

NEIGHBORHOOD SERVICES 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- 1558

Activity Reports

Description:

These reports document the program or primary activities and accomplishments of various local governments units for the previous year. They are often compiled from monthly, quarterly or other activity reports. This series may include, but is not limited to, reports, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.

Minimum Retention Period:

Retain annual activity reports Permanently. Retain other activity and statistical reports (not scheduled elsewhere) for two (2) calendar years from the year created.

Legal Citations:

NAC 239.165 (1)(2)

Legal Notes:

These types of reports are usually statistical in nature and should not contain personally identifying, confidential or restricted information. If there is personally identifying, confidential or restricted information in This record series that information must be protected from public disclosure and the non-permanent records containing that information must be destroyed in accordance with NAC 239.165 when the retention period has expired.

Note:

This record series is useful for planning and budgeting, reference, performance monitoring, program justification, position justification and similar uses.

Title: LRDA Number: 2007- 48

Attendance Records, Employees (office copies)

Description:

This record series documents employee hours worked, and may include but is not limited to time sheets or cards, leave forms, internal computer printouts, related correspondence, and similar documents.

Minimum Retention Period:

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

Legal Citations:

29 CFR 516.5, NRS 11.190 (3)(d)

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

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- 1243**Committee Records, Ad Hoc****Description:**

This record series documents the establishment, organization, membership, policies, activities, and accomplishments of ad hoc (internal, interagency, advisory, etc.) committees. These types of committees are usually formed for a specific and often temporary function, usually on an informal basis. These types of committees do not always produce minutes, but this series may contain agendas, original minutes, media articles, newsletters, reports, summaries, notes, working papers, related correspondence and similar documents.

Minimum Retention Period:

If the ad hoc committee falls under the definition of a "Public Body" as described in NRS 241.015 (3) retain this 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. If the ad hoc committee does not fall under the definition of a "Public Body" retain this series for three (3) calendar years from the date of the record.

Legal Citations:

NRS 241.015 (3), NRS 241.035, The Open Meeting Law Manual (Office of the Attorney General), NRS 11.190 (3)(d), NAC 239.850

Legal Notes:

The determination on whether an ad hoc committee is a "Public Body" and subject to the open meeting law should be made by your agency legal counsel.

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- 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- 55
Correspondence: Complaints

Description:

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

Minimum Retention Period:

Three (3) calendar years after response or resolution.

Legal Citations:

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

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 56

Correspondence: General and Inquiries

Description:

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

Minimum Retention Period:

Purge annually of unneeded materials.

Note:

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

Title: LRDA Number: 2007- 57

Departmental Regulations, Policies and Procedures

Description:

These records document the methods for accomplishing the functions and activities assigned to the department. This series may contain, but is not limited to, policy and procedure manuals, directives, policy statements, correspondence, and similar documents.

Minimum Retention Period:

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

Legal Citations:

NRS 11.190 (1)(b)

Title: LRDA Number: 2007- 245

Electronic Mail (E-mail)

Description:

Electronic mail is a technology that allows for the written exchange of information in machine readable format. E- mail represents not the system, but the information communicated through the system. E-mail messages are public records when they are created or received in the transaction of public business. They must be retained as evidence of official policies, actions, decisions, or transactions. Such messages must be identified, filed, and retained just like records in other formats. E-mail is managed by its content, not its format. For additional information on E-mail see the State of Nevada - Policy on Defining Information Transmitted via E-mail as a Public Record.

Minimum Retention Period:

Erase after the retention period required for equivalent hardcopy.

Legal Citations:

Same as the equivalent hardcopy (if applicable).

Legal Notes:

Same as the equivalent hardcopy (if applicable).

Note:

Same as the equivalent hardcopy (if applicable).

Title: LRDA Number: 2007- 330

Employee Development / Training Records - "Office Copy"

Description:

This record series provides documentation and verification of staff training activities. This series may include, but is not limited to, employee name, social security or personnel ID number, agency copy of training records usually forwarded to, or maintained by, Human Resources, training calendars, course descriptions and information, training announcements and notices, request for training forms, out of state travel request forms, training plans, registration receipts, attendance rosters, copies of certificates, documents granting educational leave and stipends, tuition receipts and similar documentation.

Minimum Retention Period:

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

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)).

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,

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- 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- 1203**Receipts (copies)****Description:**

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

Minimum Retention Period:

Completion of annual audit.

Legal Citations:

NRS 354.624

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- 74
Requisitions / Purchase Orders (office copies)

Description:

This record series is used to purchase equipment, supplies, and or products for local governments. May include: copies of purchase order forms, vendor invoices, worksheets, terms and conditions forms and related correspondence.

Minimum Retention Period:

Until resolution of an annual audit.

Title: LRDA Number: 2007- 846
Staff Meeting Records

Description:

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

Minimum Retention Period:

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

Title: LRDA Number: 2007- 47
Strategic Plan Files

Description:

This record series documents detailed plans (methods) for accomplishing program goals. This series may include, but is not limited to, records documenting the development and establishment of agency goals and objectives, planning documents, laws and regulations, activity reports, statistical reports, related correspondence and similar records.

Minimum Retention Period:

Three (3) calendar years from the date superseded, and review for historical value.

Note:

This series may contain historically significant information on the development and modification of agency strategic plans.

Title: LRDA Number: 2007- 75
Subject Files

Description:

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

Minimum Retention Period:

Purge annually of unneeded materials

Note:

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

Title: LRDA Number: 2007- 1414

Supportive Agency Files

Description:

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

Minimum Retention Period:

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

Note:

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

Title: LRDA Number: 2007- 76

Surveys, Polls, and Questionnaires

Description:

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

Minimum Retention Period:

As long as administratively useful to the agency.

Note:

Review for historical value.

Title: LRDA Number: 2007- 1254

Technical Reference Files

Description:

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

Minimum Retention Period:

Until no longer needed for reference purposes.

Title: LRDA Number: 2007- 1008

Telephone Logs

Description:

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

Minimum Retention Period:

90 days from last entry.

Title: LRDA Number: 2007- 327

Time Cards and Sheets

Description:

This record series documents the hours worked and leave hours accrued or taken by employees on a daily, weekly, or monthly basis. Information may include, but is not limited to, employee name, social security or employee number, hours worked, type and number of leave hours taken or accrued, total hours, dates and related data.

Minimum Retention Period:

Three (3) fiscal years from the fiscal year to which they pertain.

Legal Citations:

29 CFR 516.5, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 1258

Travel Records

Description:

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

Minimum Retention Period:

Three (3) fiscal years from the end of the fiscal year to which 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 _____

DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____

DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____

DATE _____



*Lifecycle Retention Schedule for
Neighborhood Services 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- 1558
Record Title	Activity Reports
State Required Retention	Retain annual activity reports Permanently. Retain other activity and statistical reports (not scheduled else where) for two (2) calendar years from the year created.
Department Retention	Retain annual activity reports Permanently. Retain other activity and statistical reports (not scheduled else where) for two (2) calendar years from the year created.
On Site Retention	Retain annual activity reports Permanently. Retain other activity and statistical reports (not scheduled else where) for two (2) calendar years from the year created.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 48
Record Title	Attendance Records, Employees (office copies)
State Required Retention	Three (3) fiscal years from the year to which it pertains
Department Retention	Three (3) fiscal years from the year to which it pertains
On Site Retention	One (1) fiscal years from the year to which it pertains
Records Center	Two (2) fiscal years from the year to which it pertains
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner

*Lifecycle Retention Schedule for
Neighborhood Services Administration*

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	Recycle
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	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 & Electric
Notes	
LDRA No	2007- 1243
Record Title	Committee Records, Ad Hoc
State Required Retention	If the ad hoc committee falls under the definition of a "Public Body" as described in NRS 241.015 (3) retain this 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. If the ad hoc committee does not fall under the definition of a "Public Body" retain this series for three (3) calendar years from the date of the record
Department Retention	If the ad hoc committee falls under the definition of a "Public Body" as described in NRS 241.015 (3) retain this 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. If the ad hoc committee does not fall under the definition of a "Public Body" retain this series for three (3) calendar years from the date of the record
On Site Retention	If the ad hoc committee falls under the definition of a "Public Body" as described in NRS 241.015 (3) retain this 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. If the ad hoc committee does not fall under the definition of a "Public Body" retain this series for three (3) calendar years from the date of the record
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	The determination on whether an ad hoc committee is a "Public Body" and subject to the open meeting law should be made by your agency legal counsel.

*Lifecycle Retention Schedule for
Neighborhood Services Administration*

LDRA No	2007- 54
Record Title	Contracts and Agreements (office copies)
State Required Retention	One (1) fiscal year after contract or agreement completed or terminated
Department Retention	One (1) fiscal year after contract or agreement completed or terminated
On Site Retention	One (1) fiscal year after contract or agreement completed or terminated
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	
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

*Lifecycle Retention Schedule for
Neighborhood Services Administration*

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
LDRA No	2007- 57
Record Title	Departmental Regulations, Policies and Procedures
State Required Retention	Six (6) calendar years after superseded or abandoned officially
Department Retention	Six (6) calendar years after superseded or abandoned officially
On Site Retention	Six (6) calendar years after superseded or abandoned officially
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for
Neighborhood Services Administration*

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- 330
Record Title	Employee Development / Training Records - "Office Copy"
State Required Retention	Three (3) fiscal years from the fiscal year to which it pertains.
Department Retention	Three (3) fiscal years from the fiscal year to which it pertains.
On Site Retention	Three (3) fiscal years from the fiscal year to which it 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- 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
Neighborhood Services 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	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	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
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	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for the
Neighborhood Services Administration*

LDRA No	
Record Title	
State Required Retention	
Department Retention	
On Site Retention	
Records Center	
Destroy by	
Record Media	
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- 1203
Record Title	Receipts (copies)
State Required Retention	Completion of 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	

*Lifecycle Retention Schedule for the
Neighborhood Services Administration*

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
On Site Retention	One (1) calendar year from date of mailing
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 73
Record Title	Records Retention Schedule
State Required Retention	Six (6) calendar years after superseded by a changed schedule
Department Retention	Six (6) calendar years after superseded by a changed schedule
On Site Retention	Six (6) calendar years after superseded by a changed schedule
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 74
Record Title	Requisitions / Purchase Orders (office copies)
State Required Retention	Until resolution of an annual audit.
Department Retention	Twelve (12) months after the end of the fiscal year
On Site Retention	Twelve (12) months after the end of the fiscal year
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for the
Neighborhood Services Administration*

LDRA No	2007- 846
Record Title	Staff Meeting Records
State Required Retention	One (1) calendar year from the date of the meeting
Department Retention	One (1) calendar year from the date of the meeting
On Site Retention	One (1) calendar year from the date of the meeting
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

LDRA No	2007- 47
Record Title	Strategic Plan Files
State Required Retention	Three (3) calendar years from the date superseded, and review for historical value
Department Retention	Three (3) calendar years from the date superseded, and review for historical value
On Site Retention	Three (3) calendar years from the date superseded, and review for historical value
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

LDRA No	2007- 75
Record Title	Subject Files
State Required Retention	Purge annually of unneeded materials
Department Retention	Purge annually of unneeded materials
On Site Retention	Purge annually of unneeded materials
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	It is recommended this record series be retained for no longer than three (3) calendar years.

Neighborhood Services Administration

LDRA No	2007- 1414
Record Title	Supportive Agency Files
State Required Retention	Review on a continuous basis, disposing of records which are no longer administratively useful.
Department Retention	Review on a continuous basis, disposing of records which are no longer administratively useful.
On Site Retention	Review on a continuous basis, disposing of records which are no longer administratively useful.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	It is recommended that these types of records be retained no longer than three years

LDRA No	2007- 76
Record Title	Surveys, Polls, and Questionnaires
State Required Retention	As long as administratively useful to the agency
Department Retention	As long as administratively useful to the agency
On Site Retention	As long as administratively useful to the agency
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

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

Neighborhood Services Administration

LDRA No	2007- 1008
Record Title	Telephone Logs
State Required Retention	90 days from last entry
Department Retention	90 days from last entry
On Site Retention	90 days from last entry
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 327
Record Title	Time Cards and Sheets
State Required Retention	Three (3) fiscal years from the fiscal year to which they pertain.
Department Retention	Three (3) fiscal years from the fiscal year to which they pertain.
On Site Retention	1 fiscal year from the fiscal year to which they pertain.
Records Center	2 fiscal years from the fiscal year to which they pertain.
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 1258
Record Title	Travel Records -
State Required Retention	Three (3) fiscal years from the end of the fiscal year to which records pertain.
Department Retention	Three (3) fiscal years from the end of the fiscal year to which records pertain.
On Site Retention	Three (3) fiscal years from the end of the fiscal year to which records pertain.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner

*Lifecycle Retention Schedule for the
Neighborhood Services Administration*

ACKNOWLEDGED BY RECORDS DELEGATES(S) _____

DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____

DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____

DATE _____

NEIGHBORHOOD SERVICES

NEIGHBORHOOD DEVELOPMENT

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- 1558

Activity Reports

Description:

These reports document the program or primary activities and accomplishments of various local governments units for the previous year. They are often compiled from monthly, quarterly or other activity reports. This series may include, but is not limited to, reports, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.

Minimum Retention Period:

Retain annual activity reports Permanently. Retain other activity and statistical reports (not scheduled elsewhere) for two (2) calendar years from the year created.

Legal Citations:

NAC 239.165 (1)(2)

Legal Notes:

These types of reports are usually statistical in nature and should not contain personally identifying, confidential or restricted information. If there is personally identifying, confidential or restricted information in This record series that information must be protected from public disclosure and the non-permanent records containing that information must be destroyed in accordance with NAC 239.165 when the retention period has expired.

Note:

This record series is useful for planning and budgeting, reference, performance monitoring, program justification, position justification and similar uses.

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- 1647

Client Case Files - Economic Assistance

Description:

This record series consists of case files for clients applying for and/or receiving economic assistance from a city or county social services agency. Services often include assessment of the client's needs, evaluation of the client's ability to meet his/her needs, crisis intervention, home evaluations, follow-up services, and referrals to other programs and community resources. This series usually includes applications for assistance or services, eligibility forms, client personal information, disclosure of information forms, interviews, social histories, verifications of financial status, change of status forms, certifications, authorizations, referrals, dispositions, logs or registers, fiscal reports, related forms, correspondence and similar documents.

Minimum Retention Period:

Three (3) fiscal years from date case is closed.

Legal Citations:

45 CFR 74.53, NRS 11.190 (3)(d), NRS 49.251 to 49.254, NAC 641B.210, NAC 239.165 (1)(2)

Legal Notes:

This record series contains Confidential and/or Restricted 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- 1243

Committee Records, Ad Hoc

Description:

This record series documents the establishment, organization, membership, policies, activities, and accomplishments of ad hoc (internal, interagency, advisory, etc.) committees. These types of committees are usually formed for a specific and often temporary function, usually on an informal basis. These types of committees do not always produce minutes, but this series may contain agendas, original minutes, media articles, newsletters, reports, summaries, notes, working papers, related correspondence and similar documents.

Minimum Retention Period:

If the ad hoc committee falls under the definition of a "Public Body" as described in NRS 241.015 (3) retain this 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. If the ad hoc committee does not fall under the definition of a "Public Body" retain this series for three (3) calendar years from the date of the record.

Legal Citations:

NRS 241.015 (3), NRS 241.035, The Open Meeting Law Manual (Office of the Attorney General), NRS 11.190 (3)(d), NAC 239.850

Legal Notes:

The determination on whether an ad hoc committee is a "Public Body" and subject to the open meeting law should be made by your agency legal counsel.

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- 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- 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- 1248

Grant Files - Unfunded

Description:

This record series contains applications and supporting documentation relating to federal, state, and private grants submitted by local governmental entities which were not funded or were denied.

Minimum Retention Period:

As long as administratively useful to the agency.

Legal Citations:

NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 59

Grants: Fiscal Records

Description:

This record series documents the awarding of funds from federal government, state government, private organizations, private benefactors, and similar sources. This series may include, but is not limited to, accounting reports, expenditure reports, audit reports, monitoring reports, copies of purchase orders, warrants, warrant registers, vouchers, correspondence, and other similar financial records.

Minimum Retention Period:

Three (3) fiscal years from the submission of the final expenditure report, or for the retention period required by the granting authority, whichever is longer.

Legal Citations:

NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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- 60

Grants: Proposals, Reports and Results

Description:

This record series documents the awarding of funds from federal government, state government, private organizations, private benefactors, and similar sources. This series may include, but is not limited to, application and supporting documentation, project proposal, project plans and objectives, award notification, grant related contracts and/or agreements, equipment inventories, statistical reports, monitoring reports, summary reports, correspondence and related documents.

Minimum Retention Period:

Three (3) fiscal years after the grant is closed, or for the retention period required by the granting authority, whichever is longer.

Legal Citations:

NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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- 1203

Receipts (copies)

Description:

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

Minimum Retention Period:

Completion of annual audit.

Legal Citations:

NRS 354.624

Title: LRDA Number: 2007- 73

Records Retention Schedule

Description:

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

Minimum Retention Period:

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

Legal Citations:

NAC 239.155

Title: LRDA Number: 2007- 74

Requisitions / Purchase Orders (office copies)

Description:

This record series is used to purchase equipment, supplies, and or products for local governments. May include: copies of purchase order forms, vendor invoices, worksheets, terms and conditions forms and related correspondence.

Minimum Retention Period:

Until resolution of an annual audit.

Title: LRDA Number: 2007- 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- 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.

ACKNOWLEDGED BY RECORDS DELEGATE(S) _____
DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____
DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____
DATE _____

*Lifecycle Retention Schedule for
Neighborhood Services Neighborhood Development*

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- 1558
Record Title	Activity Reports
State Required Retention	Retain annual activity reports Permanently. Retain other activity and statistical reports (not scheduled else where) for two (2) calendar years from the year created.
Department Retention	Retain annual activity reports Permanently. Retain other activity and statistical reports (not scheduled else where) for two (2) calendar years from the year created.
On Site Retention	Retain annual activity reports Permanently. Retain other activity and statistical reports (not scheduled else where) for two (2) calendar years from the year created.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
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	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

*Lifecycle Retention Schedule for
Neighborhood Services Neighborhood Development*

LDRA No	2007- 1647
Record Title	Client Case Files - Economic Assistance
State Required Retention	Three (3) fiscal years from date case is closed.
Department Retention	Five (5) fiscal years from date case is closed.
On Site Retention	Five (5) fiscal years from date case is closed.
Records Center	Stored at Las Vegas Business Park
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential and/or Restricted Information and must be destroyed in a secure manner
LDRA No	2007- 1243
Record Title	Committee Records, Ad Hoc
State Required Retention	If the ad hoc committee falls under the definition of a "Public Body" as described in NRS 241.015 (3) retain this 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. If the ad hoc committee does not fall under the definition of a "Public Body" retain this series for three (3) calendar years from the date of the record.
Department Retention	If the ad hoc committee falls under the definition of a "Public Body" as described in NRS 241.015 (3) retain this 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. If the ad hoc committee does not fall under the definition of a "Public Body" retain this series for three (3) calendar years from the date of the record.
On Site Retention	If the ad hoc committee falls under the definition of a "Public Body" as described in NRS 241.015 (3) retain this 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. If the ad hoc committee does not fall under the definition of a "Public Body" retain this series for three (3) calendar years from the date of the record.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 474
Record Title	Contracts and Agreements - Non-Capital Improvement
State Required Retention	Six (6) calendar years from the termination/completion of a contract or agreement.
Department Retention	Six (6) calendar years from the termination/completion of a contract or agreement.
On Site Retention	Six (6) calendar years from the termination/completion of a contract or agreement.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for
Neighborhood Services Neighborhood Development*

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- 55
Record Title	Correspondence: Complaints
State Required Retention	Three (3) calendar years after response or resolution
Department Retention	Five (5) calendar years after response or resolution incorporated into client file
On Site Retention	Five (5) calendar years after response or resolution incorporated into client file
Records Center	Stored at Las Vegas Business Par
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
Neighborhood Services Neighborhood Development*

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- 1248
Record Title	Grant Files - Unfunded
State Required Retention	As long as administratively useful to the agency.
Department Retention	One (1) year or as long as administratively useful to the agency.
On Site Retention	One (1) year or as long as administratively useful to the agency.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	It is recommended this record series be retained for no longer than three (3) calendar years
LDRA No	2007- 59
Record Title	Grants: Fiscal Records
State Required Retention	Three (3) fiscal years from the submission of the final expenditure report, or for the retention period required by the granting authority, whichever is longer.
Department Retention	Five (5) fiscal years from the submission of the final expenditure report, or for the retention period required by the granting authority, whichever is longer.
On Site Retention	Five (5) fiscal years from the submission of the final expenditure report, or for the retention period required by the granting authority, whichever is longer.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner

*Lifecycle Retention Schedule for
Neighborhood Services Neighborhood Development*

LDRA No	2007- 60
Record Title	Grants: Proposals, Reports and Results
State Required Retention	Three (3) fiscal years after the grant is closed, or for the retention period required by the granting authority, whichever is longer.
Department Retention	Five (5) fiscal years after the grant is closed, or for the retention period required by the granting authority, whichever is longer.
On Site Retention	Five (5) fiscal years after the grant is closed, or for the retention period required by the granting authority, whichever is longer.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 369
Record Title	Procedure Manuals
State Required Retention	Six (6) calendar years after superseded or abandoned officially
Department Retention	Six (6) calendar years after superseded or abandoned officially
On Site Retention	Six (6) calendar years after superseded or abandoned officially
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 1203
Record Title	Receipts (copies)
State Required Retention	Completion of 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	

*Lifecycle Retention Schedule for the
Neighborhood Services Neighborhood Development*

LDRA No	2007- 73
Record Title	Records Retention Schedule
State Required Retention	Six (6) calendar years after superseded by a changed schedule
Department Retention	Six (6) calendar years after superseded by a changed schedule
On Site Retention	Six (6) calendar years after superseded by a changed schedule
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 74
Record Title	Requisitions / Purchase Orders (office copies)
State Required Retention	Until resolution of an annual audit.
Department Retention	Twelve (12) months after the end of the fiscal year
On Site Retention	Twelve (12) months after the end of the fiscal year
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 75
Record Title	Subject Files
State Required Retention	Purge annually of unneeded materials
Department Retention	Purge annually of unneeded materials
On Site Retention	Purge annually of unneeded materials
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	It is recommended this record series be retained for no longer than three (3) calendar years.

*Lifecycle Retention Schedule for the
Neighborhood Services Neighborhood Development*

LDRA No 2007- 76

Record Title **Surveys, Polls, and Questionnaires**

State Required Retention As long as administratively useful to the agency.

Department Retention As long as administratively useful to the agency.

On Site Retention As long as administratively useful to the agency.

Records Center None

Destroy by Recycle & Delete

Record Media Paper & Electronic

Notes Review for historical value.

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
Neighborhood Services Neighborhood Development*
ACKNOWLEDGED BY RECORDS DELEGATES(S) _____

DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____

DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____

DATE _____

NEIGHBORHOOD SERVICES

NEIGHBORHOOD INITIATIVES

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- 1647

Client Case Files - Economic Assistance

Description:

This record series consists of case files for clients applying for and/or receiving economic assistance from a city or county social services agency. Services often include assessment of the client's needs, evaluation of the client's ability to meet his/her needs, crisis intervention, home evaluations, follow-up services, and referrals to other programs and community resources. This series usually includes applications for assistance or services, eligibility forms, client personal information, disclosure of information forms, interviews, social histories, verifications of financial status, change of status forms, certifications, authorizations, referrals, dispositions, logs or registers, fiscal reports, related forms, correspondence and similar documents.

Minimum Retention Period:

Three (3) fiscal years from date case is closed.

Legal Citations:

45 CFR 74.53, NRS 11.190 (3)(d), NRS 49.251 to 49.254, NAC 641B.210, NAC 239.165 (1)(2)

Legal Notes:

This record series contains Confidential and/or Restricted 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- 1164
Client Case Files - Social Services

Description:

This record series consists of case files for clients applying for and/or receiving assistance from a city or county social services agency. Services often include assessment of the client's needs, evaluation of the client's ability to meet his/her needs, crisis intervention, home evaluations, follow-up services, and referrals to other programs and community resources. This series may include, but is not limited to, applications for assistance or services, eligibility forms, requests for information, client personal information, interview reports, case histories, family histories, court orders, disclosure of information forms, copies of medical reports, certifications, authorizations, referrals, dispositions, case worker logs or registers, summary reports, related forms, notes, memorandums, correspondence, and similar documents.

Minimum Retention Period:

Six (6) calendar years from date of last service.

Legal Citations:

NRS 49.251 to 49.254, NAC 641B.210, NAC 239.165 (1)(2)

Legal Notes:

This record series contains Confidential and/or Restricted 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- 1243
Committee Records, Ad Hoc

Description:

This record series documents the establishment, organization, membership, policies, activities, and accomplishments of ad hoc (internal, interagency, advisory, etc.) committees. These types of committees are usually formed for a specific and often temporary function, usually on an informal basis. These types of committees do not always produce minutes, but this series may contain agendas, original minutes, media articles, newsletters, reports, summaries, notes, working papers, related correspondence and similar documents.

Minimum Retention Period:

If the ad hoc committee falls under the definition of a "Public Body" as described in NRS 241.015 (3) retain this 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. If the ad hoc committee does not fall under the definition of a "Public Body" retain this series for three (3) calendar years from the date of the record.

Legal Citations:

NRS 241.015 (3), NRS 241.035, The Open Meeting Law Manual (Office of the Attorney General), NRS 11.190 (3)(d), NAC 239.850

Legal Notes:

The determination on whether an ad hoc committee is a "Public Body" and subject to the open meeting law should be made by your agency legal counsel.

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- 30

Community Histories

Description:

This record series consists of narrative histories of the community prepared for special events, reference and other informational purposes. This series may include, but is not limited to, narrative reports, artifacts, memorabilia, photographs, maps, brochures, guides, pamphlets, and other documents which provide a "snapshot in time" of the community.

Minimum Retention Period:

Permanent.

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- 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- 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)].

Title: LRDA Number: 2007- 1248

Grant Files - Unfunded

Description:

This record series contains applications and supporting documentation relating to federal, state, and private grants submitted by local governmental entities which were not funded or were denied.

Minimum Retention Period:

As long as administratively useful to the agency.

Legal Citations:

NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 59

Grants: Fiscal Records

Description:

This record series documents the awarding of funds from federal government, state government, private organizations, private benefactors, and similar sources. This series may include, but is not limited to, accounting reports, expenditure reports, audit reports, monitoring reports, copies of purchase orders, warrants, warrant registers, vouchers, correspondence, and other similar financial records.

Minimum Retention Period:

Three (3) fiscal years from the submission of the final expenditure report, or for the retention period required by the granting authority, whichever is longer.

Legal Citations:

NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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- 60

Grants: Proposals, Reports and Results

Description:

This record series documents the awarding of funds from federal government, state government, private organizations, private benefactors, and similar sources. This series may include, but is not limited to, application and supporting documentation, project proposal, project plans and objectives, award notification, grant related contracts and/or agreements, equipment inventories, statistical reports, monitoring reports, summary reports, correspondence and related documents.

Minimum Retention Period:

Three (3) fiscal years after the grant is closed, or for the retention period required by the granting authority, whichever is longer.

Legal Citations:

NRS 205.4617, NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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- 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.

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- 1203

Receipts (copies)

Description:

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

Minimum Retention Period:

Completion of annual audit.

Legal Citations:

NRS 354.624

Title: LRDA Number: 2007- 73

Records Retention Schedule

Description:

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

Minimum Retention Period:

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

Legal Citations:

NAC 239.155

Title: LRDA Number: 2007- 74

Requisitions / Purchase Orders (office copies)

Description:

This record series is used to purchase equipment, supplies, and or products for local governments. May include: copies of purchase order forms, vendor invoices, worksheets, terms and conditions forms and related correspondence.

Minimum Retention Period:

Until resolution of an annual audit.

Title: LRDA Number: 2007- 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- 1646

Subsidized Transportation Program Records

Description:

This record series documents transportation assistance provided to elderly, indigent/low income, and permanently handicapped individuals and may contain, but is not limited to, applications, registrant information, social/health assessments, determinations, income information, coupons or tokens, redemption reports, invoices, forms, related correspondence and similar documents.

Minimum Retention Period:

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

Legal Citations:

NRS 427A.070, NRS 422.290, 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- 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- 327

Time Cards and Sheets

Description:

This record series documents the hours worked and leave hours accrued or taken by employees on a daily, weekly, or monthly basis. Information may include, but is not limited to, employee name, social security or employee number, hours worked, type and number of leave hours taken or accrued, total hours, dates and related data.

Minimum Retention Period:

Three (3) fiscal years from the fiscal year to which they pertain.

Legal Citations:

29 CFR 516.5, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 1258

Travel Records

Description:

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

Minimum Retention Period:

Three (3) fiscal years from the end of the fiscal year to which 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
Neighborhood Services Neighborhood Initiatives*

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	
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
On Site Retention	One (1) fiscal year after resolution of an annual audit
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	
Record Title	
State Required Retention	
Department Retention	
On Site Retention	
Records Center	
Destroy by	
Record Media	
Notes	

*Lifecycle Retention Schedule for
Neighborhood Services Neighborhood Initiatives*

LDRA No	2007- 1647
Record Title	Client Case Files - Economic Assistance
State Required Retention	Three (3) fiscal years from date case is closed
Department Retention	Three (3) fiscal years from date case is closed
On Site Retention	Three (3) fiscal years from date case is closed
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential and/or Restricted Information and must be destroyed in a secure manner
LDRA No	2007- 1164
Record Title	Client Case Files - Social Services
State Required Retention	Six (6) calendar years from date of last service.
Department Retention	Six (6) calendar years from date of last service.
On Site Retention	Six (6) calendar years from date of last service.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential and/or Restricted Information and must be destroyed in a secure manner
LDRA No	2007- 1243
Record Title	Committee Records, Ad Hoc
State Required Retention	If the ad hoc committee falls under the definition of a "Public Body" as described in NRS 241.015 (3) retain this 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. If the ad hoc committee does not fall under the definition of a "Public Body" retain this series for three (3) calendar years from the date of the record.
Department Retention	If the ad hoc committee falls under the definition of a "Public Body" as described in NRS 241.015 (3) retain this 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. If the ad hoc committee does not fall under the definition of a "Public Body" retain this series for three (3) calendar years from the date of the record.
On Site Retention	If the ad hoc committee falls under the definition of a "Public Body" as described in NRS 241.015 (3) retain this 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. If the ad hoc committee does not fall under the definition of a "Public Body" retain this series for three (3) calendar years from the date of the record.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	The determination on whether an ad hoc committee is a "Public Body" and subject to the open meeting law should be made by your agency legal counsel.

*Lifecycle Retention Schedule for
Neighborhood Services Neighborhood Initiatives*

LDRA No	2007- 30
Record Title	Community Histories
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- 54
Record Title	Contracts and Agreements (office copies)
State Required Retention	One (1) fiscal year after contract or agreement completed or terminated
Department Retention	One (1) fiscal year after contract or agreement completed or terminated
On Site Retention	One (1) fiscal year after contract or agreement completed or terminated
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
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
Neighborhood Services Neighborhood Initiatives*

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- 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 the
Neighborhood Services Neighborhood Initiatives*

LDRA No	2007- 245
Record Title	Electronic Mail (E-mail)
State Required Retention	Erase after the retention period required for equivalent hardcopy.
Department Retention	Erase after the retention period required for equivalent hardcopy.
On Site Retention	Erase after the retention period required for equivalent hardcopy.
Records Center	None
Destroy by	Delete
Record Media	Electronic
Notes	
LDRA No	2007- 58
Record Title	Employee Files Maintained in an Office or Department
State Required Retention	One (1) calendar year from the end of the calendar year in which the employee terminated or transferred to another office or department (main personnel file is retained by the personnel department / human resources).
Department Retention	One (1) calendar year from the end of the calendar year in which the employee terminated or transferred to another office or department (main personnel file is retained by the personnel department / human resources).
On Site Retention	One (1) calendar year from the end of the calendar year in which the employee terminated or transferred to another office or department (main personnel file is retained by the personnel department / human resources).
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential and sensitive information
LDRA No	2007- 1248
Record Title	Grant Files - Unfunded
State Required Retention	As long as administratively useful to the agency
Department Retention	As long as administratively useful to the agency
On Site Retention	As long as administratively useful to the agency
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information (such as the Tax ID number) and should be destroyed in a secure manner. It is recommended this record series be retained for no longer than three (3) calendar years

*Lifecycle Retention Schedule for the
Neighborhood Services Neighborhood Initiatives*

LDRA No	2007- 59
Record Title	Grants: Fiscal Records
State Required Retention	Three (3) fiscal years from the submission of the final expenditure report, or for the retention period required by the granting authority, whichever is longer.
Department Retention	Three (3) fiscal years from the submission of the final expenditure report, or for the retention period required by the granting authority, whichever is longer.
On Site Retention	Three (3) fiscal years from the submission of the final expenditure report, or for the retention period required by the granting authority, whichever is longer.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 60
Record Title	Grants: Proposals, Reports and Results
State Required Retention	Three (3) fiscal years after the grant is closed, or for the retention period required by the granting authority, whichever is longer.
Department Retention	Three (3) fiscal years after the grant is closed, or for the retention period required by the granting authority, whichever is longer.
On Site Retention	Three (3) fiscal years after the grant is closed, or for the retention period required by the granting authority, whichever is longer.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 1241
Record Title	Leave Requests
State Required Retention	Three (3) fiscal years from the 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	One (1) fiscal years from the end of the fiscal year to which records pertain.
Records Center	Two (2) fiscal years from the end of the fiscal year to which records pertain.
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner

*Lifecycle Retention Schedule for the
Neighborhood Services Neighborhood Initiatives*

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	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	
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	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 1203
Record Title	Receipts (copies)
State Required Retention	Completion of 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	

*Lifecycle Retention Schedule for the
Neighborhood Services Neighborhood Initiatives*

LDRA No	2007- 73
Record Title	Records Retention Schedule
State Required Retention	Six (6) calendar years after superseded by a changed schedule
Department Retention	Six (6) calendar years after superseded by a changed schedule
On Site Retention	Six (6) calendar years after superseded by a changed schedule
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 74
Record Title	Requisitions / Purchase Orders (office copies)
State Required Retention	Until resolution of an annual audit
Department Retention	Twelve (12) months after the end of the fiscal year
On Site Retention	Twelve (12) months after the end of the fiscal year
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
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 the
Neighborhood Services Neighborhood Initiatives*

LDRA No	2007- 75
Record Title	Subject Files
State Required Retention	Purge annually of unneeded materials
Department Retention	Purge annually of unneeded materials
On Site Retention	Purge annually of unneeded materials
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	It is recommended this record series be retained for no longer than three (3) calendar years
LDRA No	2007- 1414
Record Title	Supportive Agency Files
State Required Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
Department Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
On Site Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	It is recommended this record series be retained for no longer than three (3) calendar years
LDRA No	2007- 1646
Record Title	Subsidized Transportation Program Records
State Required Retention	Three (3) fiscal years from the fiscal year to which the records pertain
Department Retention	Three (3) fiscal years from the fiscal year to which the records pertain
On Site Retention	Three (3) fiscal years from the fiscal year to which the records pertain
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and must be destroyed in a secure manner

Lifecycle Retention Schedule for the Neighborhood Services Neighborhood Initiatives

LDRA No	Surveys, Polls, and Questionnaires
Record Title	As long as administratively useful to the agency
State Required Retention	As long as administratively useful to the agency
Department Retention	As long as administratively useful to the agency
On Site Retention	None
Records Center	Recycle & Delete
Destroy by	Paper & Electronic
Record Media	Review for historical value.
Notes	
LDRA No	2007- 327
Record Title	Time Cards and Sheets
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- 1258
Record Title	Travel Records
State Required Retention	Three (3) fiscal years from the end of the fiscal year to which records pertain.
Department Retention	Three (3) fiscal years from the end of the fiscal year to which records pertain.
On Site Retention	Three (3) fiscal years from the end of the fiscal year to which records pertain.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner

Lifecycle Retention Schedule for the

Neighborhood Services Neighborhood Initiatives

ACKNOWLEDGED BY RECORDS DELEGATES(S) _____

DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____

DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____

DATE _____

NEIGHBORHOOD SERVICE

NEIGHBORHOOD RESPONSE

Title: LRDA Number: 2007- 1558

Activity Reports

Description:

These reports document the program or primary activities and accomplishments of various local governments units for the previous year. They are often compiled from monthly, quarterly or other activity reports. This series may include, but is not limited to, reports, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.

Minimum Retention Period:

Retain annual activity reports Permanently. Retain other activity and statistical reports (not scheduled elsewhere) for two (2) calendar years from the year created.

Legal Citations:

NAC 239.165 (1)(2)

Legal Notes:

These types of reports are usually statistical in nature and should not contain personally identifying, confidential or restricted information. If there is personally identifying, confidential or restricted information in This record series that information must be protected from public disclosure and the non-permanent records containing that information must be destroyed in accordance with NAC 239.165 when the retention period has expired.

Note:

This record series is useful for planning and budgeting, reference, performance monitoring, program justification, position justification and similar uses.

Title: LRDA Number: 2007- 186

Code Violation Records

Description:

This record series documents property maintenance code violations and may include but is not limited to photographs, on-site inspection notes, copies of ordinances, violation notices, orders to appear, correction notices, proof of correction, correspondence and related documents.

Minimum Retention Period:

For violations retain three (3) calendar years after correction of violation. For alleged, but unfounded violations retain one (1) calendar year after determination that zoning ordinances have not been violated.

Legal Citations:

NRS 11.190 (3)(d), NRS 11.190 (4)(e)

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- 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- 1557**Daily Logs of Inspections, Code Enforcement****Description:**

This record series contains logs kept by Code Enforcement Officers detailing various inspections of potential property maintenance code violations.

Minimum Retention Period:

One (1) calendar year after the calendar year in which log is generated.

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- 1666**Liens and Releases****Description:**

This record series documents liens filled for non-payment of taxes, services or merchandise in accordance with state/federal law. This series may contain, but is not limited to, notice of lien, refilling form, certificate of release, certificate of subordination, correction notices, certificate of non-attachment, certificate of revocation and reinstatement, certificate of withdrawal, copies of court documents, related correspondence and similar documents.

Minimum Retention Period:

Retain records related to tax liens for ten (10) calendar years from the date of filing or refilling, whichever is later. Retain records related to liens for merchandise or services for six (6) calendar years from the date of final payment or action.

Legal Citations:

26 CFR 301.6502, 26 CFR 301.6103 (a)(1) thru (p)(7), NRS 375A.310, NRS 11.190 (1)(a), NAC 239.165 (1)(2)

Legal Notes:

This record series may contain Confidential or Restricted 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- 1203**Receipts (copies)****Description:**

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

Minimum Retention Period:

Completion of annual audit.

Legal Citations:

NRS 354.624

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

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

Minimum Retention Period:

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

Legal Citations:

NAC 239.155

Title: LRDA Number: 2007- 74

Requisitions / Purchase Orders (office copies)

Description:

This record series is used to purchase equipment, supplies, and or products for local governments. May include: copies of purchase order forms, vendor invoices, worksheets, terms and conditions forms and related correspondence.

Minimum Retention Period:

Until resolution of an annual audit.

Title: LRDA Number: 2007- 1281

Summons and Subpoenas

Description:

These documents are received by representatives of local governments and individuals in their official capacity as local government employees, requiring their appearance at a specified place, date and time. The summons and subpoenas are issued by agencies which are granted this power under law. These may include state and federal courts, boards, commissions, offices, etc.. The documents themselves contain a statement of the authority for the summons or subpoena, the reasons for the required appearance, the date, time and place. The documents are signed and dated and may be delivered by mail or by an officer of the summoning institution.

Minimum Retention Period:

One (1) calendar year from the date of the scheduled appearance or cancellation of the summons or subpoena.

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- 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.

Legal Citations:

ACKNOWLEDGED BY RECORDS DELEGATE(S) _____

DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____

DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____

DATE _____

*Lifecycle Retention Schedule for
Neighborhood Services Neighborhood Response*

LDRA No	2007- 1558
Record Title	Activity Reports
State Required Retention	Retain annual activity reports Permanently. Retain other activity and statistical reports (not scheduled else where) for two (2) calendar years from the year created.
Department Retention	Retain annual activity reports Permanently. Retain other activity and statistical reports (not scheduled else where) for two (2) calendar years from the year created.
On Site Retention	Retain annual activity reports Permanently. Retain other activity and statistical reports (not scheduled else where) for two (2) calendar years from the year created.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 186
Record Title	Code Violation Records
State Required Retention	For violations retain three (3) calendar years after correction of violation. For alleged, but unfounded violations retain one (1) calendar year after determination that zoning ordinances have not been violated.
Department Retention	For violations retain three (3) calendar years after correction of violation. For alleged, but unfounded violations retain one (1) calendar year after determination that zoning ordinances have not been violated.
On Site Retention	For violations retain three (3) calendar years after correction of violation. For alleged, but unfounded violations retain one (1) calendar year after determination that zoning ordinances have not been violated.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic & Video & Photos,
Notes	
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
Neighborhood Services Neighborhood Response*

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
LDRA No	2007- 1557
Record Title	Daily Logs of Inspections, Code Enforcement
State Required Retention	One (1) calendar year after the calendar year in which log is generated
Department Retention	One (1) calendar year after the calendar year in which log is generated
On Site Retention	One (1) calendar year after the calendar year in which log is generated
Records Center	None
Destroy by	Delete
Record Media	Electronic
Notes	

*Lifecycle Retention Schedule for
Neighborhood Services Neighborhood Response*

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- 1666
Record Title	Liens and Releases
State Required Retention	Retain records related to tax liens for ten (10) calendar years from the date of filing or refilling, whichever is later. Retain records related to liens for merchandise or services for six (6) calendar years from the date of final payment or action.
Department Retention	Retain records related to tax liens for ten (10) calendar years from the date of filing or refilling, whichever is later. Retain records related to liens for merchandise or services for six (6) calendar years from the date of final payment or action.
On Site Retention	Retain records related to tax liens for ten (10) calendar years from the date of filing or refilling, whichever is later. Retain records related to liens for merchandise or services for six (6) calendar years from the date of final payment or action.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Restricted Information and must be destroyed in a secure manner
LDRA No	2007- 1203
Record Title	Receipts (copies)
State Required Retention	Completion of 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	

*Lifecycle Retention Schedule for
Neighborhood Services Neighborhood Response*

LDRA No	2007- 73
Record Title	Records Retention Schedule
State Required Retention	Six (6) calendar years after superseded by a changed schedule
Department Retention	Six (6) calendar years after superseded by a changed schedule
On Site Retention	Six (6) calendar years after superseded by a changed schedule
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 74
Record Title	Requisitions / Purchase Orders (office copies)
State Required Retention	Until resolution of an annual audit.
Department Retention	Twelve (12) months after the end of the fiscal year
On Site Retention	Twelve (12) months after the end of the fiscal year
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 1281
Record Title	Summons and Subpoenas
State Required Retention	One (1) calendar year from the date of the scheduled appearance or cancellation of the summons or subpoena.
Department Retention	One (1) calendar year from the date of the scheduled appearance or cancellation of the summons or subpoena.
On Site Retention	One (1) calendar year from the date of the scheduled appearance or cancellation of the summons or subpoena.
Records Center	None
Destroy by	Recycle
Record Media	Paper
Notes	

*Lifecycle Retention Schedule for the
Neighborhood Services Neighborhood Response*

LDRA No	2007- 1414
Record Title	Supportive Agency Files
State Required Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
Department Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
On Site Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	It is recommended that these types of records be retained no longer than three years
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 & Delete
Record Media	Paper & Electronic
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
Neighborhood Services Neighborhood Response*
ACKNOWLEDGED BY RECORDS DELEGATES(S) _____

DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____

DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____

DATE _____

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