

ADMINISTRATIVE SERVICES

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- 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- 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- 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, etc.

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- 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- 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- 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- 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- 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- 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- 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- 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- 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
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- 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- 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, manufacturer'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- 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- 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- 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- 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- 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- 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 offices records.

Minimum Retention Period:

Until no longer needed for reference purposes.

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- 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- 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)].

ACKNOWLEDGED BY RECORDS DELEGATE(S) _____

DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____

DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____

DATE _____

*Lifecycle Retention Schedule for
Administrative Services*

LDRA No	2007- 46
Record Title	Accounting Files (office copies)
State Required Retention	Until resolution of an annual audit
Department Retention	Twelve (12) months after the end of the fiscal year
On Site Retention	Twelve (12) months after the end of the fiscal year
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 52
Record Title	Budgets: Office / Departmental Copy
State Required Retention	One (1) fiscal year after resolution of an annual audit
Department Retention	Twelve (12) months after the end of the fiscal year
On Site Retention	Twelve (12) months after the end of the fiscal year
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 54
Record Title	Contracts and Agreements (office copies)
State Required Retention	One (1) fiscal year after contract or agreement completed or terminated
Department Retention	One (1) fiscal year after contract or agreement completed or terminated
On Site Retention	One (1) fiscal year after contract or agreement completed or terminated
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for
Administrative Services*

LDRA No	2007- 1230
Record Title	Convenience Copies
State Required Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
Department Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
On Site Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 7
Record Title	Correspondence: Administrative
State Required Retention	Permanent
Department Retention	Permanent
On Site Retention	Permanent
Records Center	Microfilm retained
Destroy by	Shred & Delete when filmed
Record Media	Paper & Electronic & Microfilm
Notes	Put to microfilm when enough
LDRA No	2007- 56
Record Title	Correspondence: General and Inquiries
State Required Retention	Purge annually of unneeded materials
Department Retention	Purge annually of unneeded materials
On Site Retention	Purge annually of unneeded materials
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	Retain no longer than three (3) years

*Lifecycle Retention Schedule for
Administrative Services*

LDRA No	2007- 57
Record Title	Departmental Regulations, Policies and Procedures
State Required Retention	Six (6) calendar years after superseded or abandoned officially
Department Retention	Six (6) calendar years after superseded or abandoned officially
On Site Retention	Six (6) calendar years after superseded or abandoned officially
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 245
Record Title	Electronic Mail (E-mail)
State Required Retention	Erase after the retention period required for equivalent hardcopy.
Department Retention	Erase after the retention period required for equivalent hardcopy.
On Site Retention	Erase after the retention period required for equivalent hardcopy.
Records Center	None
Destroy by	Delete
Record Media	Electronic
Notes	
LDRA No	2007- 58
Record Title	Employee Files Maintained in an Office or Department
State Required Retention	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).
Department Retention	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).
On Site Retention	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).
Records Center	None
Destroy by	Shred
Record Media	Paper
Notes	

Lifecycle Retention Schedule for

LDRA No	2007- 1248
Record Title	Grant Files - Unfunded
State Required Retention	As long as administratively useful to the agency.
Department Retention	As long as administratively useful to the agency.
On Site Retention	As long as administratively useful to the agency.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner

LDRA No	2007- 1649
Record Title	Grants: Proposals, Reports and Results
State Required Retention	Three (3) fiscal years after the grant is closed, or for the retention period required by the granting authority, whichever is longer.
Department Retention	Three (3) fiscal years after the grant is closed, or for the retention period required by the granting authority, whichever is longer.
On Site Retention	Three (3) fiscal years after the grant is closed, or for the retention period required by the granting authority ,whichever is longer.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner

LDRA No	2007- 1241
Record Title	Leave Requests
State Required Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
Department Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
On Site Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner

*Lifecycle Retention Schedule for
Administrative Services*

LDRA No	2007- 34
Record Title	Legislative Relations Records
State Required Retention	As long as administratively useful to the agency.
Department Retention	As long as administratively useful to the agency.
On Site Retention	As long as administratively useful to the agency.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 1301
Record Title	Mission Statement
State Required Retention	Until superseded with an updated or amended statement, and review for historical value.
Department Retention	Until superseded with an updated or amended statement, and review for historical value.
On Site Retention	Until superseded with an updated or amended statement, and review for historical value.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 1676
Record Title	Organizational Charts
State Required Retention	Until modified, superseded, or no longer created.
Department Retention	Until modified, superseded, or no longer created.
On Site Retention	Until modified, superseded, or no longer created.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for
Administrative Services*

LDRA No	2007- 295
Record Title	Plans for Recovery from Disasters
State Required Retention	Retain this record series until superseded with an updated or amended plan. Retain one (1) copy of superseded plans Permanently for historical purposes.
Department Retention	Retain this record series until superseded with an updated or amended plan. Retain one (1) copy of superseded plans Permanently for historical purposes.
On Site Retention	Retain this record series until superseded with an updated or amended plan. Retain one (1) copy of superseded plans Permanently for historical purposes.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	This record series is Confidential per NRS 239C.250 and must not be disclosed
LDRA No	2007- 67
Record Title	Property and Equipment, Records and Inventories (office copies)
State Required Retention	One (1) fiscal year after superseded.
Department Retention	One (1) fiscal year after superseded.
On Site Retention	One (1) fiscal year after superseded.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 296
Record Title	Records of Emergency Training Exercises
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent.
Records Center	None
Destroy by	
Record Media	Paper & Electronic
Notes	This record series may contain Confidential or Restricted Information

*Lifecycle Retention Schedule for
Administrative Services*

LDRA No	2007- 68
Record Title	Records of External Groups and Agencies
State Required Retention	Until no longer needed for reference or informational purposes.
Department Retention	Until no longer needed for reference or informational purposes.
On Site Retention	Until no longer needed for reference or informational purposes.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 73
Record Title	Records Retention Schedule
State Required Retention	Six (6) calendar years after superseded by a changed schedule
Department Retention	Six (6) calendar years after superseded by a changed schedule
On Site Retention	Six (6) calendar years after superseded by a changed schedule
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 74
Record Title	Requisitions / Purchase Orders (office copies)
State Required Retention	Until resolution of an annual audit
Department Retention	Twelve (12) months after the end of the fiscal year
On Site Retention	Twelve (12) months after the end of the fiscal year
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for
Administrative Services*

LDRA No	2007- 41
Record Title	Special Event and Celebration Records
State Required Retention	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.
Department Retention	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.
On Site Retention	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.
Records Center	Microfilm retained permanently
Destroy by	Shred & Delete two (2) retained records film permanent records
Record Media	Paper & Electronic & Microfilm
Notes	Put to microfilm when enough records are accumulated
LDRA No	2007- 846
Record Title	Staff Meeting Records
State Required Retention	One (1) calendar year from the date of the meeting
Department Retention	One (1) calendar year from the date of the meeting
On Site Retention	One (1) calendar year from the date of the meeting
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 47
Record Title	Strategic Plan Files
State Required Retention	Three (3) calendar years from the date superseded, and review for historical value.
Department Retention	Three (3) calendar years from the date superseded, and review for historical value.
On Site Retention	Three (3) calendar years from the date superseded, and review for historical value.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for the
Administrative Services*

LDRA No	2007- 75
Record Title	Subject Files
State Required Retention	Purge annually of unneeded materials
Department Retention	Purge annually of unneeded materials
On Site Retention	Purge annually of unneeded materials
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	It is recommended this record series be retained for no longer than three (3) calendar years.
LDRA No	2007- 1414
Record Title	Supportive Agency Files
State Required Retention	Review on a continuous basis, disposing of records which are no longer administratively useful.
Department Retention	Review on a continuous basis, disposing of records which are no longer administratively useful.
On Site Retention	Review on a continuous basis, disposing of records which are no longer administratively useful.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	It is recommended this record series be retained for no longer than three (3) calendar years.
LDRA No	2007- 76
Record Title	Surveys, Polls, and Questionnaires
State Required Retention	As long as administratively useful to the agency
Department Retention	As long as administratively useful to the agency
On Site Retention	As long as administratively useful to the agency
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	Review for historical value.

*Lifecycle Retention Schedule for the
Administrative Services*

LDRA No	2007- 1254
Record Title	Technical Reference Files
State Required Retention	Until no longer needed for reference purposes
Department Retention	Until no longer needed for reference purposes
On Site Retention	Until no longer needed for reference purposes
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 1008
Record Title	Telephone Logs
State Required Retention	90 days from last entry.
Department Retention	90 days from last entry.
On Site Retention	90 days from last entry.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 327
Record Title	Time Cards and Sheets
State Required Retention	Three (3) fiscal years from the fiscal year to which they pertain.
Department Retention	Three (3) fiscal years from the fiscal year to which they pertain.
On Site Retention	1 fiscal year from the fiscal year to which they pertain.
Records Center	2 fiscal years from the fiscal year to which they pertain.
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner

*Lifecycle Retention Schedule for the
Administrative Services*

LDRA No	2007- 1258
Record Title	Travel Records
State Required Retention	Three (3) fiscal years from the end of the fiscal year to which records pertain.
Department Retention	Three (3) fiscal years from the end of the fiscal year to which records pertain.
On Site Retention	Three (3) fiscal years from the end of the fiscal year to which records pertain.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner

*Lifecycle Retention Schedule for the
Administrative Services*

ACKNOWLEDGED BY RECORDS DELEGATES(S) _____

DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____

DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____

DATE _____