records

Description:
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.

Minimum Retention Period:
Five (5) calendar years after program completed.

Legal Citations:
NRS 239.0105, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 926**

Schedules for Use of Facilities

Description:
This record series documents the scheduling of parks and recreation facilities for use by individuals or groups.

Minimum Retention Period:
One (1) calendar year from date scheduled.

Legal Citations:
NRS 239.0105, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 927**

Statements or Waivers Releasing a Park or Recreation Department from Liability for Personal Injury

Description:
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.

Minimum Retention Period:
Two (2) calendar years from the cessation of activity for which the release/waiver was signed, if no action is pending

Legal Citations:
NRS 11.190 (4)(e), NRS 239.0105, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1673**

Swimming Pool Operating Records

Description:
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.

Minimum Retention Period:
Retain operation related records for three (3) calendar years from the end of the calendar year to which the record pertains. Retain copies of related accounting documents until completion of an annual audit.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Personnel

Title: **LRDA Number:** **2007- 1691**

Affirmative Action Program Files

Description:

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.

Minimum Retention Period:

Three (3) calendar years from the end of the calendar year to which they pertain.

Legal Citations:

29 CFR Part 1608, 41 CFR Part 60-2, 29 CFR 1602.30, NRS 613.310 to 613.435, NAC 239.165 (1)(2).

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

The federal Equal Opportunity Survey is Confidential in accordance with 41CFR 60-2.18 (d).

Title: **LRDA Number:** **2007- 302**

Alcohol and Drug Testing Records

Description:

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.

Minimum Retention Period:

Five (5) calendar years from the date screening was completed.

Legal Citations:

42 USC section 1320d et seq., 45 CFR 164.501, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:

This record series contains Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). These records are not personnel records and must be kept in a separate location from employee personnel records per NRS 284.4068.

Note:

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.

Title: **LRDA Number:** **2007- 1422**

Americans With Disabilities Act (ADA) Compliance Records

Description:

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.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year to which they pertain.

Legal Citations:
29 USC section 255, 29 CFR 1602.31, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
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.

Note:
This record series contains Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 1662**

Appeals Files (Disciplinary Actions)

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
29 CFR 1602.30, NRS 281.645, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 303**

Applications and Resumes-Hired

Description:
This record series consists of applications and/or resumes submitted to agencies by individuals seeking employment, transfer, or promotion.

Minimum Retention Period:
Retain in master personnel file.

Legal Citations:
42 USC section 405 (c)(2)(C)(viii) , 29 CFR 1602.31, NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1272**

Applications and Resumes - Not Hired

Description:
This record series consists of applications and/or resumes submitted to agencies by individuals seeking employment, transfer, or promotion that was not hired.

Minimum Retention Period:
Two (2) calendar years from the close of the recruitment process.

Legal Citations:
42 USC section 405 , 29 CFR 1602.31, NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential Information, and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 48**

Attendance Records, Employees (office copies)

Description:
This record series documents employee hours worked, and may include but is not limited to time sheets or cards, leave forms, internal computer printouts, related correspondence, and similar documents.

Minimum Retention Period:
Three (3) fiscal years from the year to which it pertains.

Legal Citations:
29 CFR 516.5, NRS 11.190 (3)(d)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 304**

Background Surveys of Personnel

Description:
This record series documents the background of new or potential employees and may contain, but is not limited to, employment reference information, background survey questionnaires, copies of fingerprint cards, information gathered from criminal background checks, correspondence and related documents.

Minimum Retention Period:
Three (3) calendar years from the date survey is completed.

Legal Citations:
29 CFR 1602.31, NRS 11.190 (3)(d), NRS 239B.010 to NRS 239B.020, NRS 179A.075, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1286**

Continuation of Insurance Benefits (COBRA) Records

Description:
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.

Minimum Retention Period:
Six (6) calendar years after eligibility has expired.

Legal Citations:
26 CFR 54.4980B-1 through 54.4980B, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2),

Legal Notes:
This record series contains Confidential or Sensitive Information, and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1660**

Continuing Education Files

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the end of the renewal period.

Legal Citations:
42 USC section 405 (c)(2)(C)(viii) NRS 205.4617, NRS 239B.030, NRS 11.190(3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 306**

Deferred Compensation Plans - Participant Records

Description:
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.

Minimum Retention Period:
Six (6) calendar years from the close of the participants account or accounts.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1285**

Deferred Compensation Plans - Plan Details

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
29 CFR 1627.3, 29 USC section 1027, 29 CFR 2520, 26 USC section 401(a), 26 USC section 457(g), NRS 287.381 to 287.480, NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 1298**

Disciplinary Actions

Description:
This record series documents dismissals, suspensions, progressive disciplinary measures, and other actions against employees. This series may include, but is not limited to, cause statements, investigative records, interview and hearing records, findings and recommendations, employee's reply, correspondence and related records.

Minimum Retention Period:
Three (3) calendar years from the final action in the case.

Legal Citations:
29 CFR 1602.31, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1296**

Donated Leave Program Records

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from the fiscal year in which the leave was donated or used.

Legal Citations:
NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1690**

EEO Reports

Description:
This record series is used to document reports required by the state and federal Equal Employment Opportunity Commission in accordance with 29 CFR 1602. This series may contain, but is not limited to, "State and Local Government Information Report" EEO-4 (See 29 CFR 1602.30 to 1602.31), "Elementary-Secondary Staff Information Report" EEO-5 (See 29 CFR 1602.39 to 1602.41), work papers which were used in the compiling of the EEO reports, related correspondence and similar documentation.

Minimum Retention Period:
Three (3) calendar years from the submission of the report.

Legal Citations:
29 CFR 1602.30 to 1602.45, NRS 613.310 to 613.435

Title: **LRDA Number:** **2007- 307**

Eligibility Lists

Description:
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.

Minimum Retention Period:
Two (2) calendar years from the year to which the records pertain.

Legal Citations:
29 CFR 1602.31, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1295**

Employee Assistance Program Case Files - Required

Description:
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.

Minimum Retention Period:
Six (6) calendar years after employee completes program.

Legal Citations:
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)

Legal Notes:
This record series is Confidential and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1294**

Employee Assistance Program Case Files - Voluntary

Description:
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.

Minimum Retention Period:
Six (6) calendar years after last treatment or session.

Legal Citations:
42 USC section 290dd-2, 42 CFR 2.1, 42 CFR 2.2, 42 CFR 2.13, NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 330**

Employee Development / Training Records - "Office Copy"

Description:
This record series provides documentation and verification of staff training activities. This series may include, but is not limited to, employee name, social security or personnel ID number, agency copy of training records usually forwarded to, or maintained by, Human Resources, training calendars, course descriptions and information, training announcements and notices, request for training forms, out of state travel request forms, training plans, registration receipts, attendance rosters, copies of certificates, documents granting educational leave and stipends, tuition receipts and similar documentation.

Minimum Retention Period:
Three (3) fiscal years from the fiscal year to which it pertains.

Legal Citations:
NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1375**

Employee Development \Training Records - "Official Copy"

Description:
This record series documents and administers 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.

Minimum Retention Period:
Five (5) calendar years from the transfer, separation, retirement, or termination of an employee.

Legal Citations:
29 CFR 1910.1001(4), NAC 239.021, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
A copy of the employee's development and training information should be sent to the employee and the new agency upon transfer.

Title: **LRDA Number:** **2007- 1290**

Employee Directories, Rosters or Indexes

Description:
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.

Minimum Retention Period:
Until superseded or no longer in use.

Title: **LRDA Number:** **2007- 58**

Employee Files Maintained in an Office or Department

Description:
This record series is usually maintained by agency personnel officers, and is an administrative copy of the master personnel file retained by the Personnel/Human Resources department. This series may include, but is not limited to, applications, payroll forms, employee appraisal and evaluation forms, work performance standards, alcohol and drug free workplace acknowledgement, retirement action forms, personnel related federal forms, resumes, transcripts, educational and training certificates, correspondence and related documents.

Minimum Retention Period:
One (1) calendar year from the end of the calendar year in which the employee terminated or transferred to another office or department (main personnel file is retained by the personnel department / human resources).

Legal Citations:
NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential and sensitive information and must be destroyed in accordance with NAC 239.165 when the retention period has expired. Address public-access issues with your records manager,

records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
The following documents should NOT be placed in employee files: employment verification documentation (INS-I-9), recruitment documents, documents relating to alcohol and drug testing, medical records, documents relating to disabilities, (including ADA related records), investigative documents pertaining to grievances and disciplinary actions, EEO complaints, workers compensation records, and similar types of documents.

Title: **LRDA Number:** **2007- 1276**

Employee Handbooks

Description:
This record series consists of guidelines created to explain the internal operations, policies, and procedures of the agency to a new employee.

Minimum Retention Period:
Six (6) calendar years from the date the handbook is superseded or discontinued.

Title: **LRDA Number:** **2007- 837**

Employee Licenses / Certificates

Description:
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.

Minimum Retention Period:
Retain the three (3) most current years of records for a period of three (3) calendar years after expiration of the certification or license.

Legal Citations:
NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1236**

Employee Medical Records [Except Police Officers and Firefighters]

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
29 CFR 1630.14, 42 CFR 1003.132, 45 CFR 164.502, NRS 629.021 to 629.061, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
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.

Title: **LRDA Number:** **2007- 1289**

Employee Medical Records - Hazard Exposure Records

Description:
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, correspondence and similar documents.

Minimum Retention Period:
Thirty (30) calendar years after employee separation.

Legal Citations:
29 CFR 1910.1020 to 1910.1030, 45 CFR 164.502, NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
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.

Title: **LRDA Number:** **2007- 332**

Employee Recognition Program Records

Description:
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.

Minimum Retention Period:
Two (2) calendar years from the date of the record.

Title: **LRDA Number:** **2007- 1288**

Employment Contracts

Description:
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.

Minimum Retention Period:
Six (6) years after expiration of the contract or agreement.

Legal Citations:
29 CFR 516.5, NRS 11.190 (1)(b)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 309**

Employment Examination Records

Description:
This record series is used to document employment examinations and may contain, but is not limited to, examination grades or scores, announcements, grading scales, keyed exams, test monitor's list of candidates, any research toward the development of the tests, examination plan, and any other selection or screening criteria.

Minimum Retention Period:
Three (3) calendar years from the date of the examination, or until the final disposition of a charge of discrimination, whichever is longer.

Legal Citations:
29 CFR 1602.31, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1098**

Evidence of Insurability Files

Description:
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.

Minimum Retention Period:
Six (6) calendar years after the receipt of the records.

Legal Citations:
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 CFR164.530 (j), NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
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. Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 310**

Family Leave (FMLA) Records

Description:

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.

Minimum Retention Period:

Three (3) fiscal years from the end of the fiscal year in which the leave was taken

Legal Citations:

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

Legal Notes:

This record series contains Confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1469**

Fitness For Duty Files

Description:

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.

Minimum Retention Period:

Three (3) calendar years from the date of final action.

Legal Citations:

29 USC section 1320d-2 (d)(2), 42 U.S.C. § 1320d-6, 45 CFR 164.502, NAC 239.165 (1)(2)

Legal Notes:

This record series contains Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1247**

Garnishments

Description:

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.

Minimum Retention Period:
Six (6) fiscal years from the end of the fiscal year to which the records pertain.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1661**

Grievance Files: Record on Judicial Review

Description:
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.

Minimum Retention Period:
Six (6) calendar years from the date of the final court action, or the date the action was withdrawn, settled or dismissed.

Legal Citations:
NRS 11.190 (1)(a), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 311**

Grievances: Case Files

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the date the case is withdrawn, settled or dismissed.

Legal Citations:
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)

Legal Notes:
This record series contains Confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 312**

Grievances: Hearings

Description:

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.

Minimum Retention Period:

Three (3) calendar years after the final disposition of the case.

Legal Citations:

29 CFR 1602.30, 29 CFR 1602.31, 29 CFR 1602.40, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:

This record series contains Confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 314**

Group Health and Life Insurance Plans

Description:

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, election forms, authorization forms, change forms, reinstatement forms, pre-tax documentation, copies of medical records, related correspondence and other documents pertinent to benefits.

Minimum Retention Period:

Six (6) calendar years from the date the employee is no longer covered under any benefit package.

Legal Citations:

42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), 45 CFR 164.530 (j), NRS 11.190 (1)(b), NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:

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.

Title: **LRDA Number:** **2007- 313**

Inactive Recruitment Files

Description:

This record series documents closed position recruitments in which applicants were not hired. This series may contain, but is not limited to, copies of applications, position/classification information, training and experience evaluation forms, test scores, lists of questions, interview documents, scoring sheets, correspondence and similar documents.

Minimum Retention Period:

Two (2) calendar years from the close of the recruitment.

Legal Citations:
29 CFR 1602.31, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 315**

Job Advertisements

Description:
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.

Minimum Retention Period:
Two (2) calendar years from the close of the recruitment.

Legal Citations:
29 CFR 1602.31

Title: **LRDA Number:** **2007- 317**

Labor Negotiations

Description:
This record series documents negotiations between the local government and employee representatives. This series may include, but is not limited to, negotiation notes, various reports, contract documents, letters of agreement, cost analyses, arbitration findings, minutes, recordings, attendance records, correspondence, and related records.

Minimum Retention Period:
Five (5) calendar years from the close of the negotiations.

Legal Citations:
29 CFR 405.9

Title: **LRDA Number:** **2007- 1241**

Leave Requests

Description:
This record series documents an employee's request for sick, vacation, compensatory, or other leave time.

Minimum Retention Period:
Three (3) fiscal years from the fiscal year to which the documentation pertains.

Legal Citations:
NRS 11.190 (3)(d), NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 321**

Master Personnel File

Description:

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, exit interview records, computer printouts, personnel action forms, correspondence and similar documents related to an individual's employment.

Minimum Retention Period:

Retain records which document employment history (including but not limited to salary history and longevity documents) for a minimum period of thirty (30) calendar years from the end of the calendar year in which the individual terminated. Records which do not document employment history and are not scheduled else where 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 terminated.

Legal Citations:

42 USC section 405 (c)(2)(C)(viii) , 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)

Legal Notes:

This record series contains Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:

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.

Title: **LRDA Number:** **2007- 1552**

OSHA Files

Description:

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.

Minimum Retention Period:

Five (5) calendar years from the end of the calendar year to which they pertain.

Legal Citations:

29 CFR 1904.29, 29 CFR 1904.33, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 318**

Pay Resolutions for Management and Classified Employees

Description:
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.

Minimum Retention Period:
Two (2) calendar years from the date of the record.

Legal Citations:
29 CFR 1602.31

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1700**

Personal Protective Equipment (PPE) Records

Description:
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

Minimum Retention Period:
Three (3) calendar years after the disposal of the protective equipment.

Legal Citations:
29 CFR 1910.132 to 1910.138, NRS 11.190 (3)(d), NRS 11.190 (4)(e)

Legal Notes:
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 this section. (See Employee Medical Records and Employee Medical Records - Hazard Exposure)

Title: **LRDA Number:** **2007- 1297**

Personnel Files - Temporary and Seasonal Employees

Description:
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.

Minimum Retention Period:
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 termination. If the employees length of continuous service is less than one (1) year retain this record series for a minimum period of three (3) calendar years after termination.

Legal Citations:
NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1287**

Photo Identification Records

Description:
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.

Minimum Retention Period:
Until superseded or obsolete.

Legal Citations:
NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1284**

Position Description Records

Description:
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.

Minimum Retention Period:
Two (2) calendar years after superseded or eliminated.

Legal Citations:
29 CFR 1602.31

Title: **LRDA Number:** **2007- 323**

Position Reports

Description:
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.

Minimum Retention Period:
Two (2) calendar years after superseded.

Legal Citations:
29 CFR 1602.31

Title: **LRDA Number:** **2007- 624**

Promotion Records

Description:

This record series documents exams, evaluations, and similar documents used to determine eligibility of department staff for promotional opportunities. This series may include, but is not limited to, announcements, aptitude tests, skills tests, answer keys, individual test scores, results from oral interviews, certifications, recommendations, various notices, promotion lists, memos, correspondence, and similar documents.

Minimum Retention Period:

Three (3) calendar years from date of exam or evaluation.

Legal Citations:

29 CFR 1602.30, 29 CFR 1602.31, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1470**

Reasonable Accommodation Records

Description:

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.

Minimum Retention Period:

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.

Legal Citations:

42 U.S.C. § 12101 et seq., 29 CFR 1630.14, 42 U.S.C. § 405 (c)(2)(C)(viii) , NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:

This record series contains Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:

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.

Title: **LRDA Number:** **2007- 325**

Recruitment Files

Description:

This record series documents the recruitment and selection of employees. Records may include, but are not limited to, job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, classification specifications, affirmative actions records, interview questions, interview and application scoring notes, applicant background investigation information, letters of reference, civil service records, position authorization forms, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and

ratings levels), and related correspondence and documentation.

Minimum Retention Period:
Three (3) calendar year from the close of the recruitment.

Legal Citations:
29 CFR 1602.31, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1471**

Recruitment Files: Pre-Employment Medical Screenings

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the close of the recruitment process.

Legal Citations:
29 CFR 1630.14, NRS 11.190 (3)(d), NRS 613.310 to 613.435, NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
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.

Title: **LRDA Number:** **2007- 455**

Retirement and Deduction Reports - Public Employees Retirement System (PERS)

Description:
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.

Minimum Retention Period:
Six (6) fiscal years from the fiscal year to which the reports pertain.

Legal Citations:
42 U.S.C. § 405 (c)(2)(C)(viii) [SSN], NRS 286.290, NRS 286.460, NRS 11.190 1(b), NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
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.

Title: **LRDA Number:** **2007- 326**

Salary Actions

Description:
This record series documents actions which effect an individual's pay, grade or classification.

Minimum Retention Period:
Three (3) calendar years from the date of the action.

Legal Citations:
29 CFR 516.5, 29 CFR 516.6

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1381**

Salary Surveys

Description:
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.

Minimum Retention Period:
Two (2) calendar years from the end of the calendar year in which the study was conducted.

Note:
Review for historical value.

Title: **LRDA Number:** **2007- 1382**

Salary/Wage Schedules

Description:
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.

Minimum Retention Period:
Six (6) calendar years from the date schedule is superseded.

Legal Citations:
29 CFR 516.6, 29 CFR 1602.31, NRS 11.190 (1)(b)

Note:
Review for historical value.

Title: **LRDA Number:** **2007- 1293**

Search Committee Files

Description:
This record series documents activities of specially formed search committees charged with recruiting new or replacement managerial, key staff, or other hard-to-fill positions. This series may include, but is not limited to, applications, résumés, open position announcements, copies of advertisements in newspapers and professional publications, correspondence and other recruitment related records.

Minimum Retention Period:
Transfer applications and other records for individual hired to personnel file. Retain applications and other records for individuals not hired two (2) years after position filled.

Legal Citations:
29 CFR 1602.31

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 627**

Seniority Lists

Description:
This record series documents the ranking of employees by the employee's length of service.

Minimum Retention Period:
Until superseded by a new list.

Legal Citations:
NRS 613.380

Title: **LRDA Number:** **2007- 1323**

Sexual Harassment / Discrimination Files

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the final action of the case.

Legal Citations:
NRS 613.075 (3), NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 327**

Time Cards and Sheets

Description:

This record series documents the hours worked and leave hours accrued or taken by employees on a daily, weekly, or monthly basis. Information may include, but is not limited to, employee name, social security or employee number, hours worked, type and number of leave hours taken or accrued, total hours, dates and related data.

Minimum Retention Period:

Three (3) fiscal years from the fiscal year to which they pertain.

Legal Citations:

29 CFR 516.5, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1528**

Travel Records - Employee

Description:

This record series documents requests, authorizations, reimbursements, and other actions related to employee travel. This series may include, but is not limited to, travel requests, travel itineraries, authorizations, approval signatures, travel vouchers, plane tickets or stubs, parking expense documents, expense reports, receipts, related correspondence and similar documents.

Minimum Retention Period:

Three (3) fiscal years from the end of the fiscal year to which records pertain.

Legal Citations:

NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1445**

Unemployment Insurance Records

Description:

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.

Minimum Retention Period:

Four (4) calendar years from the end of the calendar year to which they pertain.

Legal Citations:
NRS 612.220, NRS 612.260, NRS 612.265, NAC 612.020, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1446**

Unemployment Insurance Records - Employer Contribution Records

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
NRS 612.220, NRS 612.260, NRS 612.265, NAC 612.020, NAC 612.030, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 328**

Union Contracts

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
29 CFR 516.5, NRS 11.190 (1)(b), NRS 11.190 (3)(d)

Note:
This series should be reviewed for historical value.

Title: **LRDA Number:** **2007- 1292**

Unsolicited Applications and/or Resumes

Description:
This record series documents applications or resumes received for which no position has been announced.

Minimum Retention Period:
Six (6) months from the date the application is received if not returned to the solicitor.

Legal Citations:
NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 329**

Verification of Eligibility for Employment (United States Immigration and Naturalization Service form I-9)

Description:
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.

Minimum Retention Period:
Three (3) calendar years after the date the form is received, or one (1) year after employment is terminated, whichever is later.

Legal Citations:
8 U.S.C. §1324a (3), 8 CFR 274a, NAC 239.165 (1)(2)

Legal Notes:
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.

Note:
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.

Title: **LRDA Number:** **2007- 331**

Volunteer Worker Records

Description:
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.

Minimum Retention Period:
Three (3) calendar years after separation.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1423**

Workers' Compensation Claim Files - Insurer Copy

Description:
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.

Minimum Retention Period:
Six (6) calendar years after the death of the injured employee.

Legal Citations:
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)

Legal Notes:
This record series contains Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
The determination of who is legally considered the “Insurer” (as defined in NAC 616C.070) should be addressed by your agency legal counsel.

Title: **LRDA Number:** **2007- 1424**

Workers' Compensation Claims File - Agency Copy

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the closure, resolution or cancellation of the claim or case.

Legal Citations:
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)

Legal Notes:
This record series contains Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
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.

Planning Commissions / Districts

Title: **LRDA Number:** **2007- 931**

Annual Reports

Description:

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.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 278.0286

Title: **LRDA Number:** **2007- 934**

Facilities Plans

Description:

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.

Minimum Retention Period:

Until facility ceases to exist.

Legal Citations:

NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1719**

Hearings - Notice of Public Hearing

Description:

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.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 278.0217

Title: **LRDA Number:** **2007- 935**

Master Plan

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 278.150

Title: **LRDA Number:** **2007- 938**

Records of Actions Taken Against Commission or District

Description:
This series documents legal actions taken against Planning Commissions or Districts in accordance with state law.

Minimum Retention Period:
Six (6) calendar years after action is resolved.

Legal Citations:
NRS 278.0233, NRS 11.190 (1)(a)

Title: **LRDA Number:** **2007- 939**

Records of Official Actions

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 278.290

Title: **LRDA Number:** **2007- 940**

Records of Public Hearings

Description:
This series documents public hearings conducted prior to adoption or amendment of master plans.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 278.220

Title: **LRDA Number:** **2007- 942**

Regional Plan

Description:
This series documents the development, review and/or amendment of regional plans in accordance with state law.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 278.0272

Title: **LRDA Number:** **2007- 943**

Reports from Public Utilities

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the receipt of the report.

Legal Citations:
NRS 278.145, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 944**

Resolutions

Description:
These are formal statements of a decision, or expression of opinion put before or adopted by Planning Commissions or Districts.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 278.050

Title: **LRDA Number:** **2007- 945**

Rules for Transactions of Business

Description:
These are written instructions, rules, and guidelines (usually in manual form) which document a Planning Commission/District methods for transaction of business.

Minimum Retention Period:
Six (6) calendar years after superseded or abandoned officially.

Legal Citations:
NRS 278.050, NRS 11.190 (1)(b)

Title: **LRDA Number:** 2007- 932

Staff Reports

Description:

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.

Minimum Retention Period:

Three (3) calendar years from the date of submission to the Commission or District.

Legal Citations:

NRS 278.050, NRS 278.290

Note:

Summaries of these types of reports are usually included in the minutes of Planning Commission/District meetings.

Public Administrator

Title: **LRDA Number:** 2007- 946

Case Files

Description:

This series contains all information, reports, court records, and similar documents on cases in which the Public Administrator is involved.

Minimum Retention Period:

Six (6) calendar years after the case is closed

Legal Citations:

NRS 11.190 (1)(a)

Title: **LRDA Number:** 2007- 947

Inventories of Property

Description:

This series is a listing of all properties which are part of a decedent's estate.

Minimum Retention Period:

Six (6) calendar years after case is closed.

Legal Citations:

NRS 11.190 (1)(a)

Public Defender

Title: **LRDA Number:** **2007- 1405**

Annual Reports

Description:

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.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 260.070, NRS 260.075

Legal Notes:

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).

Title: **LRDA Number:** **2007- 1406**

Appealed Cases

Description:

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.

Minimum Retention Period:

Seven (7) calendar years after termination of the representation.

Legal Citations:

42 U.S.C. § 405 (c)(2)(C)(viii) [SSN], SRC 165(1), SRC 156, 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)

Legal Notes:

This record series may contain Confidential and/or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 948**

Office Files and Records of Adult Clients Represented

Description:

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, 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.

Minimum Retention Period:

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.

Legal Citations:
42 USC section 405, SCR 165 (1), SRC 156, NRS 49.035 to 49.115, NRS 260.010 to 260.080, NRS 171.188, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential and/or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 949**

Office Files and Records of Juvenile Clients Represented

Description:
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, 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.

Minimum Retention Period:
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.

Legal Citations:
42 USC section 405, SCR 165 (1), SRC 156, 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)

Legal Notes:
This record series may contain Confidential and/or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Public Library

Title: **LRDA Number:** **2007- 959**

Acquisition Records

Description:

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.

Minimum Retention Period:

Until annual audit is completed

Legal Citations:

NRS 354.624

Title: **LRDA Number:** **2007- 950**

Applications for Library Card

Description:

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.

Minimum Retention Period:

Until application is processed.

Legal Citations:

42 USC section 405, NRS 239.013, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 951**

Catalog Records

Description:

This record series consists of electronic or physical records identifying and describing books and other materials in public library collections.

Minimum Retention Period:

Until superseded

Title: **LRDA Number:** **2007- 1585**

Daily Sign-In or Sign-Up Records

Description:
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.

Minimum Retention Period:
Until close of business day.

Legal Citations:
NRS 239.013, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 1583**

Equipment Use Records

Description:
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.

Minimum Retention Period:
One (1) fiscal year from the end of the fiscal year to which the record pertains.

Legal Citations:
NRS 239.013, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 952**

Fines, Overdue Books and other media, Records of

Description:
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.

Minimum Retention Period:
Until annual audit is completed.

Legal Citations:
NRS 354.624, NRS 239.013, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 953**

Fines, Requests for Payment

Description:

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.

Minimum Retention Period:

One (1) fiscal year after receipt of payment or after written off as uncollectible.

Legal Citations:

NRS 239.013, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1582**

Friends of the Library Records

Description:

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.

Minimum Retention Period:

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.

Legal Citations:

NRS 379.026, NRS 379.106, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 954**

Interlibrary Loan Requests

Description:

This record series consists of physical or electronic forms used by a library to request the loan of books or materials from another library.

Minimum Retention Period:

Six (6) months after item returned.

Legal Citations:

NRS 239.013, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1586**

Library Reports

Description:
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.

Minimum Retention Period:
Retain annual statistical and narrative reports Permanently. Retain other activity /statistical reports for Two (2) calendar years from the year created.

Title: **LRDA Number:** **2007- 1584**

Program Registration Records

Description:
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.

Minimum Retention Period:
Thirty (30) days after event.

Legal Citations:
NRS 239.013, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Title: **LRDA Number:** **2007- 958**

Reference Request Records

Description:
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.

Minimum Retention Period:
One (1) fiscal year from the fiscal year to which they pertain.

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 960**

Renewals, Book Loans

Description:
This record series documents the renewal of book or other media loans.

Minimum Retention Period:
Until annual audit is completed

Legal Citations:
NRS 354.624, NRS 239.013, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 961**

Returns, Includes Records of Items Returned Through Interlibrary Loans

Description:
This record series documents the return of books, periodicals, compact discs, videotapes, audiotapes, film, and similar media.

Minimum Retention Period:
One (1) fiscal year from the fiscal year to which they pertain.

Legal Citations:
NRS 239.013, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 962**

Standing Orders

Description:
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.

Minimum Retention Period:
One (1) fiscal year after cancellation of order.

Legal Citations:
NRS 239.013, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1581**

Vertical / Subject Files

Description:

These are reference files maintained by the reference staff to aid in information and referral services.

Minimum Retention Period:

Until updated, superseded or obsolete.

Public Works

Title: **LRDA Number:** **2007- 1591**

Acceptance Letters

Description:

This record series consists of letters from local governmental entities to external agencies/developers accepting responsibility for future maintenance and management of public infrastructure.

Minimum Retention Period:

Permanent.

Title: **LRDA Number:** **2007- 964**

Activity Reports

Description:

These reports document the program or primary activities and accomplishments of public works departments for the previous year. They 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.

Minimum Retention Period:

Retain annual activity reports Permanently. Retain other activity and statistical reports (not otherwise scheduled in this section) for two (2) calendar years from the year created.

Legal Citations:

NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:

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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:

This record series is useful for planning and budgeting, reference, performance monitoring, program justification, position justification and similar uses.

Title: **LRDA Number:** **2007- 1589**

Aerial Photographs

Description:

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.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 239C.090

Legal Notes:

This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:

This series is often used for planning and land management purposes.

Title: **LRDA Number: 2007- 1592**

Alternative Fuel Vehicle Records

Description:
This record series consists of monthly reports to the State Department of Conservation and Natural Resources documenting compliance with NAC 486A.180.

Minimum Retention Period:
Three (3) fiscal years after the end of the month for which the records were compiled.

Legal Citations:
NRS 11.190 (3)(d), NAC 486A.160 to 486A.190

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number: 2007- 966**

Approval of Payments

Description:
This record series documents the approval of payments to contractors (and others) for work performed and completed.

Minimum Retention Period:
One (1) fiscal year after project completed.

Title: **LRDA Number: 2007- 967**

Barricade Plans

Description:
This record series documents approved or denied barricade plans.

Minimum Retention Period:
Three (3) calendar years after denied, superseded or removed.

Legal Citations:
NRS 11.190 (3)(d), NRS 11.190 (4)(e)

Title: **LRDA Number: 2007- 1590**

Bridge and Culvert Files

Description:
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

Minimum Retention Period:
Life of the structure.

Legal Citations:
NRS 403.580 to 403.610, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:
Review for historical value.

Title: **LRDA Number:** **2007- 1521**

Certified Payroll Reports

Description:
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.

Minimum Retention Period:
Three (3) calendar years after the final payment is made by the public body for the public work.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 971**

Construction Tests, Results

Description:
This record series documents the results of construction and construction materials testing.

Minimum Retention Period:
Twelve (12) calendar years after the substantial completion of construction or improvement.

Legal Citations:
NRS 11.202, NRS 11.2055

Title: **LRDA Number:** **2007- 974**

Disaster / Damage Reports

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 239C.090, NRS 239C.210

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 975**

Equipment Maintenance Reports

Description:
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, owner's 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.

Minimum Retention Period:
Life of equipment

Title: **LRDA Number:** **2007- 976**

Field Reports, On-Site Inspections: Commercial and Public

Description:
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.

Minimum Retention Period:
Six (6) calendar years after the completion of the improvement or project.

Legal Citations:
NRS 11.190 (1)(b), NRS 239C.090, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 977**

Field Reports, On-Site Inspections: Residential

Description:
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.

Minimum Retention Period:
One (1) calendar year after certificate of occupancy is issued.

Legal Citations:
NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1594**

Fuel Summary Reports

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the date of the report.

Legal Citations:
NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 980**

Highway/Road Maintenance Schedules

Description:
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.

Minimum Retention Period:
One (1) calendar year after superseded or revised or completed.

Title: **LRDA Number:** **2007- 983**

Maps, Plans, and Drawings

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 984**

Master Plan and Amendments

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 239C.090, NRS 239C.210

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 986**

Parking: Fees for Permits

Description:
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.

Minimum Retention Period:
While active or until completion of an annual audit, whichever is longer

Legal Citations:
NRS 354.624

Title: **LRDA Number:** **2007- 987**

Parking: Handicapped Permit Applications

Description:
This record series documents the application and issuance of special parking permits, placards or stickers.

Minimum Retention Period:
Three (3) calendar years from the expiration or renewal of the permit

Legal Citations:
NRS 482.384, NRS 481.063, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 989**

Permits, Industrial Waste Discharge

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 459.520, NAC 445A.228, NRS 239C.090

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 995**

Project Files - External Agency / Developer

Description:
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.

Minimum Retention Period:
Ten (10) years after project completed. Review for historical value before discarding

Legal Citations:
NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 992**

Projects, Reports of Expenditures

Description:
This record series contains reports of expenditures related to public works projects.

Minimum Retention Period:
One (1) fiscal year after project completed.

Legal Citations:
NRS 354.5945

Title: **LRDA Number:** **2007- 970**

Property Acquisition Records

Description:
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

Minimum Retention Period:
Permanent.

Legal Citations:
NRS Chapter 340

Legal Notes:
This record series may contain Confidential or Sensitive Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 991**

Public Works Project Files

Description:
This record series administers and documents Public Works Projects. Files may contain but are not limited to copies of bid documents, award and endorsements records, 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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 239C.090, NRS 239C.210

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1425**

Refrigerant Usage Log

Description:
This record series documents and tracks the usage of CFC & HCFC refrigerants used in mechanical systems and appliances.

Minimum Retention Period:
Three (3) calendar years from the last date in log.

Legal Citations:
40 CFR 82.166

Title: **LRDA Number:** **2007- 994**

Revenue Expenditure Reports

Description:
This record series consists of reports which summarize expenditures, revenue, encumbrances, and other budgetary information. Reports are often used to monitor and control expenditures.

Minimum Retention Period:
One (1) fiscal year after resolution of an annual audit.

Legal Citations:
NRS 354.624

Title: **LRDA Number:** **2007- 997**

Sewer Maintenance Records

Description:
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.

Minimum Retention Period:
Ten (10) calendar years from the completion of the maintenance or repair.

Legal Citations:
NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1522**

Signs and Road Marking Records

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the date of repair or replacement.

Legal Citations:
NRS 11.190 (3)(d), NRS 11.190 (4)(e)

Title: **LRDA Number:** **2007- 998**

Special Assessment Districts, Files

Description:
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.

Minimum Retention Period:
Five (5) fiscal years after the fiscal year in which the notice of completion is issued.

Legal Citations:
NRS 11.190 (1)(a)(b), NRS 318.350, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 999**

Specifications

Description:
This record series documents the specifications of buildings, structures, and equipment that public works departments are responsible for constructing, maintaining or repairing.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 239C.090

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1000**

Street Light Records and Plans

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
NRS 11.190 (3)(d), NRS 11.190 (4)(e)

Title: **LRDA Number:** **2007- 1001**

Street Maintenance

Description:
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.

Minimum Retention Period:
Ten (10) calendar years from the completion of maintenance or repair.

Note:
Review for historical value.

Title: **LRDA Number:** **2007- 1002**

Street Name Changes

Description:
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.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 1004**

Structure Which is Moved

Description:
This series contains records related to structures which have been moved.

Minimum Retention Period:
Two (2) calendar years after relocation.

Legal Citations:
NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1005**

Studies

Description:
This record series documents studies performed by outside consultants or in-house staff. These types of studies often apply, 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 documents.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 239C.090

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1006**

Subdivision Files

Description:
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.

Minimum Retention Period:
Five (5) fiscal years after the fiscal year in which the notice of completion is issued or subdivision bond is released, whichever is later.

Legal Citations:
NRS 278.330 to 278.380, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1009**

Tentative Subdivision Files

Description:
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.

Minimum Retention Period:
Five (5) calendar years after organization or abandonment.

Legal Citations:
NRS 278.330 to 278.380, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1010**

Traffic Count Reports

Description:
This record series documents traffic volume on individual roads and streets, bridges, local government owned parking lots or structures, intersections, etc.

Minimum Retention Period:
Five (5) calendar years from the date of the report.

Note:
Review for historical value.

Title: **LRDA Number:** **2007- 1524**

Traffic Signal Records

Description:
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.

Minimum Retention Period:
Life of traffic signal.

Title: **LRDA Number:** **2007- 1429**

Tree and Plant Files

Description:
This record series documents the planting, trimming, inspection, and removal of trees and shrubs along public streets, roads, sidewalks, and other public areas.

Minimum Retention Period:
Two (2) calendar years after work completed.

Legal Citations:
NRS 11.190 (4)(e)

Title: **LRDA Number:** **2007- 1426**

Underground Storage Tank (UST) Records

Description:
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.

Minimum Retention Period:
Five (5) calendar years from the permanent closure of the storage tank and completion of all remedial activities.

Legal Citations:
40 CFR Part 280, NRS 459.800 to 459.856, NAC 459.9921 to 459.999, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1427**

Underground Storage Tank -Leaking (LUST) Records

Description:
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.

Minimum Retention Period:
Five (5) calendar years from the permanent closure of the storage tank and completion of all remedial action.

Legal Citations:
40 CFR Part 280, NRS 459.800 to 459.856, NAC 459.9921 to 459.999, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1018**

Waste Water Monitoring

Description:
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

Minimum Retention Period:
Twelve (12) calendar years from the date of report.

Legal Citations:
NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1019**

Water Rights, Files and Maps

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS Chapter 533, NRS 239C.110, NRS 239C.210

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1020**

Work Orders

Description:
This series documents service requests and may contain, but is not limited to, work orders, maintenance/repair requests, correspondence and similar documents.

Minimum Retention Period:
One (1) year after work completed.

Purchasing

Title: **LRDA Number:** **2007- 360**

Activity Reports

Description:

These reports document the program or primary activities and accomplishments of purchasing 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, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.

Minimum Retention Period:

Retain annual activity reports permanently. Retain other activity and statistical reports (not otherwise scheduled in this section) for two (2) calendar years from the year created.

Legal Citations:

NAC 239.165 (1)(2)

Legal Notes:

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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

This record series is useful for planning and budgeting, reference, performance monitoring, program justification, position justification and similar uses.

Title: **LRDA Number:** **2007- 361**

Assignment of Vehicles

Description:

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.

Minimum Retention Period:

Until superseded.

Title: **LRDA Number:** **2007- 364**

Bid Files

Description:

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.

Minimum Retention Period:

Seven (7) calendar years after the date of execution of the contract.

Legal Citations:

17 USC section 501, 15 USC section 5308, NRS 333.333, NRS 332.039, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 362**

Bid Specifications

Description:
This record series documents the specific terms and conditions of bidding opportunities for goods or services with the local government.

Minimum Retention Period:
One (1) fiscal year from the fiscal year to which it pertains.

Title: **LRDA Number:** **2007- 1305**

Cancelled Solicitation Files

Description:
This record series documents formal solicitations of offers 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.

Minimum Retention Period:
Three (3) fiscal years after cancellation.

Legal Citations:
17 USC section 501, 15 USC section 5308, NRS 333.333, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Questions on access and confidentiality should be addressed to your agency legal counsel.

Title: **LRDA Number:** **2007- 1306**

Contract Appeals Files

Description:
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.

Minimum Retention Period:
Six (6) calendar years from the date of final disposition.

Legal Citations:
17 USC section 501, 15 USC section 5308, NRS 11.190 (1)(b), NRS 333.333, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Questions on access and confidentiality should be addressed to your agency legal counsel

Title: **LRDA Number:** **2007- 365**

Cooperative Purchases

Description:
This record series documents the cooperative purchase of goods or services between governmental entities and other parties.

Minimum Retention Period:
Six (6) calendar years from the termination/completion of a contract or agreement.

Legal Citations:
NRS 11.190 (1)(b)

Title: **LRDA Number:** **2007- 1308**

Disbursement Records

Description:
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.

Minimum Retention Period:
One (1) year after completion of an annual audit.

Title: **LRDA Number:** **2007- 1234**

Excess, Lost and Stolen Property Files

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from the fiscal year to which they pertain.

Legal Citations:
NRS 354.625, NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 370**

Notices of Sale, Surplus Materials and Equipment

Description:
This record series documents notices posted to inform interested parties of upcoming sales of surplus material and equipment and may contain descriptive information, property sale flyers, advertisements, surplus property sales inventory lists, posting information, correspondence and related documents.

Minimum Retention Period:
One (1) calendar year from the date of the notice.

Title: **LRDA Number:** **2007- 1302**

Receiving Reports

Description:

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.

Minimum Retention Period:

One (1) fiscal year after completion of an annual audit.

Legal Citations:

NRS 354.624, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 74**

Requisitions / Purchase Orders (office copies)

Description:

This record series is used to purchase equipment, supplies, and or products for local governments. May include: copies of purchase order forms, vendor invoices, worksheets, terms and conditions forms and related correspondence.

Minimum Retention Period:

Until resolution of an annual audit.

Title: **LRDA Number:** **2007- 371**

Requisitions and Purchase Orders

Description:

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.

Minimum Retention Period:

One (1) fiscal year after completion of an annual audit.

Legal Citations:

NRS 354.624, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 377**

Sale of Surplus Goods to the Public, Records of

Description:

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.

Minimum Retention Period:

Three (3) fiscal years from the fiscal year of the sale.

Legal Citations:

NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 368**

Supplies

Description:

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.

Minimum Retention Period:

One (1) fiscal year after resolution of an annual audit.

Legal Citations:

NRS 354.624

Title: **LRDA Number:** **2007- 1309**

Vendor Code Requests

Description:

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.

Minimum Retention Period:

Until superseded, updated, or no longer needed for reference.

Legal Citations:

NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 378**

Vendor Files

Description:

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.

Minimum Retention Period:

Three (3) fiscal years from the fiscal year to which it pertains.

Legal Citations:

NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 379**

Vendor Master List

Description:

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.

Minimum Retention Period:

Until superseded by new master list.

Legal Citations:

NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1300**

Vendor Performance Case Files

Description:

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.

Minimum Retention Period:

Six (6) calendar years after closed.

Legal Citations:

NRS 11.190 (1)(b), NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:

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.

Regional Transportation Commission

Title: **LRDA Number:** **2007- 1021**

Allotments of Fuel Tax

Description:
This series documents the receipt of money collected via motor fuel taxes.

Minimum Retention Period:
One (1) fiscal year after an annual audit is completed.

Legal Citations:
NRS 354.624

Title: **LRDA Number:** **2007- 1599**

Annual Report to Department of Motor Vehicles

Description:
In counties having a population of less than 100,000, the regional transportation commission must submit an annual report to the Department of Motor Vehicles for the fiscal year showing the amount of receipts from the county motor vehicle fuel tax and the nature of the expenditures for each project.

Minimum Retention Period:
Three (3) fiscal years from the submission of the annual report.

Legal Citations:
NRS 373.143, NRS 11.190 (3)(d)

Note:
Review for historical value

Title: **LRDA Number:** **2007- 1024**

Cooperative Agreements

Description:
This series documents cooperative agreements between regional transportation commission/districts and other parties.

Minimum Retention Period:
Six (6) fiscal years after an agreement is terminated.

Legal Citations:
NRS 11.190 (1)(b)

Title: **LRDA Number:** **2007- 1026**

Money Received and Expended, Reports of

Description:
This series consists of reports of money received and expended for regional transportation related projects.

Minimum Retention Period:
One (1) fiscal year after an annual audit is completed.

Legal Citations:

NRS 354.624

Title: **LRDA Number:** **2007- 1027**

Planning Files (proposed streets, highways or transportation systems)

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from completion or termination of a project.

Legal Citations:
NRS 239C.090, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1023**

Project Files - Construction

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 373.024, NRS 373.028, NRS 239C.090, NRS 239C.210

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1028**

Project Files - Grants

Description:
This series documents the dispersal of funds provided by state and/or federal grants through the Department of Transportation.

Minimum Retention Period:
Three (3) fiscal years from submission of the final expenditure report, or as required by the granting authority, whichever is longer.

Legal Citations:
49 CFR 18.42, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1029**

Project Review Files

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the date of review.

Legal Citations:
NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 1597**

Property Acquisition Records

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 373.116

Title: **LRDA Number:** **2007- 1596**

Route Files

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year to which the files pertain.

Title: **LRDA Number:** **2007- 1030**

Services for Elderly or Incapacitated Persons: Applications for Services

Description:
This series consists of applications and supporting documents of elderly or incapacitated persons desiring services.

Minimum Retention Period:
Three (3) calendar years from the date of approval or denial of the application.

Legal Citations:
NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1031**

Services for Elderly or Incapacitated Persons: Lists of Persons Eligible for Services

Description:
This series consists of lists of elderly or incapacitated persons eligible for services.

Minimum Retention Period:
Until superseded.

Legal Citations:
NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1598**

Transportation Studies / Plans

Description:
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.

Minimum Retention Period:
Permanent.

Sanitation District

Title: **LRDA Number:** **2007- 1034**

Activity Reports

Description:

These reports document the program or primary activities and accomplishments of sanitation districts for the previous year. They 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.

Minimum Retention Period:

Retain annual activity reports Permanently. Retain other activity and statistical reports (not otherwise scheduled in this section) for two (2) calendar years from the year created.

Legal Citations:

NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:

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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:

This record series is useful for planning and budgeting, reference, performance monitoring, program justification, position justification and similar uses.

Title: **LRDA Number:** **2007- 1613**

Authorization to Discharge Permit

Description:

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.

Minimum Retention Period:

Six (6) calendar years after expiration, renewal, modification, suspension, or revocation of the permit.

Legal Citations:

NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 445A.251

Title: **LRDA Number:** **2007- 1607**

Consumer Confidence Reports

Description:

This series consists of annual water quality reports sent to customers of the water system.

Minimum Retention Period:

Three (3) calendar years from the end of the calendar year to which the report pertains.

Legal Citations:

40 CFR 141.155

Title: **LRDA Number:** **2007- 1605**

Corrective Action Records

Description:
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.

Minimum Retention Period:
Three (3) calendar years after the date of last action.

Legal Citations:
40 CFR 141.33 (b)

Title: **LRDA Number:** **2007- 1036**

Costs of Construction, Estimated

Description:
This series documents the estimated construction costs of proposed sanitation projects.

Minimum Retention Period:
Three (3) fiscal years after completion or termination of a project.

Title: **LRDA Number:** **2007- 1606**

Cross-Connection Control and Backflow Prevention Records

Description:
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 of assemblies, lists of the particular assemblies for the prevention of backflow, and 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.

Minimum Retention Period:
Ten (10) calendar years from the end of the calendar year to which the records pertain.

Legal Citations:
NAC 445A.67185 to NAC 445A.67255, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1040**

Developer Inspection Reports

Description:
This series consists of construction inspection reports documenting the day to day progress of construction on developer projects.

Minimum Retention Period:
Three (3) calendar years after construction completed.

Legal Citations:
NRS 11.190 (3)(d), NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1602**

Distribution System Records

Description:
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.

Minimum Retention Period:
Five (5) calendar years from the end of the calendar year to which the records pertain.

Legal Citations:
40 CFR 122.48, 40 CFR 123.25, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1038**

Drawings, Blueprints and Specifications

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 239C.090, NRS 239C.210

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1618**

Equipment Maintenance and Calibration Records

Description:
This series documents the maintenance and calibration of equipment and instruments used to monitor water

treatment operations.

Minimum Retention Period:
Life of the equipment plus three (3) additional years

Legal Citations:
NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 1601**

Fixture Records

Description:
This series documents fixture count on/in property and is used to assess proper sewer fees.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 1033**

General Ledger

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 318.085

Title: **LRDA Number:** **2007- 1617**

Laboratory - Chain of Custody Forms

Description:
This series consists of records tracing the sample from collection through analysis.

Minimum Retention Period:
Five (5) calendar years from generation of the last entry in the records.

Legal Citations:
2003 NELAC Standard 5.4.12

Note:
National Environmental Laboratory Accreditation Conference (NELAC)

Title: **LRDA Number:** **2007- 1616**

Laboratory - Preventive Maintenance Reports

Description:
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.

Minimum Retention Period:
Five (5) calendar years from the date of the report.

Legal Citations:
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

Note:
National Environmental Laboratory Accreditation Conference (NELAC)

Title: **LRDA Number:** **2007- 1615**

Laboratory Certifications

Description:
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.

Minimum Retention Period:
Six (6) calendar years or until the next certificate data audit is complete, whichever is longer.

Legal Citations:
EPA 815-R-05-04 (Manual for the Certification of Laboratories Analyzing Drinking Water Criteria and Procedures Quality Assurance Fifth Edition)

Title: **LRDA Number:** **2007- 1595**

Landfill Records

Description:
This record series documents and administers 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, ect.), 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.

Minimum Retention Period:
Permanent.

Legal Citations:
40 CFR 258, NRS 444.558, NRS 444.580

Title: **LRDA Number:** **2007- 1620**

National Pollution Discharge Elimination System Permits (NPDES)

Description:
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.

Minimum Retention Period:
Five (5) calendar years after expiration, renewal, or revocation of permit.

Legal Citations:
40 CFR 123.25, 40 CFR 122.7

Title: **LRDA Number:** **2007- 1612**

Nevada CAPP/PTAH Files

Description:
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.

Minimum Retention Period:
Five (5) calendar years from the end of the calendar year to which they pertain.

Legal Citations:
NRS 459.380 to 459.3874, NAC 459.952 to 459.95528, NRS 459.3822, NAC 459.95523, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1609**

Operation and Maintenance Manuals

Description:
This series consist of operation and maintenance manuals for public water/treatment facilities.

Minimum Retention Period:
Lifetime of the equipment or facility.

Legal Citations:
NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1611**

Oversight Inspections

Description:
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.

Minimum Retention Period:
Five (5) calendar years after final acceptance.

Legal Citations:
NAC 445A.799, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1042**

Plant Maintenance Records

Description:
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.

Minimum Retention Period:
Three (3) calendar years after facility is closed.

Legal Citations:
NRS 11.190 (3)(d), NRS 239C.090, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1614**

Reclaimed Water Permits

Description:
This series documents the issuance of temporary water permits for construction related activities such as dust control.

Minimum Retention Period:
Three (3) calendar years after expiration of the permit, or for the period required by local ordinance, whichever is longer.

Legal Citations:
NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 1603**

Reservoir Inspections

Description:
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.

Minimum Retention Period:
Life of the reservoir including the post-closure care period (if applicable).

Legal Citations:
NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1051**

Sanitary Survey Records

Description:
This series documents sanitary surveys required by permit to locate and identify health hazards to public water systems.

Minimum Retention Period:
Ten (10) calendar years after completion of the sanitary survey involved.

Legal Citations:
40 CFR 141.33 (c)

Title: **LRDA Number:** **2007- 1619**

Secondary Contaminant Reports

Description:
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.

Minimum Retention Period:
Ten (10) calendar years from the date of the report.

Legal Citations:
NAC 445A.455 to 445A.457

Title: **LRDA Number:** **2007- 1610**

Sewer Cleaning Records

Description:
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.

Minimum Retention Period:
Ten (10) calendar years from the date of the report.

Legal Citations:
NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1604**

Variance and Exemption Records

Description:
This series documents variances and exemptions granted to a public water system.

Minimum Retention Period:
Five (5) calendar years after the expiration of the variance or exemption.

Legal Citations:
40 CFR 141.33 (d), NAC 445A.487 to 445A.491

Title: **LRDA Number:** **2007- 1049**

Waste Collection and System Operation

Description:
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.

Minimum Retention Period:
Five (5) calendar years from the end of the calendar year to which the records pertain.

Legal Citations:
NRS 239C.090, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2))

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1050**

Waste Flow Measurement Readings

Description:
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.

Minimum Retention Period:
Five (5) calendar years from the end of the calendar year to which the records pertain.

Title: **LRDA Number:** **2007- 1608**

Wastewater Sewage Sludge Application Records

Description:
This series documents sewage sludge use and disposal activities.

Minimum Retention Period:
Five (5) calendar years from the end of the calendar year to which the report pertains.

Legal Citations:
40 CFR 503.17

Title: **LRDA Number:** **2007- 1694**

Water Conservation Plan

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 540.121 to 540.151, NRS 704.662 to NRS 704.6624, NAC 445A.5922 (5)(a)

Legal Notes:
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.

Title: **LRDA Number:** **2007- 1621**

Water Operators Certification File

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year to which they pertain.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1696**

Water Project Files

Description:
This record series documents the initial construction, renovation, modification or expansion of public water systems. 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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 239C.110, NRS 239C.210, NRS 349.961,NAC 445A.6758 to NAC 445A.67644

Legal Notes:
This record series contains Confidential and/or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1695**

Water Project Files [Financial Records]

Description:

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.

Minimum Retention Period:

Three (3) fiscal years from the submission of the final expenditure report, or as required by the granting authority, whichever is longer.

Legal Citations:

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)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1054**

Water Quality, Reports of Bacteriological Analysis

Description:

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.

Minimum Retention Period:

Five (5) calendar years from date of report.

Legal Citations:

40 CFR 141.33 (a)

Title: **LRDA Number:** **2007- 1055**

Water Quality, Reports of Chemical and Radiological Analysis

Description:

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.

Minimum Retention Period:

Ten (10) calendar years from date of report.

Legal Citations:

40 CFR 141.33 (a)

Title: **LRDA Number:** **2007- 1053**

Water Quality, Reports of Lead and Copper

Description:

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.

Minimum Retention Period:

Twelve (12) calendar years from date of report.

Legal Citations:

40 CFR 141.91

Title: **LRDA Number:** **2007- 1052**

Water Quality, Statistical Averages

Description:

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.

Minimum Retention Period:

Permanent.

Title: **LRDA Number:** **2007- 1229**

Water Turbidity Reports

Description:

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.

Minimum Retention Period:

Ten (10) calendar years from the end of the calendar year to which they pertain.

Legal Citations:

40 CFR 141.33 (a), 40 CFR 142.14 (a)(4)(l) , 40 CFR 142.14 (a)(4)(ii)[C](2)

School District

Title: **LRDA Number:** **2007- 1711**

Academic Performance - Permanent Records

Description:

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.

Minimum Retention Period:

Permanent.

Legal Citations:

34 CFR 99.32, NRS 392.029, NAC 392.350

Legal Notes:

This record series contains Confidential and/or Restricted Information.

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1122**

Academic Performance - Subsidiary Records

Description:

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, psychological evaluations, student guidance records, progress and monitoring reports, reading records, school and after-school activity reports, student employment information, standardized testing records, reports of learning disabilities, individualized educational program records, student current data, entrance and withdrawal records, transfer records, notices to parents/guardians, parental consent forms, informational correspondence and similar records.

Minimum Retention Period:

Six (6) calendar years after pupil graduates or would normally have graduated from high school.

Legal Citations:

34 CFR 99.32, NRS 392.029, NAC 392.350, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:

This record series contains Confidential and/or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1056**

Accident Reports

Description:

This record series consists of reports of accidents involving pupil's or district equipment /property and may contain, but is 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.

Minimum Retention Period:
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.

Legal Citations:
NRS 12.080, NRS 12.105, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1060**

Alternative High School Programs

Description:
This record series documents alternative programs for the education of pupil's at risk of dropping out of high school.

Minimum Retention Period:
Three (3) calendar years after program discontinued.

Legal Citations:
NRS 388.537

Title: **LRDA Number:** **2007- 1062**

Applications for Free Meals or for Meals at Reduced Prices

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from the approval or denial of the application.

Legal Citations:
NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1063**

Athletic Activity Records

Description:
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.

Minimum Retention Period:
Six (6) calendar years after the school year in which the records were created.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number: 2007- 1068**

Athletics: Travel Expenses

Description:
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.

Minimum Retention Period:
Until annual audit is completed

Legal Citations:
NRS 354.624

Title: **LRDA Number: 2007- 1074**

Auditors' Annual Reports

Description:
This record series documents annual financial audits of school districts. This series may include, but is not limited to, accountants summary, fund statements, revenue statements, fund balance details, financial schedules, auditors comments and recommendations, copies of prior audit reports, related correspondence and similar documents.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 354.624

Title: **LRDA Number: 2007- 1076**

Certificated Employees: Admonitions

Description:
This record series documents the admonishment of licensed personnel.

Minimum Retention Period:
Until standards are met, or three (3) calendar years, whichever occurs first.

Legal Citations:
NRS 391.313, NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC

239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1078**

Certificated Employees: Appraisals

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year in which the individual terminated.

Legal Citations:
29 CFR 1602.40, NRS 11.190 (3)(d), NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1080**

Certificated Employees: Authorization for Extra Pay

Description:
This record series documents authorizations for extra pay for licensed personnel.

Minimum Retention Period:
Three (3) fiscal years from the date of authorization.

Legal Citations:
NRS 11.190 (3)(d), NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1081**

Certificated Employees: Credentials

Description:
This record series documents the credentials of licensed personnel.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 391.230, NRS 239B.030, NRS 205.4617

Legal Notes:
This record series may contain Confidential or Sensitive Information.

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1084**

Certificated Employees: Personnel Notifications, Records of

Description:
This record series documents the notification of licensed personnel of pending actions.

Minimum Retention Period:
Two (2) calendar years from the date of notification.

Legal Citations:
NRS 391.317

Title: **LRDA Number:** **2007- 1085**

Certificated Employees: Requisitions

Description:
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.

Minimum Retention Period:
Two (2) calendar years after position filled.

Legal Citations:
29 CFR 1602.40, NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1089**

Class Record Books and Grade Books

Description:
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.

Minimum Retention Period:
Two (2) calendar years after the last day of the school year to which the record pertains.

Legal Citations:
NAC 387.175, NRS 385.080, NRS 387.123, NAC 387.165, NAC 392.350, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number: 2007- 1086**

Classified Employees: Performance Evaluations, Reports, and Response

Description:
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

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year in which the individual terminated.

Legal Citations:
NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number: 2007- 1090**

Comparative Analysis of Attendance Averages

Description:
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.

Minimum Retention Period:
Five (5) calendar years from the date of the report.

Note:
Review for historical value

Title: **LRDA Number: 2007- 1091**

Consultants, Out-of-District Authorization and Payments

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from the end of the fiscal year to which the records pertain.

Legal Citations:
NRS 11.190 (3)(d), NRS 354.624, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1653**

Detention Lists

Description:
This record series consists of a daily list of pupil's with detention and usually contains pupil's name, homeroom, reason for detention, parental notification forms and related correspondence.

Minimum Retention Period:
As long as administratively useful.

Title: **LRDA Number:** **2007- 1093**

District Attendance and Enrollment

Description:
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.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 1652**

Emergency Contact File

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the date superseded.

Legal Citations:
NRS 12.080, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1058**

Enrollment and Attendance Records

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
NRS 387.123, NAC 387.175 to 387.185, NAC 387.280, NRS 392.029, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1099**

Fact-Finding Material and Expenditures

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the date of the record.

Note:
Review for historical value.

Title: **LRDA Number:** **2007- 1100**

Federal Programs: Audit Reports

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
34 CFR 74.53

Title: **LRDA Number:** **2007- 1101**

Federal Programs: Breakfast Program Records

Description:
This record series documents and administers 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.

Minimum Retention Period:
Three (3) fiscal years after the end of the fiscal year to which they pertain.

Legal Citations:
7 CFR 220.7, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1103**

Federal Programs: Lunch Programs, Reports

Description:
This record series documents and administers 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.

Minimum Retention Period:
Three (3) fiscal years after submission of the final claim for reimbursement for the fiscal year.

Legal Citations:
7 CFR 210.8, 7 CFR 210.23 (c), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1110**

Federal Programs: Special Milk Programs

Description:
This record series documents and administers 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.

Minimum Retention Period:
Three (3) fiscal years after submission of an annual financial status report.

Legal Citations:
7 CFR Part 215, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1650**

Federal Programs: Summer Food Program

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from the fiscal year to which the documents pertain.

Legal Citations:
7 CFR 250.16, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1107**

Federal Survey Cards, Eligible

Description:
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).

Minimum Retention Period:
Three (3) fiscal years from the end of the fiscal year to which the record pertains

Legal Citations:
P.L. 81-874, 34 CFR 222.10, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1108**

Federal Survey Cards, Ineligible

Description:
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).

Minimum Retention Period:
Two (2) fiscal years from the date of last action.

Legal Citations:
P.L. 81-874

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1106**

Federal/State Returns (941, NIC, PERB)

Description:
This record series consists of reports of expenditures submitted to federal and/or state agencies for taxes, workers compensation, retirement, and similar expenses.

Minimum Retention Period:
Five (5) calendar years from the submission of the return.

Title: **LRDA Number:** **2007- 1109**

Financial Surveys

Description:
This record series consists of financial surveys of school district programs.

Minimum Retention Period:
Five (5) calendar years from the date of the record.

Note:
Review for historical value.

Title: **LRDA Number:** **2007- 1664**

Gun-Free Schools Act Records

Description:
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.

Minimum Retention Period:
Five (5) calendar years after annual report is submitted to the Department of Education.

Legal Citations:
20 U.S.C. 7151, 18 U.S.C. 921, Public Law 107-110 – Title IV Subpart 3 Section 4141, NRS 392.466 (2)

Note:
Review for historical value

Title: **LRDA Number:** **2007- 1112**

Health Inventory

Description:
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.

Minimum Retention Period:
Six (6) calendar years from the receipt of the form.

Legal Citations:
45 CFR 164.502, 45 CFR 164.530, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1134**

Kindergarten Entry Assessment

Description:
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.

Minimum Retention Period:
Six (6) school years from the date of assessment.

Legal Citations:
34 CFR 99.32, NRS 392.029, NAC 392.350, NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential and/or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
The six year retention period allows the results to be available to teachers, parents and administrators during the pupil's elementary years.

Title: **LRDA Number:** **2007- 1117**

Occupational Injuries and Illnesses

Description:
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.

Minimum Retention Period:
Five (5) calendar years from the end of the calendar year to which they pertain.

Legal Citations:
29 CFR 1904.29, 29 CFR 1904.33, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1119**

Performance Evaluations of School Principals and Administrators

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year in which the individual terminated.

Legal Citations:
29 CFR 1602.40, NRS 391.3127, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1120**

Promotion Lists (K-6)

Description:
This record series documents the promotion of pupil's to the next grade level.

Minimum Retention Period:
Six (6) calendar years from the date of the list.

Title: **LRDA Number:** **2007- 1121**

Psychological Evaluations of Pupils

Description:
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.

Minimum Retention Period:
Six (6) calendar years after pupil graduates or would normally have graduated from high school.

Legal Citations:
34 CFR 99.3, NRS 392.029, NAC 392.350, NAC 388.289, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1651**

Pupil Release Records

Description:
This record series usually consists of forms that stipulate who can/cannot pick up a child from school.

Minimum Retention Period:
Three (3) calendar years from the date superseded.

Legal Citations:
NRS 12.080, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1139**

School Bus Driver's Records

Description:
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.

Minimum Retention Period:
One (1) calendar year after termination.

Legal Citations:
NAC 392.420 (2), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1143**

Surplus Food Reports

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from the date of the report.

Legal Citations:
NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 1147**

Teachers and other Licensed Personnel: Evaluations

Description:
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.

Minimum Retention Period:
Three (3) calendar years from the end of the calendar year in which the individual terminated.

Legal Citations:
29 CFR 1602.40, NRS 391.3125, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1145**

Teachers: Instructional Plans

Description:
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.

Minimum Retention Period:
Three (3) years after the school year in which the records were created.

Title: **LRDA Number:** **2007- 1151**

Teachers: Register of Pupils

Description:
This record series is a teacher's true, full and correct register of all pupils attending a public school.

Minimum Retention Period:
Three (3) school years from the school year to which the register pertains.

Legal Citations:
NRS 391.240, NRS 385.210, NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 1149**

Teachers: Request for Hearing on Suspension

Description:
This record series documents requests for hearings on disciplinary actions which may lead to suspension, demotion, dismissal and refusal to reemploy.

Minimum Retention Period:
Three (3) calendar years after the final disposition of the case.

Legal Citations:
29 CFR 1602.40, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1152**

Tests (Aptitude, Interest, Personality, Achievement)

Description:
This record series documents a pupil's results on standardized intelligence, aptitude, psychological and similar tests

Minimum Retention Period:
Six (6) calendar years after pupil graduates or would normally have graduated from high school.

Legal Citations:
34 CFR 99.3, NAC 392.350, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1154**

Tuition Agreements

Description:
This record series documents tuition agreements for resident students who attend school out of state or country.

Minimum Retention Period:
Six (6) fiscal years after completion of the agreement.

Legal Citations:
NRS 11.190 (1)(b), NAC 387.320

Title: **LRDA Number:** **2007- 1155**

U.S. Dept of Agriculture Commodity Reports

Description:
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

Minimum Retention Period:
Three (3) fiscal years from the end of the fiscal year to which they pertain.

Legal Citations:
7 CFR 247.29

Legal Notes:
These types of reports are statistical in nature and should not contain personally identifying information.

Title: **LRDA Number:** **2007- 1157**

Zone Exception, Requests for

Description:
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.

Minimum Retention Period:
Until student graduation.

Legal Citations:
34 CFR 99.3, NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Social Services

Title: **LRDA Number:** **2007- 1632**

Activity Reports

Description:

These reports document the program or primary activities and accomplishments of social service programs for the previous year. They are often compiled from monthly, quarterly or other activity reports. This series may contain, but is not limited to, activity sheets, activity reports, narrative reports, statistical reports, summary reports, logs, registers and other activity related documents.

Minimum Retention Period:

Retain annual activity reports Permanently. Retain other activity and statistical reports (not otherwise scheduled in this section) for two (2) calendar years from the year created.

Legal Citations:

NAC 239.165 (1)(2)

Legal Notes:

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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

This record series is useful for planning and budgeting, reference, performance monitoring, program justification, position justification and similar uses.

Title: **LRDA Number:** **2007- 1195**

Adoption Case Files

Description:

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.

Minimum Retention Period:

Transfer to the State Division of Child and Family Services after the receipt of the adoption decree and verification of file content (checklist).

Legal Citations:

NRS Chapter 127 and NAC Chapter 127.

Legal Notes:

This record series contains Confidential and Restricted Information.

Note:

Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1645**

Adult Protective Services Case File

Description:

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.

Minimum Retention Period:
Three (3) calendar years from date of closure of the case.

Legal Citations:
NRS 422.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1162**

Agreements of Bilateral Agencies

Description:
This record series documents the negotiation, execution, completion, and termination of legal agreements between a local government and other parties.

Minimum Retention Period:
Six (6) years after termination or expiration of agreement.

Legal Citations:
NRS 436.190, NRS 11.190 (1)(b)

Title: **LRDA Number:** **2007- 1636**

Case Record: Neglected, Abused or Delinquent Child -- Child Fatality

Description:
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.

Minimum Retention Period:
Fifty (50) calendar years from the close of the case or last action in the file.

Legal Citations:
NRS 432B.280 to NRS 432B.290, NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential and Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1430**

Case Record: Neglected, Abused or Delinquent Child - Clinical Assessment

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
NRS 11.215, NRS 629.051, NRS 432B.280, NRS 432B.290, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1637**

Case Record: Neglected, Abused or Delinquent Child - Family Preservation

Description:
This record series provides current and continuous documentation in providing services for neglected, abused or delinquent 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 and documentation of services provided. This series may also contain records of mental health treatment, status of offenders and delinquency documents.

Minimum Retention Period:
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 three (3) calendar years from the close of the case.

Legal Citations:
NRS 432B.280 to NRS 432B.290, NRS 11.215, NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential and Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1716**

Case Record: Neglected, Abused or Delinquent Child - Medical Assessment

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
NRS 11.215, NRS 629.051, NRS 432B.280, NRS 432B.290, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1431**

Case Record: Neglected, Abused or Delinquent Child--in cases where the child is not placed in protective custody and not sexually abused.

Description:
This record series documents and administers 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.

Minimum Retention Period:
Three (3) calendar years from the close of the case.

Legal Citations:
NRS Chapter 432B, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1432**

Case Record: Neglected, Abused or Delinquent Child--in cases where the child is placed in protective custody and not sexually abused.

Description:
This record series documents and administers 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.

Minimum Retention Period:
Six (6) calendar years from the close of the case.

Legal Citations:
NRS Chapter 432B, NRS 11.190 (1), NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1433**

Case Record: Neglected, Abused or Delinquent Child--sexual abuse cases and / or cases that have been referred to a District Attorney for criminal prosecution.

Description:
This record series documents and administers 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.

Minimum Retention Period:
Fifty (50) calendar years from the close of the case.

Legal Citations:
NRS Chapter 432B, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1166**

Child Care Facilities Files

Description:
This series documents and administers 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.

Minimum Retention Period:
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.

Legal Citations:
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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1647**

Client Case Files - Economic Assistance

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from date case is closed.

Legal Citations:
45 CFR 74.53, NRS 11.190 (3)(d), NRS 49.251 to 49.254, NAC 641B.210, NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential and/or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1164**

Client Case Files - Social Services

Description:
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.

Minimum Retention Period:
Six (6) calendar years from date of last service.

Legal Citations:
NRS 49.251 to 49.254, NAC 641B.210, NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential and/or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1168**

Clients' Appointment Slips

Description:
This series documents a client's appointment date, time, and type of service.

Minimum Retention Period:
Ninety (90) days from date of appointment

Legal Citations:
NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1171**

Complaints, Unlicensed Child Care Facilities

Description:
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.

Minimum Retention Period:
Three (3) calendar years after response or resolution.

Legal Citations:
NRS 432A.210, 432A .220, NRS 11.190 (3), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1434**

Denied Adoption Files

Description:
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.

Minimum Retention Period:
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).

Legal Citations:
NRS Chapter 127, NRS 432.035, NAC 239.165 (1)(2)

Legal Notes:
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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1714**

Eligibility Files

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from the fiscal year to which it pertains.

Legal Citations:
45 CFR 74.53, NRS 11.190(3)(d), NRS 422.290, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1435**

Foster Care Licensing Files

Description:
This record series administers and documents 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. **Minimum Retention Period:**
Sixteen (16) calendar years from the date of the expiration, suspension or revocation of the license.

Legal Citations:
NRS Chapter 424, NAC Chapter 424, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1648**

Grants: Fiscal Records

Description:
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, accounting reports, expenditure reports, audit reports, monitoring reports, copies of purchase orders, warrants, warrant registers, vouchers, correspondence, and other similar financial records.

Minimum Retention Period:
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.

Legal Citations:
NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number: 2007- 1649**

Grants: Proposals, Reports and Results

Description:
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, correspondence and related documents.

Minimum Retention Period:
Three (3) fiscal years after the grant is closed, or for the retention period required by the granting authority, whichever is longer.

Legal Citations:
NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Review this series for historical value before disposal.

Title: **LRDA Number: 2007- 1642**

Homemaker Program: Client Case Files

Description:
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.

Minimum Retention Period:
Three (3) calendar years from date of closure of the case.

Legal Citations:
NRS 422.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series contains Confidential Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1643**

Homemaker Program: Provider List

Description:
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. **Minimum Retention Period:**
One (1) fiscal year from the date of the list.

Legal Citations:
NRS 422.290, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1644**

Homemaker Program: Time Sheets

Description:
This record series consists of information copies of time sheets of homemakers and personal care aids. The sheets are monitored for time and mileage.

Minimum Retention Period:
Three (3) fiscal years from the fiscal year to which they pertain.

Legal Citations:
42 U.S.C. § 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)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1178**

Hospital Bills Accepted for Payment

Description:
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, physician's charges, ambulance charges and charges from other medical providers, bill payment information, related correspondence, and similar documents.

Minimum Retention Period:
Three (3) fiscal years from the date of last service.

Legal Citations:
NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1646**

Subsidized Transportation Program Records

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from the fiscal year to which the records pertain.

Legal Citations:
NRS 427A.070, NRS 422.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Utilities

Title: **LRDA Number:** **2007- 1197**

Agreement / Application for Service Files

Description:

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.

Minimum Retention Period:

Six (6) fiscal years after the fiscal year in which the last transaction, charge, credit, or payment occurs under the contract/ agreement.

Legal Citations:

18 CFR 125.3 (29), NRS 11.190 (1)(b), NAC 704.326, NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)). Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Note:

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.

Title: **LRDA Number:** **2007- 1196**

Annual Reports

Description:

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.

Minimum Retention Period:

Five (5) calendar years if report is sent to a state agency; if not retain Permanently.

Legal Citations:

18 CFR 125.3 (41), NAC 704.320

Title: **LRDA Number:** **2007- 1199**

Customer Deposits, Records of

Description:

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.

Minimum Retention Period:

Three (3) fiscal years after refund or last action.

Legal Citations:

NRS 11.190 (3)(d), NAC 704.328 (6), NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1200**

Customer Histories

Description:
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.

Minimum Retention Period:
Two (2) fiscal years after the closing of the account.

Legal Citations:
NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1201**

Delinquent Accounts

Description:
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.

Minimum Retention Period:
One (1) fiscal year after disposition.

Legal Citations:
NAC 704.341 to 704.342, NAC 704.346, NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1622**

Meter History Records

Description:
This series documents the maintenance and repair history of individual meters.

Minimum Retention Period:
Life of meter.

Legal Citations:
NAC 704.343

Title: **LRDA Number:** **2007- 1202**

Meter Readings

Description:
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.

Minimum Retention Period:
Three (3) fiscal years after the billing cycle to which the reading pertains.

Legal Citations:
NRS 11.190 (3)(d), NRS 354.624

Title: **LRDA Number:** **2007- 1623**

Meter Testing Reports

Description:
This series documents any test results to insure that individual meters are calibrated and functioning properly.

Minimum Retention Period:
Three (3) calendar years after last test performed.

Legal Citations:
NRS 11.190 (3)(d), NAC 704.343

Title: **LRDA Number:** **2007- 1624**

Rate Schedules

Description:
This series consists of published rate sheets and schedules for utility service, including schedules suspended or superseded.

Minimum Retention Period:
Six (6) fiscal years after published rate superseded or no longer used to charge for utility service.

Legal Citations:
18 CFR 125.3 (30), NRS 11.190 (1)(b)

Title: **LRDA Number:** **2007- 1626**

Utility Advertising

Description:
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.

Minimum Retention Period:
Two (2) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
18 CFR 125.3 (42)

Note:
Review for historical value.

Title: **LRDA Number:** **2007- 1629**

Utility Facilities

Description:
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.

Minimum Retention Period:
Life of the facility plus an additional six (6) calendar years.

Legal Citations:
18 CFR 125.3 (16 to 24), NRS 11.190 (1)(b), NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:
This record series may contain Confidential or Restricted Information and must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:
Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1627**

Utility Forecast Reports

Description:
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.

Minimum Retention Period:
Three (3) fiscal years from the end of the fiscal year to which the report pertains.

Legal Citations:
18 CFR 125.3 (39)

Note:
Review for historical value.

Title: **LRDA Number:** **2007- 1628**

Utility Ledger

Description:
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. **Minimum Retention Period:**
Ten (10) fiscal years from the end of the fiscal year to which the record pertains.

Legal Citations:
18 CFR 125.3 (6)

Title: **LRDA Number:** 2007- 1625

Utility Revenue Summaries

Description:

This series consists of summaries of monthly operating revenues according to classes of service. Includes summaries of forfeited discounts and penalties.

Minimum Retention Period:

Five (5) fiscal years from the end of the fiscal year to which they pertain.

Legal Citations:

18 CFR 125.3 (33)

Zoning

Title: **LRDA Number:** **2007- 1419**

Administrative Adjustment Files

Description:
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.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 1206**

Annexations

Description:
This record series documents annexations of parcels of land. This series may include, but is not limited to, plats, studies, resolutions, legal notices, staff memoranda, applications, petitions, title reports, ownership reports, consent letters and protests, related correspondence, and similar documents.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 268.570 to 268.670, NRS 318.261 to 318.272, NRS 269.650 to 269.652 and others.

Title: **LRDA Number:** **2007- 1207**

Architectural Supervisions

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 239C.090, NRS 239C.210

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1209**

Board of Adjustment

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 278.290, NRS 241.035

Title: **LRDA Number:** **2007- 1420**

Boundary Line Adjustment Files

Description:
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.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 1421**

Conditional / Special Use Permits

Description:
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.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 1257**

Environmental Impact Studies

Description:
This record series consists of records and reports documenting the environmental impact of projects proposed by local governments or reviewed by local government officials.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 1211**

Maps of Parcels, Final Maps and Aerial Maps

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 239C.210

Legal Notes:
This record series may contain Confidential or Restricted Information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

Title: **LRDA Number:** **2007- 1213**

Names of Streets and Changes of Street Names

Description:
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.

Minimum Retention Period:
Permanent.

Title: **LRDA Number:** **2007- 1215**

Subdivisions

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 278.320 to 278.460

Title: **LRDA Number:** **2007- 1525**

Temporary Use Permits

Description:
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.

Minimum Retention Period:
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.

Legal Citations:
NRS 11.190 (1)(b), NRS 11.190 (3)(d)

Title: **LRDA Number:** **2007- 1218**

Vacations

Description:
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.

Minimum Retention Period:
Permanent.

Legal Citations:
NRS 278.480

Title: **LRDA Number:** **2007- 1630**

Zoning Case Files

Description:

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.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 278.250

Title: **LRDA Number:** **2007- 1224**

Zoning Violation Records

Description:

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.

Minimum Retention Period:

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.

Legal Citations:

NRS 11.190 (4)(e)

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