

CITY CLERK

Title: LRDA Number: 2007- 1641
Agenda - Non-Packet Material

Description:

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

Minimum Retention Period:

Three (3) calendar years after the date of the meeting.

Legal Citations:

NRS 11.190 (3)(d)

Title: LRDA Number: 2007- 1638
Agendas - Annotated

Description:

This record series is a summary document listing all the items discussed during public meetings and the action taken on those items. This series is not the official/final agenda which must be retained permanently.

Minimum Retention Period:

One (1) calendar year after the year in which they were created.

Legal Citations:

NRS 241.035

Title: LRDA Number: 2007- 1639
Agendas - Official/Final

Description:

This record series consists of the meeting agenda per se and any backup material submitted prior to or during the meeting. This series is often included as part of the meeting minutes.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 241.020

Title: LRDA Number: 2007- 255
Agreements

Description:

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

Minimum Retention Period:

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

Legal Citations:

NRS 11.190 (1)(b), NRS 266.480

**Title: LRDA Number: 2007- 1206
Annexations**

Description:

This record series documents annexations of parcels of land. This series may include, but is not limited to, plats, studies, resolutions, legal notices, staff memoranda, applications, petitions, title reports, ownership reports, consent letters and protests, related correspondence, and similar documents.

Minimum Retention Period:

Permanent.

Legal Citations:

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

**Title: LRDA Number: 2007- 4
Annual Budget - Final Budget**

Description:

This record series documents the final annual financial plan for a governmental entity. This series may include, but is not limited to, financial summaries, spending plans, copy of certified final budget, budget message, affidavit of proof of publication of notice of public hearing, minutes, agendas, exhibits, staff reports, and related records.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 354.59801

**Title: LRDA Number: 2007- 50
Bids (office copies)**

Description:

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

Minimum Retention Period:

As long as administratively useful to the agency.

Legal Citations:

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

Legal Notes:

Documents in vendor proposals may contain proprietary information which may be protected by copyright (17 USC sec.501) or trade secret (15 USC sec 5308) laws. NRS 332.061 defines the confidentiality of these types of records. Questions on access and confidentiality should be addressed by your agency legal counsel. This record series should be destroyed in accordance with NAC 239.165.

Note:

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

**Title: LRDA Number: 2007- 1553
Board and Commission Volunteer Interest Forms**

Description:

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

Minimum Retention Period:

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

Legal Citations:

NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 1533**Boards, Commissions, Councils, and Standing Committee Records****Description:**

This record series documents the governmental administration, activities, and history of boards, commissions, councils, and committees established by state law, local ordinance, or administrative procedure in the State of Nevada. The records may be used to fulfill zoning, licensing, educational, regulatory, planning, operating, administering, 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- 263**Bond Issues****Description:**

This record series documents the authorization to finance municipal improvements through bonded indebtedness and implementation of municipal bond issues. Series may include but is not limited to bond anticipation notes, authorizations, bond ratings, contracts or sales agreements, sample copies or specimens of bonds sold, financial supporting documentation, related correspondence and similar documents.

Minimum Retention Period:

Ten (10) calendar years after bond retired.

Note:

Review for historical value.

Title: LRDA Number: 2007- 1669
Campaign Contribution and Expense Reports

Description:

This record series consists of campaign contribution and expense reports filed with the City Clerk in accordance with state law. Reports document the type of filing and date, summary of contributions, summary of expenses, contributions in excess of \$100, expenses in excess of \$100, in kind contributions and expenses, money on hand, indebtedness, and similar information.

Minimum Retention Period:

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

Legal Citations:

NRS 294A.100 to 294A.190, NAC 294A.040 to 294A.098

Legal Notes:

The Secretary of State may have copies of some of these reports.

Note:

These reports should be reviewed for historical value before disposition.

Title: LRDA Number: 2007- 27
Cemetery Records

Description:

This record series documents the administration and management of local government owned or operated cemeteries. This series may include, but is not limited to, lists of names and maps of grave locations, deeds, purchase information on lots and burials, deed register, interment and disinterment registers, plot index records and logs, section maps, certificates of perpetual care, state licensing and reporting documentation, related correspondence and similar documents.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS Chapter 452, NRS 239B.030, NRS 205.4617

Legal Notes:

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

Title: LRDA Number: 2007- 268
Claims Against a City

Description:

This record series documents various types of insurance claims filed against local government. Claims include personal injury, property damage, motor vehicle accident, and others. Series may include but is not limited to insurance claim forms, copy of hospital, physician, ambulance and medication bills, death and birth certificates, reports, photographs, summaries, reviews, notices, audio and videotapes, transcriptions of recorded statements, memoranda, correspondence, and related documents used in processing the claim.

Minimum Retention Period:

Three (3) fiscal years after resolution.

Legal Citations:

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

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 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) calendar years after expiration or fulfillment of all terms of the agreement or contract, whichever is later

Legal Citations:

NRS 11.203

Title: LRDA Number: 2007- 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- 271

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

Description:

This record series consists of records filed with the city clerk and may contain, but is not limited to, Annexation files; Assessment rolls; Bonds and oaths of city officials; Certificates of title; City official's reports; Deeds to property owned by the city; Final plans for capital improvements; Land use maps; Meeting minutes and agendas; Membership lists of boards or commissions; Ordinances; Proclamations; Public hearing notices and records; Resolutions; related correspondence and any other record required or permitted by law to be filed with the city clerk.

Minimum Retention Period:

Permanent, unless otherwise stated in this schedule.

Legal Citations:

NRS 266.480, NRS 241.035, NRS 270.040, NRS 268.490, NRS 239B.030, NRS 205.4617

Legal Notes:

Some records in This record series may contain Confidential and/or Sensitive Information.

Note:

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

Title: LRDA Number: 2007- 275
Financial Disclosure List

Description:

This record series consists of a list of each public officer who is required to file a statement of financial disclosure. On or before December 1 of each year, this list is submitted electronically by the City Clerk to the Commission on Ethics and to the Secretary of State.

Minimum Retention Period:

One (1) calendar year from the submission of the list.

Legal Citations:

NRS 281.574 to 281.575, NRS 281.573

Legal Notes:

The Financial Disclosure Statements themselves are retained by the Commission on Ethics.

Title: LRDA Number: 2007- 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- 1658
Gift Disclosures

Description:

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

Minimum Retention Period:

Six (6) fiscal years after the date on which the disclosure was filed.

Legal Citations:

NRS 281.491

Title: LRDA Number: 2007- 10
Hearings - Notice of Public Hearing

Description:

This record series documents the posting of notices of public hearings. Usually includes information on date, time, place and location of hearing, list of locations where notice has been posted, agenda, and related records.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 241.020

**Title: LRDA Number: 2007- 278
Leases**

Description:

This record series contains copies of leases for property or equipment leased by the city. Series usually shows the name and addresses of lesser and lessee, description of property or equipment, rent or lease cost, purpose for which property may be used, conditions or terms, renewal documents, memorandums, supporting documentation, related correspondence, and similar documents.

Minimum Retention Period:

Six (6) fiscal years after expiration of the lease.

Legal Citations:

NRS 11.190 (1)(b), NRS 11.190 (3)(d)

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

Description:

This record series documents compliance with state laws requiring public notice of governmental activities. This series may include but is not limited to Affidavits of Publication, Certificates of Mailing, Affidavits of Posting, Public Hearing Notices, other required public or legal notices and similar documents.

Minimum Retention Period:

Permanent

Legal Citations:

NRS 241.035 NRS 244.115

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

Description:

This record series contains formal opinions rendered by the Attorney Generals office, District Attorney's office or other legal counsel. Opinions document the rationale for local government policies and help maintain consistency in related issues. Information usually includes date, department requesting opinion, and the text of the opinion.

Minimum Retention Period:

Permanent.

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

Description:

These records document lobbyist and lobbyist employer activities. This series may include, but is not limited to, expenditure reports, registration statements, supplementary registration statements, termination records, guidelines, related correspondence and similar documents.

Minimum Retention Period:

Five (5) fiscal years from the date of filing.

Legal Citations:

NRS 218.932

Title: LRDA Number: 2007- 63
Mailing and Distribution Lists

Description:

This record series is usually a list of names and addresses compiled for various mailings, such as billings, notifications, community outreach, and other administrative purposes.

Minimum Retention Period:

Until superseded by a new or revised list.

Title: LRDA Number: 2007- 65
Meeting Notification Lists

Description:

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

Minimum Retention Period:

Until updated

Title: LRDA Number: 2007- 281
Membership Lists of Boards and Commissions

Description:

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

Minimum Retention Period:

Permanent.

Title: LRDA Number: 2007- 1359
Microfilm Quality Control Records

Description:

This series documents that microfilm produced by or for governmental entities conforms to the specifications required by NRS 239.051(2). Records in this series may include but are not limited to microfilmed records lists, microfilm reel indexes, service bureau transmittals, film inspection reports, security copy depository transmittals, camera / processor / duplicator inspection reports, equipment and operator logs, related correspondence, and similar documents.

Minimum Retention Period:

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

Legal Citations:

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

Title: LRDA Number: 2007- 107
Minutes of all Boards, Commissions, Committees and Councils

Description:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency meetings. They include the date, time, and meeting place, members present and absent, the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken, the names of citizens who appeared and the substance in brief of their testimony, any other information that any member request be entered in the minutes in accordance with NRS 241.035. This series may include, but is not limited to, minutes, agenda packets, supporting documents, exhibits, audio / video recordings, attendance sheets, correspondence, and related records.

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

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

**Title: LRDA Number: 2007- 1676
Ordinances and Resolutions****Description:**

This record series documents ordinances and resolutions issued by local governments and may contain, but is not limited to, notice of filing, proof of publication, proof of posting, supporting documentation relating to preparation, drafting, passage, and implementation of the ordinance or resolution, date of adoption or passage, applicable signatures, related correspondence and similar documents. This series includes documentation related to ordinances or resolutions which have been repealed, revoked, or amended.

Minimum Retention Period:

Permanent.

Legal Citations:

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

**Title: LRDA Number: 2007- 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- 40

Seal and Logo Records

Description:

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

Minimum Retention Period:

Permanent.

Title: LRDA Number: 2007- 998
Special Assessment Districts, Files

Description:

This record series consists of files on public works projects related to redevelopment projects requiring extraordinary maintenance, repair and improvement and may contain, but is not limited to, plans, maps, blueprints, as-built drawings, inspection reports, project orders, project reports, billing and payment information, correspondence and related documents.

Minimum Retention Period:

Five (5) fiscal years after the fiscal year in which the notice of completion is issued.

Legal Citations:

NRS 11.190 (1)(a)(b), NRS 318.350, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 1006
Subdivision Files

Description:

This record series documents that developers meet accepted standards for design and construction of the Public Works portion of subdivision development, such as streets, street lights, sidewalks, curbs and gutters, utilities, storm drainage, and fire protection. This series may include, but is not limited to, copies of tentative maps, review files, inspection reports, applications for deferral of off-site improvements, copies of surveys, various studies and analysis, off-site data sheets, bond and fee documents, receipts, copies of documents from planning commission and governing body, transmittals, final map, project correspondence, and related documents.

Minimum Retention Period:

Five (5) fiscal years after the fiscal year in which the notice of completion is issued or subdivision bond is released, whichever is later.

Legal Citations:

NRS 278.330 to 278.380, NRS 239C.210, NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 72
Undeliverable Mailings

Description:

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

Minimum Retention Period:

One (1) calendar year after the matter referenced in mailing is concluded.

Title: LRDA Number: 2007- 1218
Vacations

Description:

This record series documents requests for vacation or abandonment of previously dedicated streets, alleys, public rights-of-way, or easements and may contain, but is not limited to, petitions, notifications, copies of tentative maps, hearing records, orders, conditions, proof of recording, titles, related correspondence, and similar documents.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 278.480

Title: LRDA Number: 2007- 885
Work Permit/Cards

Description:

This record series documents and administers records associated with employee work cards as required by state law, county or municipal codes. This series may contain, but is not limited to, a referral or hire slip from the prospective employer, work card application packet, applicant personal information, signed authorization for release of information forms, copy of criminal history, investigative records, applicant fingerprints, applicant photograph, proof of payment of fees, and related documents.

Minimum Retention Period:

Three (3) calendar years from the expiration, renewal, or denial of the work card.

Legal Citations:

NRS 118A.335, NRS 648.060, NRS 599B.115, NRS 432A.175, NRS 655.070, NRS 11.190 (3)(d), NRS 11.190 (4)(a) and others, County Code, Municipal Code, NAC 239.165 (1)(2)

Legal Notes:

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

Note:

The purpose of the work card is to regulate businesses, trades and professions that require a high degree of supervision and that seriously affect the public health, safety, prosperity, security, comfort, convenience, general welfare and property of the State and its residents.

ACKNOWLEDGED BY RECORDS DELEGATE(S) _____
DATE _____

REVIEWED BY RECORDS ADMINISTRATOR: _____
DATE: _____

APPROVED BY DEPARTMENT DIRECTOR: _____
DATE: _____

Lifecycle Retention Schedule for City Clerk

LDRA No	2007- 1641
Record Title	Agenda - Non-Packet Material
State Required Retention	Three (3) calendar years after the date of the meeting.
Department Retention	Three (3) calendar years after the date of the meeting.
On Site Retention	Three (3) calendar years after the date of the meeting.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

LDRA No	2007- 1638
Record Title	Agendas - Annotated
State Required Retention	One (1) calendar year after the year in which they were created.
Department Retention	One (1) calendar year after the year in which they were created at the end of the calendar year.
On Site Retention	One (1) calendar year after the year in which they were created at the end of the calendar year.
Records Center	None
Destroy by	Delete
Record Media	Electronic
Notes	Equal to the electronic action minutes

LDRA No	2007- 1639
Record Title	Agendas - Official/Final
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent.
Records Center	None
Destroy by	None
Record Media	Paper & Electronic & Microfilm
Notes	Filed with minutes also permanent

Lifecycle Retention Schedule for City Clerk

LDRA No	2007- 255
Record Title	Agreements
State Required Retention	Six (6) years after termination or expiration of agreement
Department Retention	Six (6) years after termination or expiration of agreement and those with council approval after 1997 are filed in the minutes which are permanent
On Site Retention	Six (6) years after termination or expiration of agreement and those with council approval after 1997 are filed in the minutes which are permanent
Records Center	None
Destroy by	Recycle those that are not permanent
Record Media	Paper
Notes	After 1998 Council action agreements are filed in the minutes

LDRA No	2007- 1206
Record Title	Annexations
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Until moved to Records Center
Records Center	Permanently retain paper
Destroy by	
Record Media	Paper
Notes	

LDRA No	2007- 4
Record Title	Annual Budget - Final Budget
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent.
Records Center	None
Destroy by	None
Record Media	Paper & CD
Notes	Filing office for Official Final Budget

Lifecycle Retention Schedule for City Clerk

LDRA No	2007- 50
Record Title	Bids (office copies)
State Required Retention	As long as administratively useful to the agency.
Department Retention	Two (2) calendar years
On Site Retention	Two (2) calendar years
Records Center	None
Destroy by	Shred & 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- 1553
Record Title	Board and Commission Volunteer Interest Forms
State Required Retention	One (1) calendar year after the year that interest is no longer expressed or contact can no longer be made.
Department Retention	One (1) calendar year after the year that interest is no longer expressed or contact can no longer be made.
On Site Retention	One (1) calendar year after the year that interest is no longer expressed or contact can no longer be made.
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- 1533
Record Title	Boards, Commissions, Councils, and Standing Committee Records
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	Retain this record series Permanently paper and or microfilm
Records Center	Retain this record series Permanently paper and or microfilm
Destroy by	
Record Media	Paper & Electronic & Microfilm
Notes	

Lifecycle Retention Schedule for City Clerk

LDRA No	2007- 263
Record Title	Bond Issues
State Required Retention	Ten (10) calendar years after bond retired.
Department Retention	Ten (10) calendar years after bond retired.
On Site Retention	Ten (10) calendar years after bond retired.
Records Center	None
Destroy by	Recycle
Record Media	Paper & DVD
Notes	

LDRA No	2007- 1669
Record Title	Campaign Contribution and Expense Reports
State Required Retention	Six (6) calendar years from the end of the calendar year to which the report pertains.
Department Retention	Six (6) calendar years from the end of the calendar year to which the report pertains.
On Site Retention	Six (6) calendar years from the end of the calendar year to which the report pertains.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	The Secretary of State may have copies of some of these reports.

LDRA No	2007- 27
Record Title	Cemetery Records
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Until moved to Records Center
Records Center	Permanently retain paper.
Destroy by	
Record Media	Paper
Notes	

Lifecycle Retention Schedule for City Clerk

LDRA No	2007- 268
Record Title	Claims Against a City
State Required Retention	Three (3) fiscal years after resolution.
Department Retention	Three (3) fiscal years after resolution.
On Site Retention	Three (3) fiscal years after resolution.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and must be destroyed in a secure manner

LDRA No	2007- 1249
Record Title	Contracts and Agreements - Capital Improvement Projects
State Required Retention	Twelve (12) calendar years after expiration or fulfillment of all terms of the agreement or contract, whichever is later
Department Retention	Twelve (12) calendar years after expiration or fulfillment of all terms of the agreement or contract, whichever is later , and those with Council approval after 1997 are filed in the minutes which are permanent.
On Site Retention	Twelve (12) calendar years after expiration or fulfillment of all terms of the agreement or contract, whichever is later , and those with Council approval after 1997 are filed in the minutes which are permanent.
Records Center	None
Destroy by	Recycle those that are not permanent
Record Media	Paper
Notes	After 1997 Council action contracts and agreements are filed in the minutes

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 and those with Council approval after 1997 are filed in the minutes which are permanent.
On Site Retention	Six (6) calendar years from the termination/completion of a contract or agreement. and those with Council approval after 1997 are filed in the minutes which are permanent.
Records Center	None
Destroy by	Recycle those that are not permanent
Record Media	Paper
Notes	After 1997 Council action contracts and agreements are filed in the minutes

*Lifecycle Retention Schedule for
City Clerk*

LDRA No	2007- 271
Record Title	Filings of all items required by law to be filed with the City Clerk
State Required Retention	Permanent, unless otherwise stated in this schedule.
Department Retention	Permanent, unless otherwise stated in this schedule.
On Site Retention	Permanent, unless otherwise stated in this schedule.
Records Center	Permanent paper or microfilm
Destroy by	
Record Media	Paper & Electronic
Notes	This record series may contain Confidential and/or Sensitive Information

LDRA No	2007- 275
Record Title	Financial Disclosure List
State Required Retention	One (1) calendar year from the submission of the list.
Department Retention	One (1) calendar year from the submission of the list.
On Site Retention	One (1) calendar year from the submission of the list.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	RDA

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 City Clerk

LDRA No	2007- 1658
Record Title	Gift Disclosures
State Required Retention	Six (6) fiscal years after the date on which the disclosure was filed.
Department Retention	Six (6) fiscal years after the date on which the disclosure was filed.
On Site Retention	Six (6) fiscal years after the date on which the disclosure was filed.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	

LDRA No	2007- 10
Record Title	Hearings - Notice of Public Hearing
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent.
Records Center	Permanent.
Destroy by	
Record Media	Paper & Electronic & Microfilm
Notes	Includes the mailings

LDRA No	2007- 278
Record Title	Leases
State Required Retention	Six (6) fiscal years after expiration of the lease.
Department Retention	Six (6) fiscal years after expiration of the lease. and those with Council approval after 1997 are filed in the minutes which are permanent.
On Site Retention	Six (6) fiscal years after expiration of the lease. and those with Council approval after 1997 are filed in the minutes which are permanent.
Records Center	None
Destroy by	Recycle those that are not permanent
Record Media	Paper
Notes	After 1997 Council action leases are filed in the minutes

*Lifecycle Retention Schedule for
City Clerk*

LDRA No	2007-1717
Record Title	Legal Notices
State Required Retention	Permanent
Department Retention	Permanent
On Site Retention	Permanent
Records Center	Permanent
Destroy by	
Record Media	Paper & Electronic & Microfilm
Notes	

LDRA No	2007- 1115
Record Title	Legal Opinions
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent.
Records Center	None
Destroy by	None
Record Media	Paper & Electronic & Microfilm
Notes	

LDRA No	2007- 1659
Record Title	Lobbyist Forms
State Required Retention	Five (5) fiscal years from the date of filing.
Department Retention	Five (5) fiscal years from the date of filing.
On Site Retention	Five (5) fiscal years from the date of filing.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for
City Clerk*

LDRA No	2007- 63
Record Title	Mailing and Distribution Lists
State Required Retention	Until superseded by a new or revised list.
Department Retention	Until superseded by a new or revised list.
On Site Retention	Until superseded by a new or revised list.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	

LDRA No	2007- 65
Record Title	Meeting Notification Lists
State Required Retention	Until updated
Department Retention	Until updated
On Site Retention	Until updated
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	

LDRA No	2007- 281
Record Title	Membership Lists of Boards and Commissions
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent.
Records Center	Permanent. Microfilm
Destroy by	Shred & Delete after put to microfilm
Record Media	Paper & Electronic & Microfilm
Notes	

Lifecycle Retention Schedule for

City Clerk

LDRA No	2007- 1359
Record Title	Microfilm Quality Control Records
State Required Retention	Retain this record series for the same retention period as related microfilm.
Department Retention	Retain this record series for the same retention period as related microfilm. Permanent
On Site Retention	Retain this record series for the same retention period as related microfilm. Permanent
Records Center	None
Destroy by	None
Record Media	Paper
Notes	

LDRA No	2007-107
Record Title	Minutes of all Boards, Commissions, Committees and Councils
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	Retain this record series Permanently;
Records Center	Retain this record series Permanently;
Destroy by	
Record Media	Paper & Electronic & Microfilm
Notes	Microfilm for historic preservation

LDRA No	2007- 1676
Record Title	Ordinances and Resolutions
State Required Retention	Permanent
Department Retention	Permanent
On Site Retention	Permanent
Records Center	Permanent Microfilm
Destroy by	
Record Media	Paper & Electronic & Microfilm
Notes	In the minutes

Lifecycle Retention Schedule for the

City Clerk

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	Four (4) years after the adjournment of the meeting at which it was recorded, or following transcription, whichever is later.
On Site Retention	Four (4) years after the adjournment of the meeting at which it was recorded, or following transcription, whichever is later.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Audio tape & Electronic
Notes	From July 2006 Audio & Video recordings of meetings displayed on city web page

LDRA No	2007- 40
Record Title	Seal and Logo Records
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent.
Records Center	None
Destroy by	None
Record Media	Paper & Three dimensional material
Notes	

LDRA No	2007- 998
Record Title	Special Assessment Districts, Files
State Required Retention	Five (5) fiscal years after the fiscal year in which the notice of completion is issued.
Department Retention	Five (5) fiscal years after the fiscal year in which the notice of completion is issued.
On Site Retention	Six (6) months after the fiscal year in which the notice of completion is issued.
Records Center	Four (4) fiscal years and Six (6) months after the fiscal year in which the notice of completion is issued.
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Restricted Information and should be destroyed in a secure manner

Lifecycle Retention Schedule for the City Clerk

LDRA No	2007- 1006
Record Title	Subdivision Files
State Required Retention	Five (5) fiscal years after the fiscal year in which the notice of completion is issued or subdivision bond is released, whichever is later.
Department Retention	Five (5) fiscal years after the fiscal year in which the notice of completion is issued or subdivision bond is released, whichever is later.
On Site Retention	Five (5) fiscal years after the fiscal year in which the notice of completion is issued or subdivision bond is released, whichever is later.
Records Center	Five (5) fiscal years after the fiscal year in which the notice of completion is issued or subdivision bond is released, whichever is later.
Destroy by	Shred
Record Media	Paper
Notes	Confidential or Restricted Information and should be destroyed in a secure manner. Review for historical value

LDRA No	2007- 72
Record Title	Undeliverable Mailings
State Required Retention	One (1) calendar year after the matter referenced in mailing is concluded.
Department Retention	One (1) calendar year after the matter referenced in mailing is concluded.
On Site Retention	One (1) calendar year after the matter referenced in mailing is concluded.
Records Center	None
Destroy by	Shred
Record Media	Paper
Notes	

LDRA No	2007- 1218
Record Title	Vacations
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent.
Records Center	Permanent. Microfilm
Destroy by	None
Record Media	Paper & Microfilm
Notes	

--	--

Lifecycle Retention Schedule for the

City Clerk

LDRA No	2007- 885
Record Title	Work Permit/Cards
State Required Retention	Three (3) calendar years from the expiration, renewal, or denial of the work card.
Department Retention	Three (3) calendar years from the expiration, renewal, or denial of the work card. Some related documents incorporated in minutes which are permanent
On Site Retention	Three (3) calendar years from the expiration, renewal, or denial of the work card. Some related documents incorporated in minutes which are permanent
Records Center	None
Destroy by	Shred
Record Media	Paper
Notes	Confidential or Sensitive Information and must be destroyed in a secure manner

*Lifecycle Retention Schedule for the
City Clerk*

ACKNOWLEDGED BY RECORDS DELEGATES(S) _____

DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____

DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____

DATE _____

CITY CLERK ADMINISTRATION

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- 394

Bonds and Oaths of Notaries Public

Description:

This record series documents oaths and bonds of Notaries Public showing names of principals and sureties, amount of bond, date executed and conditions of obligation.

Minimum Retention Period:

While notaries are active

Legal Citations:

NRS 240.030

Title: LRDA Number: 2007- 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- 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- 433

Daily Cash and Receipts, Reports

Description:

This record series documents daily cash transactions and may contain receipts, cashier's daily reports, cash balance reports, transmittal reports, and related documents.

Minimum Retention Period:

Until annual audit is completed.

Legal Citations:

NRS 354.624

Title: LRDA Number: 2007- 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- 66

Payroll Reports / Printouts (office copies)

Description:

This record series documents and verifies staff payroll activities. This series may include, but is not limited to, copies of internal computer printouts, longevity documents, time and attendance reports, time sheets, leave forms, ledgers, payroll deduction forms and related documents. The official copy of this type of report or printout is usually retained by Treasurers, Comptrollers, Finance Departments, or similar entities.

Minimum Retention Period:

One (1) fiscal year from date of the document.

Legal Citations:

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

Legal Notes:

This record series may contain Confidential or sensitive information and must be destroyed in accordance with NAC 239.165 when the retention period has expired.

Note:

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

Title: LRDA Number: 2007- 897

Petty Cash Records

Description:

This record series documents petty cash activity for the agency. This series may include, but is not limited to, requests and authorizations to establish petty cash funds, logs or ledgers, statements, requests for disbursements, copies of receipts and invoices, and similar documents.

Minimum Retention Period:

Until annual audit is completed

Legal Citations:

NRS 354.624

Title: LRDA Number: 2007- 735**Policies and Procedures****Description:**

These are written instructions, rules and guidelines usually in manual form documenting policies and procedures. This series may include, but is not limited to, departmental or organization-wide directives, policy or operations manuals, instruction manuals, handbooks, memoranda setting out responsibilities and guidelines or outlining policies and procedures, bulletins, orders, rules, notices, notes, correspondence, and related documents.

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

Review for historical value.

Title: LRDA Number: 2007- 67**Property and Equipment, Records and Inventories (office copies)****Description:**

This record series documents property and equipment records and inventories. This series may contain, but is not limited to, copies of purchase orders, monthly property reports, descriptions of items, manufacture's model and serial number, fiscal reports related to original cost, value, commodity codes, memos, correspondence and other related records.

Minimum Retention Period:

One (1) fiscal year after superseded.

Title: LRDA Number: 2007- 69**Records Destruction Certificate****Description:**

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

Minimum Retention Period:

Three (3) calendar years from date the records were destroyed

Legal Citations: NRS 11.190 (3)(d)

Title: LRDA Number: 2007- 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

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- 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- 1258

Travel Records

Description:

This record series documents travel arrangements and claims made by staff members, commission and committee members and others associated with a local government. This series may include, but is not limited to, travel itinerary, request for travel authorization, travel authorization, request for training forms, request for out of state travel, transportation requests, hotel reservation information, per diem vouchers, reimbursement requests, receipts, plane tickets or stubs, parking expense documents, supporting documentation, related correspondence and similar documents.

Minimum Retention Period:

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

Legal Citations:

NRS 11.190 (3)(d), NRS 354.624, NRS 239B.030, NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 80

Warranties

Description:

This record series documents manufacturers/vendors warranties to replace and/or repair defective equipment.

Minimum Retention Period:

Expiration of warranty plus one (1) fiscal year.

ACKNOWLEDGED BY RECORDS DELEGATE _____
DATE _____

REVIEWED BY RECORDS ADMINSTRATOR _____
DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____
DATE _____

*Lifecycle Retention Schedule for
City Clerk Administration*

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- 394
Record Title	Bonds and Oaths of Notaries Public
State Required Retention	While notaries are active
Department Retention	While notaries are active
On Site Retention	While notaries are active
Records Center	None
Destroy by	Shred
Record Media	Paper
Notes	

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	One (1) fiscal year after resolution of an annual audit which is 12 months after the end of the fiscal year
On Site Retention	One (1) fiscal year after resolution of an annual audit which is 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 City Clerk Administration

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 City Clerk Administration

LDRA No **2007- 433**

Record Title **Daily Cash and Receipts, Reports**
State Required Retention Until annual audit is completed.
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- 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 City Clerk Administration

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	One (1) fiscal years from the fiscal year to which the documentation pertains.
Records Center Retention	Two (2) fiscal years from the fiscal year to which the documentation pertains.
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner

LDRA No	2007- 66
Record Title	Payroll Reports / Printouts (office copies)
State Required Retention	One (1) fiscal year from date of the document.
Department Retention	One (1) fiscal year from date of the document.
On Site Retention	One (1) fiscal year from date of the document.
Records Center Retention	None
Destroy by	Shred
Record Media	Paper
Notes	Confidential or sensitive information

LDRA No	2007- 897
Record Title	Petty Cash Records
State Required Retention	Until annual audit is completed
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 Retention	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	

Lifecycle Retention Schedule for City Clerk Administration

LDRA No **2007- 735**

Record Title **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- 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- 69**

Record Title **Records Destruction Certificate**
State Required Retention Three (3) calendar years from date the records were destroyed
Department Retention Three (3) calendar years from date the records were destroyed
On Site Retention Three (3) calendar years from date the records were destroyed
Records Center None
Destroy by Shred & Delete
Record Media Paper & Electronic
Notes

Lifecycle Retention Schedule for the City Clerk Administration

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 One (1) fiscal year after completion of an annual audit which is 12 months after the end of the fiscal year
On Site Retention One (1) fiscal year after completion of an annual audit which is 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- 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 end of the calendar year of the date of the meeting
On Site Retention One (1) calendar year from the end of the calendar year of the date of the meeting
Records Center None
Destroy by Recycle & Delete
Record Media Paper & Electronic
Notes

*Lifecycle Retention Schedule for the
City Clerk Administration*

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 & DVD

Notes

Those of historical value put on DVD and maintain

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

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

*Lifecycle Retention Schedule for the
City Clerk Administration*

LDRA No 2007- 1258

Record Title **Travel Records - Employee**

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

LDRA No 2007- 80

Record Title **Warranties**

State Required Retention Expiration of warranty plus one (1) fiscal year.

Department Retention Expiration of warranty plus one (1) fiscal year.

On Site Retention Expiration of warranty plus one (1) fiscal year.

Records Center None

Destroy by Recycle

Record Media Paper

Notes

ACKNOWLEDGED BY RECORDS DELEGATES(S) _____

DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____

DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____

DATE _____

CITY CLERK

ELECTIONS

Title: LRDA Number: 2007- 526
Absentee Voter Records

Description:

This record series documents and administers the casting and accounting of absentee ballots. This series may include, but is not limited to, request for absentee ballot, application for absentee ballot, absentee voter information, absentee ballot and instructions, records documenting the date the ballot is issued, the name of the registered voter to whom it is issued, the precinct or district, the political affiliation, if any, the number of the ballot, a return envelope, related lists and reports and similar documents.

Minimum Retention Period:

Twenty-two (22) months after the close of the election.

Legal Citations:

42 U.S.C. § 1974, NRS 293.309 to 293.340, NRS 293.391, NRS 293.2696, NRS 293C.317, NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 542
Abstract of Votes Cast

Description:

This record series consists of a summary report of election results submitted to the Secretary of State.

Minimum Retention Period:

Twenty-two (22) months after the close of the election.

Legal Citations:

42 U.S.C. § 1974, NRS 293.387, NRS 293.395, NRS 293C.387, NAC 293.195 to 293.197

Title: LRDA Number: 2007- 529
Ballots and Ballot Receipt

Description:

This record series is the official list showing all candidates, ballot issues and ballot questions upon which an eligible elector is entitled to vote at an election.

Minimum Retention Period:

Twenty-two (22) months after the close of the election.

Legal Citations:

42 U.S.C. § 1974, NRS 293.391, NRS 293.2673, NRS 293C.261, NRS 293C.390

Title: LRDA Number: 2007- 1546**Certificate of Election****Description:**

This is an official document presented to the successful candidate of an elected office.

Minimum Retention Period:

Sixty (60) days after the close of the election; or from the date received by successful candidate, whichever is sooner.

Legal Citations:

NRS 293.393 to 293.397, NRS 293C.387

Legal Notes:

The successful candidate receives the original certificate.

Title: LRDA Number: 2007- 531**Challenge Lists****Description:**

This record series consists of a form furnished election board officers to be used in making a record of all challenges.

Minimum Retention Period:

Twenty-two (22) months after the close of the election.

Legal Citations:

42 U.S.C. § 1974, NRS 293.391, NRS 293C.390, NRS 293.303 to NRS 293.304, NRS 293C.292 to 293C.295, NRS 293.547, NRS 293.174, NRS 293.182

Title: LRDA Number: 2007- 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- 533

Declarations of Candidacy

Description:

This record series documents a candidate's intention to either run for office or withdraw from an election. This series may contain, but is not limited to, date of declaration, name of candidate, candidate filing forms, fair campaign practices acknowledgement form, campaign contribution and expense forms, candidate withdrawal forms, written challenge forms, related correspondence, and similar documents.

Minimum Retention Period:

Twenty-two (22) months after the close of the election.

Legal Citations:

NRS 293.1725, NRS 293.1755, NRS 293.177, NRS 293.185, NRS 294A.290, NRS 294A.420, NRS 294A.120, NRS 294A.200, NRS 293.202, NRS 293.182, NRS 293C.145 to 293C.185

Note:

Review for historical value.

Title: LRDA Number: 2007- 1540

Election Complaints

Description:

This record series documents complaints alleging violations of voting rights in accordance with state and federal law. This series may contain, but is not limited to, written complaint, complaint contact information form (listing the name, address, phone number of the complainant, subject of complaint, date contacted and notes), review notes, copies of financial documents, copies of medical records, copies of affidavits, supporting documentation and related correspondence.

Minimum Retention Period:

Twenty-two (22) months after the close of the election.

Legal Citations:

42 U.S.C. § 15512, 42 U.S.C. § 15481 et seq., NRS 293.4685, NAC 293.025, NAC 293.500 to 293.560, NAC 239.165 (1)(2)

Legal Notes:

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

Title: LRDA Number: 2007- 1542
Election Costs Records

Description:

This record series documents the reimbursements to the counties for costs related to cardstock for ballots (See NAC 293.200 and NRS 293B.210) and publication of constitutional amendments and statewide measures (NRS 293.253 and NAC 293.071). This series may contain, but is not limited to, claims from the counties, copies of manufacturers or vendor's invoices, related supportive documentation and related correspondence.

Minimum Retention Period:

Twenty-two (22) months after the close of the election.

Legal Citations:

NRS 293.253, NRS 293B.210, NAC 293.071, NAC 293.200

Title: LRDA Number: 2007- 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- 534
Lists of Official Candidates

Description:

This series lists the official candidates for an election and includes the name of candidate, party affiliation (if applicable), office sought, term of office, and similar data.

Minimum Retention Period:

Permanent.

Title: LRDA Number: 2007- 541

Official Returns

Description:

This record series documents the total number of votes cast and vote percentage per candidate (or per proposition or question) by precinct/county.

Minimum Retention Period:

Permanent

Title: LRDA Number: 2007- 417

Petitions, Failed Initiatives

Description:

This record series documents petitions submitted by groups/citizens which failed to make ballot.

Minimum Retention Period:

Three (3) calendar years after submission.

Legal Citations:

NRS 295.105

Title: LRDA Number: 2007- 537

Precinct Maps

Description:

This record series documents the establishment, abolishment, alteration and consolidation of election precincts as required by NRS 293.205.

Minimum Retention Period:

Four (4) calendar years from the end of the year in which the map was superseded..

Legal Citations:

NRS 293.205 to 293.213

Legal Notes:

It is the responsibility of the County Clerk to provide the Secretary of State and the Director of the Legislative Counsel Bureau with a copy or electronic file of a map showing the boundaries of all election precincts in the county every even numbered year or in special instances as necessary. (See NRS 293.206 and NRS 293.208)

Note:

A copy is retained Permanently by the Nevada Secretary of State.

Title: LRDA Number: 2007- 544

Records of Election Board Officers

Description:

This record series documents and administers the actions of election board officers in accordance with state law and regulation.

Minimum Retention Period:

Twenty-two (22) months after the close of the election.

Legal Citations:

42 U.S.C. § 1974, NRS 293.217 to 293.245, NRS 293C.220 to 293C.250, NAC 293.140, NAC 293.230, NAC 293C.320, NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure 239.165 (1)(2)).

Note:

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

Title: LRDA Number: 2007- 547**Rosters of Registered Voters and Poll Books****Description:**

This record series documents the eligible registered voters in the precinct for a particular election, and is used to record the voting history of voters who vote in the election.

Minimum Retention Period:

Twenty-two (22) months after the close of the election.

Legal Citations:

42 U.S.C. § 1974, NRS 293.391, NRS 293C.390, NRS 293.075, NRS 293.285, NRS 293.293, NRS 293.333, NRS 293.363, NRS 293.373, NAC 293.176

Title: LRDA Number: 2007- 1544**Sample Ballots****Description:**

This record series consists of sample ballots for primary and general elections.

Minimum Retention Period:

Twenty-two (22) months after the close of the election.

Legal Citations:

NRS 293.565, NRS 293.391, NRS 293.256 to 293.2693, NAC 293.120 to 293.130

Legal Notes:

Sample ballots are retained permanently by the Nevada State Archives. For additional information see the Secretary of State's agency specific retention schedule, RDA # 2005047.

Title: LRDA Number: 2007- 548**Tally Lists****Description:**

These are lists or worksheets used by election officials in counting and keeping track of votes cast at the time ballots are opened and read.

Minimum Retention Period:

Twenty-two (22) months after the close of the election.

Legal Citations:

42 U.S.C. § 1974, NRS 293.113, NRS 293.370 to 293.373, NRS 293.391, NRS 293C.372 to 293C.375, NRS 293C.390

ACKNOWLEDGED BY RECORDS DELEGATE(S) _____

DATE _____

REVIEWED BY RECORDS ADMINISTRATOR: _____

DATE: _____

APPROVED BY DEPARTMENT DIRECTOR: _____

DATE: _____

*Lifecycle Retention Schedule for
City Clerk Elections*

LDRA No	2007- 526
Record Title	Absentee Voter Records
State Required Retention	Twenty-two (22) months after the close of the election.
Department Retention	Two (2) years after the close of the election
On Site Retention	Two (2) months after the close of the election
Records Center	Twenty-two (22) months after the close of the election.
Destroy by	Shred
Record Media	Paper
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 542
Record Title	Abstract of Votes Cast
State Required Retention	Twenty-two (22) months after the close of the election.
Department Retention	Two (2) years after the close of the election
On Site Retention	Two (2) months after the close of the election
Records Center	Twenty-two (22) months after the close of the election.
Destroy by	Shred
Record Media	Paper
Notes	
LDRA No	2007- 529
Record Title	Ballots and Ballot Receipt
State Required Retention	Twenty-two (22) months after the close of the election.
Department Retention	Two (2) years after the close of the election
On Site Retention	Two (2) months after the close of the election
Records Center	Twenty-two (22) months after the close of the election.
Destroy by	Shred
Record Media	Paper
Notes	

Lifecycle Retention Schedule for City Clerk Elections

LDRA No	2007- 1546
Record Title	Certificate of Election
State Required Retention	Sixty (60) days after the close of the election; or from the date received by successful candidate, whichever is sooner.
Department Retention	Sixty (60) days after the close of the election; or from the date received by successful candidate, whichever is sooner.
On Site Retention	Sixty (60) days after the close of the election; or from the date received by successful candidate, whichever is sooner.
Records Center	
Destroy by	
Record Media	
Notes	The successful candidate receives the original certificate.
LDRA No	2007- 531
Record Title	Challenge Lists
State Required Retention	Twenty-two (22) months after the close of the election.
Department Retention	Two (2) years after the close of the election
On Site Retention	Two (2) months after the close of the election
Records Center	Twenty-two (22) months after the close of the election.
Destroy by	Shred
Record Media	Paper
Notes	
LDRA No	2007- 7
Record Title	Correspondence: Administrative
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent.
Records Center	Retain microfilm
Destroy by	Shred & Delete after putting to microfilm
Record Media	Paper & Electronic & Microfilm
Notes	

*Lifecycle Retention Schedule for
City Clerk Elections*

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- 533
Record Title	Declarations of Candidacy
State Required Retention	Twenty-two (22) months after the close of the election.
Department Retention	Two (2) years after the close of the election
On Site Retention	Two (2) months after the close of the election
Records Center	Twenty-two (22) months after the close of the election.
Destroy by	Shred
Record Media	Paper
Notes	
LDRA No	2007- 1540
Record Title	Election Complaints
State Required Retention	Twenty-two (22) months after the close of the election.
Department Retention	Two (2) years after the close of the election
On Site Retention	Two (2) months after the close of the election
Records Center	Twenty-two (22) months after the close of the election.
Destroy by	Shred
Record Media	Paper
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner

*Lifecycle Retention Schedule for
City Clerk Elections*

LDRA No	2007- 1542
Record Title	Election Costs Records
State Required Retention	Twenty-two (22) months after the close of the election.
Department Retention	Two (2) years
On Site Retention	Two (2) years
Records Center	None
Destroy by	Shred & 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- 534
Record Title	Lists of Official Candidates
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent.
Records Center	None
Destroy by	
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for
City Clerk Elections*

LDRA No	2007- 541
Record Title	Official Returns
State Required Retention	Permanent
Department Retention	Permanent
On Site Retention	Permanent
Records Center	None
Destroy by	
Record Media	Paper & Electronic
Notes	In City Council minutes which is maintained permanently
LDRA No	2007- 417
Record Title	Petitions, Failed Initiatives
State Required Retention	Three (3) calendar years after submission
Department Retention	Three (3) calendar years after submission
On Site Retention	Three (3) calendar years after submission
Records Center	None
Destroy by	Shred
Record Media	Paper
Notes	
LDRA No	2007- 537
Record Title	Precinct Maps
State Required Retention	Four (4) calendar years from the end of the year in which the map was superseded.
Department Retention	Permanent
On Site Retention	Permanent
Records Center	Permanent
Destroy by	
Record Media	Paper
Notes	Historical value to City Clerks Office

*Lifecycle Retention Schedule for
City Clerk Elections*

LDRA No	2007- 544
Record Title	Records of Election Board Officers
State Required Retention	Twenty-two (22) months after the close of the election.
Department Retention	Two (2) years after the close of the election
On Site Retention	Two (2) months after the close of the election
Records Center	Twenty-two (22) months after the close of the election.
Destroy by	Shred
Record Media	Paper
Notes	Confidential or Sensitive Information
LDRA No	2007- 547
Record Title	Rosters of Registered Voters and Poll Books
State Required Retention	Twenty-two (22) months after the close of the election.
Department Retention	Two (2) years after the close of the election
On Site Retention	Two (2) months after the close of the election
Records Center	Twenty-two (22) months after the close of the election.
Destroy by	Shred
Record Media	Paper
Notes	
LDRA No	2007- 1544
Record Title	Sample Ballots
State Required Retention	Twenty-two (22) months after the close of the election.
Department Retention	Two (2) years after the close of the election
On Site Retention	Two (2) months after the close of the election
Records Center	Twenty-two (22) months after the close of the election.
Destroy by	Shred
Record Media	Paper
Notes	Sample ballots are retained permanently by the Nevada State Archives

*Lifecycle Retention Schedule for
City Clerk Elections*

LDRA No	2007- 548
Record Title	Tally Lists
State Required Retention	Twenty-two (22) months after the close of the election.
Department Retention	Two (2) years after the close of the election
On Site Retention	Two (2) months after the close of the election
Records Center	Twenty-two (22) months after the close of the election.
Destroy by	Shred
Record Media	Paper
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	

Lifecycle Retention Schedule for the

ACKNOWLEDGED BY RECORDS DELEGATES(S) _____

DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____

DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____

DATE _____