

MAYOR & COUNCIL

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- 29

Citizen Awards

Description:

This record series documents awards presented to citizens in honor of their civic contributions. This series may include, but is not limited to, award nominations, award certificates, background information on the honoree, lists of past recipients, presentation or ceremony records, photographs, audio-visual recordings, correspondence and related documents.

Minimum Retention Period:

Two (2) calendar years from the year to which it pertains.

Note:

Review for historical value.

Title: LRDA Number: 2007- 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- 55

Correspondence: Complaints

Description:

This record series documents complaints, and may include, but is not limited to, name, address, and phone number of person making complaint, description of complaint, name of person responding to complaint, resolution of complaint, correspondence and related records. This series includes electronic mail that communicates the above.

Minimum Retention Period:

Three (3) calendar years after response or resolution.

Legal Citations:

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

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 56

Correspondence: General and Inquiries

Description:

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

Minimum Retention Period:

Purge annually of unneeded materials.

Note:

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

Title: LRDA Number: 2007- 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- 1241**Leave Requests****Description:**

This record series documents an employee's request for sick, vacation, compensatory, or other leave time.

Minimum Retention Period:

Three (3) fiscal years from the fiscal year to which the documentation pertains.

Legal Citations:

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

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 369**Procedure Manuals****Description:**

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

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

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

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

Minimum Retention Period:

Permanent.

Title: LRDA Number: 2007- 70**Records of Mailing****Description:**

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

Minimum Retention Period:

One (1) calendar year from date of mailing.

Title: LRDA Number: 2007- 73
Records Retention Schedule

Description:

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

Minimum Retention Period:

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

Legal Citations:

NAC 239.155

Title: LRDA Number: 2007- 1264
Sister City Programs

Description:

This record series documents the participation of the city in sister programs with cities in other countries. This series may include, but is not limited to, documentation of selection of sister city, administration of the program, exchange visits, photographs, correspondence, and related documentation.

Minimum Retention Period:

Permanent.

Title: LRDA Number: 2007- 41
Special Event and Celebration Records

Description:

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

Minimum Retention Period:

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

Title: LRDA Number: 2007- 846
Staff Meeting Records

Description:

This series documents the actions and activities taking place at internal staff meetings, team meetings, managers meetings, and other internal meetings. These types of meetings do not always produce minutes, but this series may include minutes, agendas, notes, reports, newsletters, correspondence, and related documents.

Minimum Retention Period:

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

Title: LRDA Number: 2007- 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- 1254**Technical Reference Files****Description:**

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

Minimum Retention Period:

Until no longer needed for reference purposes.

Title: LRDA Number: 2007- 1008**Telephone Logs****Description:**

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

Minimum Retention Period:

90 days from last entry.

Title: LRDA Number: 2007- 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
Mayor & Council*

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- 29
Record Title	Citizen Awards
State Required Retention	Two (2) calendar years from the year to which it pertains.
Department Retention	Two (2) calendar years from the year to which it pertains and further determination of individual elected official for longer retention period.
On Site Retention	Two (2) calendar years from the year to which it pertains and further determination of individual elected official for longer retention period.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	Review for historical value.
LDRA No	2007- 1230
Record Title	Convenience Copies
State Required Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
Department Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
On Site Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for
Mayor & Council*

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 records are accumulated
LDRA No	2007- 55
Record Title	Correspondence: Complaints
State Required Retention	Three (3) calendar years after response or resolution
Department Retention	Three (3) calendar years after response or resolution
On Site Retention	Three (3) calendar years after response or resolution
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 56
Record Title	Correspondence: General and Inquiries
State Required Retention	Purge annually of unneeded materials
Department Retention	Purge annually of unneeded materials
On Site Retention	Purge annually of unneeded materials
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	Retain no longer than three (3) years

*Lifecycle Retention Schedule for
Mayor & Council*

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- 1241
Record Title	Leave Requests
State Required Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
Department Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
On Site Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 369
Record Title	Procedure Manuals
State Required Retention	Six (6) calendar years after superseded or abandoned officially
Department Retention	Six (6) calendar years after superseded or abandoned officially
On Site Retention	Six (6) calendar years after superseded or abandoned officially
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for
Mayor & Council*

LDRA No	2007- 13
Record Title	Proclamations
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 are accumulated
LDRA No	2007- 70
Record Title	Records of Mailing
State Required Retention	One (1) calendar year from date of mailing.
Department Retention	One (1) calendar year from date of mailing and further determination of individual elected official for longer retention period.
On Site Retention	One (1) calendar year from date of mailing and further determination of individual elected official for longer retention period.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 73
Record Title	Records Retention Schedule
State Required Retention	Six (6) calendar years after superseded by a changed schedule
Department Retention	Six (6) calendar years after superseded by a changed schedule
On Site Retention	Six (6) calendar years after superseded by a changed schedule
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for
Mayor & Council*

LDRA No	2007- 1264
Record Title	Sister City Programs
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent.
Records Center	Microfilm retained permanently
Destroy by	Shred & Delete when filmed
Record Media	Paper & Electronic & Microfilm
Notes	Put to microfilm when enough records are accumulated
LDRA No	2007- 41
Record Title	Special Event and Celebration Records
State Required Retention	Retain records which document significant aspects of the event Permanently. Retain other records related to the event for a minimum period of two (2) fiscal years from the year to which it pertains.
Department Retention	Retain records which document significant aspects of the event Permanently. Retain other records related to the event for a minimum period of two (2) fiscal years from the year to which it pertains.
On Site Retention	Retain records which document significant aspects of the event Permanently. Retain other records related to the event for a minimum period of two (2) fiscal years from the year to which it pertains.
Records Center	Microfilm retained permanently
Destroy by	Shred & Delete two (2) retained records film permanent records
Record Media	Paper & Electronic & Microfilm
Notes	Put to microfilm when enough records are accumulated
LDRA No	2007- 846
Record Title	Staff Meeting Records
State Required Retention	One (1) calendar year from the date of the meeting
Department Retention	One (1) calendar year from the date of the meeting
On Site Retention	One (1) calendar year from the date of the meeting
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for
Mayor & Council*

LDRA No	2007- 75
Record Title	Subject Files
State Required Retention	Purge annually of unneeded materials
Department Retention	Purge annually of unneeded materials retain materials of historical significance per elected official direction
On Site Retention	Purge annually of unneeded materials retain materials of historical significance per elected official direction
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 1414
Record Title	Supportive Agency Files
State Required Retention	Review on a continuous basis, disposing of records which are no longer administratively useful.
Department Retention	Review on a continuous basis, disposing of records which are no longer administratively useful and retain those of significance per elected official direction.
On Site Retention	Review on a continuous basis, disposing of records which are no longer administratively useful and retain those of significance per elected official direction.
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
Mayor & Council*

LDRA No	2007- 1008
Record Title	Telephone Logs
State Required Retention	90 days from last entry.
Department Retention	90 days from last entry.
On Site Retention	90 days from last entry.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 1258
Record Title	Travel Records
State Required Retention	Three (3) fiscal years from the end of the fiscal year to which records pertain.
Department Retention	Three (3) fiscal years from the end of the fiscal year to which records pertain.
On Site Retention	Three (3) fiscal years from the end of the fiscal year to which records pertain.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	
Record Title	
State Required Retention	
Department Retention	
On Site Retention	
Records Center	
Destroy by	
Record Media	
Notes	

*Lifecycle Retention Schedule for the
Mayor & Council*

ACKNOWLEDGED BY RECORDS DELEGATES(S) _____

DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____

DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____

DATE _____

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