

FINANCE & BUSINESS SERVICES

BUSINESS SERVICES

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- 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- 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- 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, debtors 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- 1533

Boards, Commissions, Councils, and Standing Committee Records (*Child Care Licensing Board*)

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- 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- 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)

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)].

itle: 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- 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- 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- 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- 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- 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- 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- 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- 227**Out of Business Files (General)****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- 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- 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- 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- 483

Room Tax Return Files

Description:

Minimum Retention Period:

3 years after inactive

Legal Citations:

NRS 11.190

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

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)].

ACKNOWLEDGED BY RECORDS DELEGATE _____

DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____

DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____

DATE _____

*Lifecycle Retention Schedule for
Finance & Business Services Business Services*

LDRA No	2007- 1679
Record Title	Activity Reports
State Required Retention	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.
Department Retention	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.
On Site Retention	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.
Records Center	Retain microfiche Activity Report permanently
Destroy by	Shred paper after filming or out of retention & Delete electronic file
Record Media	Paper & Electronic & Microfiche (COM)
Notes	If there is personally identifying, confidential or restricted information in This record series that information must be protected from public disclosure
LDRA No	2007- 1639
Record Title	Agendas - Official/Final
State Required Retention	Permanent
Department Retention	Permanent
On Site Retention	Permanent
Records Center	Retain microfilm permanently
Destroy by	Shred paper & Delete Electronic after microfilming
Record Media	Paper & Electronic & microfilm
Notes	
LDRA No	2007- 94
Record Title	Audit Reports
State Required Retention	Three (3) fiscal years from the fiscal year to which the record pertains.
Department Retention	Three (3) fiscal years from the fiscal year to which the record pertains.
On Site Retention	Three (3) fiscal years from the fiscal year to which the record pertains.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for
Finance & Business Services Business Services*

LDRA No	2007- 469
Record Title	Bankruptcy Records
State Required Retention	Six (6) fiscal years after repayment or discharge of the debt
Department Retention	Six (6) fiscal years after repayment or discharge of the debt
On Site Retention	2 fiscal years after repayment or discharge of the debt
Records Center	4 fiscal years after repayment or discharge of the debt
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 1533
Record Title	Boards, Commissions, Councils, and Standing Committee Records (Child Care Licensing Board)
State Required Retention	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.
Department Retention	Retain this record series Permanently.
On Site Retention	Permanently until moved to Records Center after one (1) year
Records Center	Retain microfilm and or paper permanently
Destroy by	
Record Media	Paper & Microfilm
Notes	
LDRA No	2007- 221
Record Title	Business Licenses, Applications and Renewals (General)
State Required Retention	One (1) calendar year after the cessation of business
Department Retention	One (1) calendar year after the cessation of business
On Site Retention	Six (6) months after the cessation of business
Records Center	Six (6) months after the cessation of business
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
Finance & Business Services Business Services*

LDRA No	2007- 1166
Record Title	Child Care Facilities Files
State Required Retention	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.
Department Retention	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 six(6) calendar years from the date facility is closed.
On Site Retention	Retain records related to licensing for one (1) calendar year 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.
Records Center	Five (5) calendar years from the date facility is closed.
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 1171
Record Title	Complaints, Unlicensed Child Care Facilities
State Required Retention	Three (3) calendar years after response or resolution.
Department Retention	Three (3) calendar years after response or resolution.
On Site Retention	Three (3) calendar years after response or resolution.
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- 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	

*Lifecycle Retention Schedule for
Finance & Business Services Business Services*

LDRA No	2007- 55
Record Title	Correspondence: Complaints
State Required Retention	Three (3) calendar years after response or resolution
Department Retention	Three (3) calendar years after response or resolution
On Site Retention	Three (3) calendar years after response or resolution
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- 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	
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	

*Lifecycle Retention Schedule for
Finance & Business Services Business Services*

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- 1039
Record Title	Fees, Requests for Payment
State Required Retention	One (1) fiscal year after receipt of payment or after written off as uncollectible.
Department Retention	One (1) fiscal year after receipt of payment or after written off as uncollectible.
On Site Retention	One (1) fiscal year after receipt of payment or after written off as uncollectible.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	

LDRA No	2007- 277
Record Title	Franchise Agreements
State Required Retention	Six (6) fiscal year after termination of franchise agreement
Department Retention	Six (6) fiscal year after termination of franchise agreement
On Site Retention	Six (6) fiscal year after termination of franchise agreement
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for
Finance & Business Services Business Services*

LDRA No	2007- 840
Record Title	Licenses, Business Background: Suspensions and Revocations
State Required Retention	Ten (10) calendar years from date of last action.
Department Retention	Ten (10) calendar years from date of last action.
On Site Retention	Ten (10) calendar years from date of last action.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential Information and must be destroyed in a secure manner
LDRA No	2007- 229
Record Title	Liquor and Gaming Licenses
State Required Retention	One (1) calendar year after license is renewed, terminated or expires.
Department Retention	Six (6) calendar years after license is renewed, terminated or expires.
On Site Retention	One (1) calendar years after license is renewed, terminated or expires.
Records Center	Five (5) calendar years after license is renewed, terminated or expires.
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 226
Record Title	Master List of Businesses Licensed
State Required Retention	Until superseded.
Department Retention	Until superseded.
On Site Retention	Until superseded.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic & Disk
Notes	

*Lifecycle Retention Schedule for
Finance & Business Services Business Services*

LDRA No	2007- 227
Record Title	Out of Business Files (General)
State Required Retention	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.
Department Retention	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.
On Site Retention	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.
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- 234
Record Title	Receipts for Collection of Taxes on Lodging, Liquor and Gaming
State Required Retention	Until annual audit is completed
Department Retention	Twelve (12) months from the end of the fiscal year.
On Site Retention	Twelve (12) months from the end of the fiscal year.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 109
Record Title	Recordings of Meetings
State Required Retention	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
Department Retention	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
On Site Retention	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
Records Center	None
Destroy by	Shred & Delete
Record Media	Audio Tape & Electronic
Notes	

*Lifecycle Retention Schedule for the
Finance & Business Services Business Services*

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- 238
Record Title	Reports of Hotels, Motels and Campgrounds
State Required Retention	Six (6) fiscal years from the end of the fiscal year to which the records pertain.
Department Retention	Six (6) fiscal years from the end of the fiscal year to which the records pertain.
On Site Retention	Six (6) fiscal years from the end of the fiscal year to which the records pertain.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 483
Record Title	Room Tax Return Files
State Required Retention	3 years after inactive
Department Retention	3 years after inactive
On Site Retention	3 years after inactive
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for the
Finance & Business Services Business Services*

LDRA No	2007- 292
Record Title	Solicitation Permits, Receipts
State Required Retention	Until annual audit is completed
Department Retention	Twelve (12) months from the end of the fiscal year.
On Site Retention	Twelve (12) months from the end of the fiscal year.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 231
Record Title	Temporary Licenses or Permits
State Required Retention	Three (3) calendar years from the expiration of the license or permit.
Department Retention	Three (3) calendar years from the expiration of the license or permit.
On Site Retention	Three (3) calendar years from the expiration of the license or permit.
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	
Record Title	
State Required Retention	
Department Retention	
On Site Retention	
Records Center	
Destroy by	
Record Media	
Notes	

*Lifecycle Retention Schedule for the
Finance & Business Services Business Services*

ACKNOWLEDGED BY RECORDS DELEGATE(S) _____
DATE _____

REVIEWED BY RECORDS ADMINISTRATOR
DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____
DATE _____

FINANCE & BUSINESS

PURCHASING

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- 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- 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- 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- 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- 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- 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- 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- 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- 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- 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- 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- 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- 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

ACKNOWLEDGED BY RECORDS DELEGATE _____

DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____

DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____

DATE _____

*Lifecycle Retention Schedule for
Finance & Business Purchasing*

LDRA No	2007- 364
Record Title	Bid Files
State Required Retention	Seven (7) calendar years after the date of execution of the contract.
Department Retention	Seven (7) calendar years after the date of execution of the contract.
On Site Retention	2 calendar years after the date of execution of the contract.
Records Center	5 calendar years after the date of execution of the contract.
Destroy by	Shred & Delete
Record Media	Paper & Electronic Audio Tapes
Notes	This record series should be destroyed in a secure manner Documents in vendor proposals may contain proprietary information which may be protected by copyright
LDRA No	2007- 1305
Record Title	Cancelled Solicitation Files
State Required Retention	Three (3) fiscal years after cancellation.
Department Retention	Three (3) fiscal years after cancellation.
On Site Retention	Three (3) fiscal years after cancellation.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	This record series should be destroyed in a secure manner Documents in vendor proposals may contain proprietary information which may be protected by copyright
LDRA No	2007- 1249
Record Title	Contracts and Agreements - Capital Improvement Projects
State Required Retention	Twelve (12) fiscal years after fulfillment of all terms of the agreement or contract.
Department Retention	Twelve (12) fiscal years after fulfillment of all terms of the agreement or contract.
On Site Retention	2 fiscal years after fulfillment of all terms of the agreement or contract.
Records Center	10 fiscal years after fulfillment of all terms of the agreement or contract.
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for
Finance & Business Purchasing*

LDRA No	2007- 474
Record Title	Contracts and Agreements - Non-Capital Improvement
State Required Retention	Six (6) calendar years from the termination/completion of a contract or agreement.
Department Retention	Six (6) calendar years from the termination/completion of a contract or agreement.
On Site Retention	2 calendar years from the termination/completion of a contract or agreement.
Records Center	4 calendar years from the termination/completion of a contract or agreement.
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 365
Record Title	Cooperative Purchases
State Required Retention	Six (6) calendar years from the termination/completion of a contract or agreement.
Department Retention	Six (6) calendar years from the termination/completion of a contract or agreement.
On Site Retention	Two (2) calendar years from the termination/completion of a contract or agreement.
Records Center	Four (4) calendar years from the termination/completion of a contract or agreement.
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 55
Record Title	Correspondence: Complaints
State Required Retention	Three (3) calendar years after response or resolution.
Department Retention	Three (3) calendar years after response or resolution.
On Site Retention	Three (3) calendar years after response or resolution.
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
Finance & Business Purchasing*

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 & Delete
Record Media	Paper & Electronic
Notes	Confidential and sensitive information
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
Finance & Business Purchasing*

LDRA No	2007- 369
Record Title	Procedure Manuals
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	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Restricted information
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	Delete
Record Media	Electronic (Oracle)
Notes	
LDRA No	2007- 1302
Record Title	Receiving Reports
State Required Retention	One (1) fiscal year after completion 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

*Lifecycle Retention Schedule for
Finance & Business Purchasing*

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- 371
Record Title	Requisitions and Purchase Orders
State Required Retention	One (1) fiscal year after completion 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	Delete
Record Media	Electronic (Oracle)
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
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	

*Lifecycle Retention Schedule for
Finance & Business Purchasing*

LDRA No **2007- 368**

Record Title **Supplies**

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 Delete

Record Media Electronic (Oracle)

Notes

LDRA No

Record Title

State Required Retention

Department Retention

On Site Retention

Records Center

Destroy by

Record Media

Notes

LDRA No

Record Title

State Required Retention

Department Retention

On Site Retention

Records Center

Destroy by

Record Media

Notes

