

## GOVERNMENT & COMMUNITY AFFAIRS

**Title: LRDA Number: 2007- 46**

### **Accounting Files (office copies)**

**Description:**

These types of records administer and document financial transactions and accounting functions (including accounts receivable and accounts payable) and may contain but are not limited to computer generated forms and reports, invoices, receipt books, journal entries, ledgers, accountant spreadsheets, disbursement log, billing claims, records of petty cash, charge slips, cashiers tapes, credit and collections records, vouchers, notes, correspondence and related documents.

**Minimum Retention Period:**

Until resolution of an annual audit.

**Legal Citations:**

NRS 354.624, NAC 239.165 (1)(2)

**Legal Notes:**

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

**Note:**

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

**Title: LRDA Number: 2007- 52**

### **Budgets: Office / Departmental Copy**

**Description:**

This record series consists of copies of adopted budgets and may contain, but is not limited to, allotment reports, financial forecasting reports, monthly budget status reports, reports regarding the status of receipts and disbursements, computer reports and similar records.

**Minimum Retention Period:**

One (1) fiscal year after resolution of an annual audit

**Title: LRDA Number: 2007- 54**

### **Contracts and Agreements (office copies)**

**Description:**

This record series documents products and services provided to or by an agency for a specified cost and period of time. This series may include, but is not limited to, copies of lease/rental agreements, copies of service contracts, copies of bid documents, related correspondence, and similar documents.

**Minimum Retention Period:**

One (1) fiscal year after contract or agreement completed or terminated.

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

### **Convenience Copies**

**Description:**

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

**Minimum Retention Period:**

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

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

**Correspondence: Administrative**

**Description:**

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

**Minimum Retention Period:**

Permanent

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

**Correspondence: General and Inquiries**

**Description:**

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

**Minimum Retention Period:**

Purge annually of unneeded materials.

**Note:**

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

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

**Correspondence: Project or Case**

**Description:**

This record series documents correspondence related to a specific case or project and may contain, but is not limited to, incoming and outgoing letters, memoranda, faxes, notes and their attachments, notices, enclosures, and similar documents. This series includes electronic mail that communicates the above.

**Minimum Retention Period:**

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

**Legal Citations:**

Same as the associated project or case file.

**Legal Notes:**

Same as the associated project or case file.

**Note:**

Same as the associated project or case file.

**Title: LRDA Number: 2007- 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- 34**  
**Legislative Relations Records**

**Description:**

This series may be used to review and/or plan a local government's position on impacting legislative actions. This series may include, but is not limited to, bill review and tracking forms, opinion requests, bill tracking reports, copies of pending or approved legislation, notes, memorandum, related correspondence and similar documentation. Information in this series may also be used in lobbying efforts and recommending legislative changes.

**Minimum Retention Period:**

As long as administratively useful to the agency.

**Legal Citations:**

NRS 354.59803

**Note:**

Review for historical value.

**Title: LRDA Number: 2007- 39**  
**Proposed Legislation Records**

**Description:**

Records created by governmental agencies for the purpose of proposing legislation. This series may contain, but is not limited to, research information on proposed legislation, fiscal notes, summaries, estimated cost reports, impact statements, correspondence, and other information documenting the proposed legislation.

**Minimum Retention Period:**

As long as administratively useful to the agency.

**Note:**

Review for historical value.

**Title: LRDA Number: 2007- 68**  
**Records of External Groups and Agencies**

**Description:**

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

**Minimum Retention Period:**

Until no longer needed for reference or informational purposes.

**Title: LRDA Number: 2007- 73**  
**Records Retention Schedule**

**Description:**

This schedule is a listing of all the record series in the legal custody of a local government, and the minimum retention that is established to satisfy administrative, fiscal, legal and historical requirements for each record Series, and has been approved by those necessary within the organization and the State Library and Archives Administrator.

**Minimum Retention Period:**

Six (6) calendar years after superseded by a changed schedule

**Legal Citations:**

NAC 239.155

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

## **Special Event and Celebration Records**

### **Description:**

This record series documents local government sponsored special events and celebrations. This series may include, but is not limited to, event planning information, cost studies, promotional material, speeches, dedications, public attendance summaries, final reports, correspondence, and related records. May also include routine documentation related to implementing the promotion and organization of the event. These often include lists, rosters, correspondence, volunteer information, and related records.

### **Minimum Retention Period:**

Retain records which document significant aspects of the event Permanently. Retain other records related to the event for a minimum period of two (2) fiscal years from the year to which it pertains.

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

## **Subject Files**

### **Description:**

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

### **Minimum Retention Period:**

Purge annually of unneeded materials

### **Note:**

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

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

## **Supportive Agency Files**

### **Description:**

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

### **Minimum Retention Period:**

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

### **Note:**

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

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

## **Surveys, Polls, and Questionnaires**

### **Description:**

This record series is used to document public opinion on various issues, actions, and concerns. This series may include, but is not limited to, surveys, polls, questionnaires, summaries, abstracts, related correspondence, and similar information.

### **Minimum Retention Period:**

As long as administratively useful to the agency.

### **Note:**

Review for historical value.

**Title: LRDA Number: 2007- 1258**

**Travel Records**

**Description:**

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

**Minimum Retention Period:**

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

**Legal Citations:**

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

**Legal Notes:**

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

**Note:**

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

ACKNOWLEDGED BY RECORDS DELEGATE(S) \_\_\_\_\_

DATE \_\_\_\_\_

REVIEWED BY RECORDS ADMINISTRATOR \_\_\_\_\_

DATE \_\_\_\_\_

APPROVED BY DEPARTMENT DIRECTOR \_\_\_\_\_

DATE \_\_\_\_\_

*Lifecycle Retention Schedule for  
Government & Community Affairs*

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

*Lifecycle Retention Schedule for  
Government & Community Affairs*

LDRA No	<b>2007- 1230</b>
Record Title	<b>Convenience Copies</b>
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	<b>2007- 7</b>
Record Title	<b>Correspondence: Administrative</b>
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 records accumulated
LDRA No	<b>2007- 56</b>
Record Title	<b>Correspondence: General and Inquiries</b>
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  
Government & Community Affairs*

LDRA No	<b>2007- 1674</b>
Record Title	<b>Correspondence: Project or Case</b>
State Required Retention	This series should be filed with and retained for the same retention period as the associated project or case file.
Department Retention	This series should be filed with and retained for the same retention period as the associated project or case file.
On Site Retention	This series should be filed with and retained for the same retention period as the associated project or case file.
Records Center	None
Destroy by	
Record Media	Paper & Electronic
Notes	
LDRA No	<b>2007- 245</b>
Record Title	<b>Electronic Mail (E-mail)</b>
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	<b>2007- 58</b>
Record Title	<b>Employee Files Maintained in an Office or Department</b>
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  
Government & Community Affairs*

LDRA No	<b>2007- 1241</b>
Record Title	<b>Leave Requests</b>
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
LDRA No	<b>2007- 34</b>
Record Title	<b>Legislative Relations Records</b>
State Required Retention	As long as administratively useful to the agency.
Department Retention	As long as administratively useful to the agency.
On Site Retention	As long as administratively useful to the agency.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	Review for historical value.
LDRA No	<b>2007- 39</b>
Record Title	<b>Proposed Legislation Records</b>
State Required Retention	As long as administratively useful to the agency.
Department Retention	As long as administratively useful to the agency.
On Site Retention	As long as administratively useful to the agency.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	Review for historical value.

*Lifecycle Retention Schedule for  
Government & Community Affairs*

LDRA No	<b>2007- 68</b>
Record Title	<b>Records of External Groups and Agencies</b>
State Required Retention	Until no longer needed for reference or informational purposes.
Department Retention	Until no longer needed for reference or informational purposes.
On Site Retention	Until no longer needed for reference or informational purposes.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	<b>2007- 73</b>
Record Title	<b>Records Retention Schedule</b>
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	<b>2007- 41</b>
Record Title	<b>Special Event and Celebration Records</b>
State Required Retention	Retain records which document significant aspects of the event Permanently. Retain other records related to the event for a minimum period of two (2) fiscal years from the year to which it pertains.
Department Retention	Retain records which document significant aspects of the event Permanently. Retain other records related to the event for a minimum period of two (2) fiscal years from the year to which it pertains.
On Site Retention	Retain records which document significant aspects of the event Permanently. Retain other records related to the event for a minimum period of two (2) fiscal years from the year to which it pertains.
Records Center	Microfilm retained
Destroy by	Shred & Delete when retention expired and after being filmed
Record Media	Paper & Electronic & Microfilm
Notes	Put to microfilm when enough records accumulated for permanent records

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

*Lifecycle Retention Schedule for the  
Government & Community Affairs*

LDRA No	2007- 1258
Record Title	<b>Travel Records</b>
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
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  
Government & Community Affairs*

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