

# PLANNING & DEVELOPMENT

**Title: LRDA Number: 2007- 171**

## **Addresses in Subdivisions**

**Description:**

This record series documents home and building addresses in subdivided land.

**Minimum Retention Period:**

Until superseded.

**Title: LRDA Number: 2007- 1419**

## **Administrative Adjustment Files**

**Description:**

This record series documents the approval of minor adjustments (waivers) of up to 10% of the code standard. This series may include, but is not limited to, application, justification letter, deed, site plans, elevation, landscape plans, final approval letter, notice of final action, blue lines that have obtained approval / denial from a decision making body, related correspondence and similar documents.

**Minimum Retention Period:**

Permanent.

**Title: LRDA Number: 2007- 1641**

## **Agenda - Non-Packet Material**

**Description:**

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

**Minimum Retention Period:**

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

**Legal Citations:**

NRS 11.190 (3)(d)

**Title: LRDA Number: 2007- 1639**

## **Agendas - Official/Final**

**Description:**

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

**Minimum Retention Period:**

Permanent.

**Legal Citations:**

NRS 241.020

**Title: LRDA Number: 2007- 176**

## **Annexations of Property**

**Description:**

This record series documents the governmental annexation of areas into municipal boundaries. This series may include, but is not limited to, annexation petitions, annexation agreements, copies of annexing and zoning ordinances for the property, annexation maps, surveys, staff reports, census reports, franchise notices, service plans, certifying statements, supporting documentation, and related correspondence.

**Minimum Retention Period:**

Permanent.

**Legal Citations:**

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

**Note:**

This series is used to fulfill legal requirements and document the acquisition process.

**Title: LRDA Number: 2007- 931****Annual Reports****Description:**

This series documents the actions taken within the previous calendar year which furthers or assists in carrying out the policies or programs contained in the comprehensive regional plan, and any work relating to the comprehensive regional plan that is proposed for the next fiscal year. This series may include, but is not limited to, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.

**Minimum Retention Period:**

Permanent.

**Legal Citations:**

NRS 278.0286

**Title: LRDA Number: 2007- 1207****Architectural Supervisions****Description:**

This record series documents the architectural review of structures. This series may include, but is not limited to, application for architectural review, copies of deeds, site plans, elevations, landscape plans, staff reports, notice of final action, final approval letter, blue lines that have obtained approval / denial from a decision making body, related correspondence and similar documents.

**Minimum Retention Period:**

Permanent.

**Legal Citations:**

NRS 239C.090, NRS 239C.210

**Legal Notes:**

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

**Title: LRDA Number: 2007- 1209****Board of Adjustment****Description:**

This record series documents the official actions of Boards of Adjustment. This series may contain, but is not limited to, hearing documents, appeal documents, requests for variance, requests for interpretation, requests for exception, copies of maps and/or plans, examination documents, copies of staff reports, official decisions, minutes of meetings, applications, various forms, reports, supporting documentation, related correspondence and similar documents.

**Minimum Retention Period:**

Permanent.

**Legal Citations:**

NRS 278.290, NRS 241.035

**Title: LRDA Number: 2007- 1420****Boundary Line Adjustment Files****Description:**

This record series documents boundary line adjustments and may include but is not limited to application requesting to adjust property boundary line, deed, site plan, blue lines that have obtained approval/denial from a decision making body, related correspondence and similar documents.

**Minimum Retention Period:**

Permanent.

**Title: LRDA Number: 2007- 51**

## **Census of Government and Survey of Government Employment Municipalities, Counties, Townships**

**Description:**

These are voluntary reports and/or surveys submitted to the U.S. Census Bureau detailing governmental organization, public employment, and governmental finances.

**Minimum Retention Period:**

Two (2) years after reports submission to U.S. Census Bureau.

**Title: LRDA Number: 2007- 1237**

## **Census Reports**

**Description:**

This record series contains population figures and other information gathered by the U.S. Bureau of Census.

**Minimum Retention Period:**

As long as administratively useful to the agency.

**Title: LRDA Number: 2007- 1421**

## **Conditional / Special Use Permits**

**Description:**

This record series documents conditional or special use permits and may include, but is not limited to, application requesting use of land for specific purpose, justification letter, deed, site plans, elevations, landscape plans, final approval letter, notice of final action, related correspondence and similar documents.

**Minimum Retention Period:**

Permanent.

**Title: LRDA Number: 2007- 1719**

## **Hearings - Notice of Public Hearing**

**Description:**

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

**Minimum Retention Period:**

Permanent.

**Legal Citations:**

NRS 278.021 NRS 241.020

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

## **Legal Notices**

**Description:**

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

**Minimum Retention Period:**

Permanent.

**Legal Citations:**

NRS 244.115, NRS 241.035

**Title: LRDA Number: 2007- 770**

## **Maps**

### **Description:**

This record series contains various maps depicting the location of lots and blocks, annexations, easements, property lines, zoning boundaries, and similar classifications. These maps are used for reference purposes and are frequently updated.

### **Minimum Retention Period:**

Permanent.

### **Legal Citations:**

NRS 239C.090, NRS 239C.210

### **Legal Notes:**

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

**Title: LRDA Number: 2007- 1211**

## **Maps of Parcels, Final Maps and Aerial Maps**

### **Description:**

This record series consists of maps showing zoning boundaries within the municipality. They usually show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.

### **Minimum Retention Period:**

Permanent.

### **Legal Citations:**

NRS 239C.210

### **Legal Notes:**

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

**Title: LRDA Number: 2007- 63**

## **Mailing and Distribution Lists**

### **Description:**

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

### **Minimum Retention Period:**

Until superseded by a new or revised list.

**Title: LRDA Number: 2007- 935**

## **Master Plan**

### **Description:**

This record series consists of comprehensive, long-term general plans for the physical development of the city, county or region as required by the state law. This series includes but is not limited to information on Community Design; Conservation Plans; Economic Plans; Historical Properties Preservation Plans; Housing Plans; Land Use Plans; Population Plans; Public Buildings Plans; Public Services and Facilities; Recreation Plans; Rural Neighborhoods Preservation Plans; Safety Plans; School Facilities Plans; Seismic Safety Plans; Solid Waste Disposal Plans; Streets and Highways Plans; Transit Plans; Transportation Plans, and similar plans and reports which relate to the physical development of the city, county or region.

### **Minimum Retention Period:**

Permanent.

### **Legal Citations:**

NRS 278.150

**Title: LRDA Number: 2007- 984**  
**Master Plan and Amendments**

**Description:**

This record series documents the present and projected needs of the local government for water, sewer, storm drainage, flood control, telephone systems, streets, utilities, bikeways, and other systems. Records may include but are not limited to reports, evaluations, cost analyses, plans; maps; and drawings, correspondence and related documents.

**Minimum Retention Period:**

Permanent.

**Legal Citations:**

NRS 239C.090, NRS 239C.210

**Legal Notes:**

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

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

**Description:**

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

**Minimum Retention Period:**

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

**Legal Citations:**

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

**Legal Notes:**

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

**Note:**

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

**Title: LRDA Number: 2007- 109**  
**Recordings of Meetings**

**Description:**

This record series is used to record the proceedings of regularly scheduled, special and emergency meetings and may also be used to transcribe, verify and correct the minutes of public meetings. The written minutes may be taken from these recordings, transcribed, corrected as needed, and presented to the meeting body for approval. This record series includes audio and /or audio/visual tapes or recordings.

**Minimum Retention Period:**

Recordings must be transcribed into written minutes. Dispose of the recording one (1) year after the adjournment of the meeting at which it was recorded, or following transcription, whichever is later.

**Legal Citations:**

NRS 241.035 (1), NRS 241.035 (4)(a), NRS 241.030

**Legal Notes:**

The recordings of closed meetings may contain Confidential information. See NRS 241.035 (2)(a)(b)(c) for details. For additional information on public meetings See the Open Meeting Law Manual (Office of the Attorney General).

**Title: LRDA Number: 2007- 939****Records of Official Actions****Description:**

This series documents the official actions of Planning Commissions or Districts and may include, but is not limited to, agendas, staff reports, transcripts of proceedings, minutes of public meetings, related correspondence and similar documents.

**Minimum Retention Period:**

Permanent.

**Legal Citations:**

NRS 278.290

**Title: LRDA Number: 2007- 940****Records of Public Hearings****Description:**

This series documents public hearings conducted prior to adoption or amendment of master plans.

**Minimum Retention Period:**

Permanent.

**Legal Citations:**

NRS 278.220

**Title: LRDA Number: 2007- 942****Regional Plan****Description:**

This series documents the development, review and/or amendment of regional plans in accordance with state law.

**Minimum Retention Period:**

Permanent.

**Legal Citations:**

NRS 278.0272

**Title: LRDA Number: 2007- 944****Resolutions****Description:**

These are formal statements of a decision, or expression of opinion put before or adopted by Planning Commissions or Districts.

**Minimum Retention Period:**

Permanent.

**Legal Citations:**

NRS 278.050

**Title: LRDA Number: 2007- 945**  
**Rules for Transactions of Business**

**Description:**

These are written instructions, rules, and guidelines (usually in manual form) which document a Planning Commission/District methods for transaction of business.

**Minimum Retention Period:**

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

**Legal Citations:**

NRS 278.050, NRS 11.190 (1)(b)

**Title: LRDA Number: 2007- 932**

**Staff Reports**

**Description:**

This series documents the review by agency staff of items submitted to Planning Commissions/Districts for action. This series may include, but is not limited to, General Information Summaries, Determination and Finding Reports, Land Examination Reports, Transaction Reports, Staff Analysis, Staff Recommendations, Copies of Maps/ Plans, Copies of Applicable Regulations, correspondence and similar documents.

**Minimum Retention Period:**

Three (3) calendar years from the date of submission to the Commission or District.

**Legal Citations:**

NRS 278.050, NRS 278.290

**Note:**

Summaries of these types of reports are usually included in the minutes of Planning Commission/District meetings.

**Title: LRDA Number: 2007- 1002**

**Street Name Changes**

**Description:**

This record series documents street dedications, street closings, the assignment and alteration of street names, and similar records that provide official control of the naming and numbering of streets and roads.

**Minimum Retention Period:**

Permanent

**Title: LRDA Number: 2007- 1215**

**Subdivisions**

**Description:**

This record series documents the subdivision of land and may include, but is not limited to, final maps, tentative maps, review files, inspection reports, copies of surveys, various studies and analysis, approvals, bond and fee documents, receipts, copies of documents from planning commission and governing body, transmittals, project correspondence, and related documents.

**Minimum Retention Period:**

Permanent.

**Legal Citations:**

NRS 278.320 to 278.460

**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- 1525**  
**Temporary Use Permits**

**Description:**

This record series documents approvals or denials of temporary use permits to use land for a specific purpose not to exceed a specified number of days. This series may contain, but is not limited to, justification letters, copy of deeds, site plans, approval or denial letters, related correspondence, and similar documents.

**Minimum Retention Period:**

If the permit is approved, retain this series for a minimum period of six (6) calendar years from the date the permit expires. If the permit is denied, retain this series for a minimum period of three (3) calendar years from the date of last action.

**Legal Citations:**

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

**Title: LRDA Number: 2007- 1009**  
**Tentative Subdivision Files**

**Description:**

This record series documents tentative or proposed subdivisions and may include, but is not limited to, tentative maps, review files, inspection reports, copies of surveys, various studies and analysis, bond and fee documents, receipts, copies of documents from planning commission and governing body, transmittals, project correspondence, and related documents.

**Minimum Retention Period:**

Five (5) calendar years after organization or abandonment.

**Legal Citations:**

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

**Legal Notes:**

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

**Note:**

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

**Title: LRDA Number: 2007- 72**  
**Undeliverable Mailings**

**Description:**

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

**Minimum Retention Period:**

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

**Title: LRDA Number: 2007- 1218**

**Vacations**

**Description:**

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

**Minimum Retention Period:**

Permanent.

**Legal Citations:**

NRS 278.480

**Title: LRDA Number: 2007- 1630**

**Zoning Case Files**

**Description:**

This record series documents requests for initial zoning, rezoning, classification changes, special exemptions, use permits, variances, and similar actions. These files may include, but are not limited to, applications, petitions, plans, photographs, letters of intent, change requests, maps (aerial, parcel, tentative , final) surveys, staff reports, waivers, amendments, adjustments, restrictions, copies of ordinances and regulations, policy statements, compliance statements, appeals, final action records, certified mail receipts, related forms and reports, memorandum, correspondence, and similar documents.

**Minimum Retention Period:**

Permanent.

**Legal Citations:**

NRS 278.250

ACKNOWLEDGED BY RECORDS DELEGATE \_\_\_\_\_  
DATE \_\_\_\_\_

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

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



*Lifecycle Retention Schedule for  
Planning & Development*

LDRA No	<b>2007- 171</b>
Record Title	<b>Addresses in Subdivisions</b>
State Required Retention	Until superseded
Department Retention	Until superseded
On Site Retention	Until superseded
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	<b>2007- 1419</b>
Record Title	<b>Administrative Adjustment Files</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm permanently
Destroy by	Recycle & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	
LDRA No	<b>2007- 1641</b>
Record Title	<b>Agenda - Non-Packet Material</b>
State Required Retention	Three (3) calendar years after the date of the meeting.
Department Retention	Three (3) calendar years after the date of the meeting.
On Site Retention	Three (3) calendar years after the date of the meeting.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for  
Planning & Development*

LDRA No	<b>2007- 1639</b>
Record Title	<b>Agendas - Official/Final</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent.
Records Center	After 2001 stored with minutes in Records Center vault
Destroy by	
Record Media	Paper & Microfilm
Notes	Put to microfilm
LDRA No	<b>2007- 176</b>
Record Title	<b>Annexations of Property</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm permanently
Destroy by	Recycle & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	
LDRA No	
Record Title	
State Required Retention	
Department Retention	
On Site Retention	
Records Center	
Destroy by	
Record Media	
Notes	

*Lifecycle Retention Schedule for  
Planning & Development*

LDRA No	<b>2007- 931</b>
Record Title	<b>Annual Reports</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm permanently
Destroy by	Recycle & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	
LDRA No	<b>2007- 1207</b>
Record Title	<b>Architectural Supervisions</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm permanently
Destroy by	Recycle & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	
LDRA No	<b>2007- 1209</b>
Record Title	<b>Board of Adjustment</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm and paper permanently
Destroy by	Recycle & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	Disbanded in 2001 but still maintain records

*Lifecycle Retention Schedule for  
Planning & Development*

LDRA No	<b>2007- 1420</b>
Record Title	<b>Boundary Line Adjustment Files</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm permanently
Destroy by	Recycle & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	
LDRA No	<b>2007- 51</b>
Record Title	<b>Census of Government and Survey of Government Employment Municipalities, Counties, Townships</b>
State Required Retention	Two (2) years after reports submission to U.S. Census Bureau.
Department Retention	Two (2) years after reports submission to U.S. Census Bureau.
On Site Retention	Two (2) years after reports submission to U.S. Census Bureau.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	<b>2007- 1237</b>
Record Title	<b>Census Reports</b>
State Required Retention	As long as administratively useful to the agency
Department Retention	As long as administratively useful to the agency
On Site Retention	As long as administratively useful to the agency
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for  
Planning & Development*

LDRA No	<b>2007- 1421</b>
Record Title	<b>Conditional / Special Use Permits</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm permanently
Destroy by	Recycle & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	
LDRA No	<b>2007- 1719</b>
Record Title	<b>Hearings - Notice of Public Hearing</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm permanently
Destroy by	Recycle & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	
LDRA No	<b>2007- 1717</b>
Record Title	<b>Legal Notices</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm permanently
Destroy by	Recycle & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	

*Lifecycle Retention Schedule for  
Planning & Development*

LDRA No	<b>2007- 770</b>
Record Title	<b>Maps</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm permanently
Destroy by	Shred & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	Confidential or Restricted Information
LDRA No	<b>2007- 1211</b>
Record Title	<b>Maps of Parcels, Final Maps and Aerial Maps</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm permanently
Destroy by	Shred & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	Confidential or Restricted Information
LDRA No	<b>2007- 63</b>
Record Title	<b>Mailing and Distribution Lists</b>
State Required Retention	Until superseded by a new or revised list.
Department Retention	Until superseded by a new or revised list.
On Site Retention	Until superseded by a new or revised list.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for  
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LDRA No	<b>2007- 935</b>
Record Title	<b>Master Plan</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm permanently
Destroy by	Recycle & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	
LDRA No	<b>2007- 984</b>
Record Title	<b>Master Plan and Amendments</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm permanently
Destroy by	Shred & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	Confidential or Restricted Information
LDRA No	<b>2007- 107</b>
Record Title	<b>Minutes of all Boards, Commissions, Committees and Councils</b>
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. Or Until microfilmed
Records Center	Store microfilm & or paper minutes permanently
Destroy by	Recycle & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	

*Lifecycle Retention Schedule for  
Planning & Development*

LDRA No	<b>2007- 109</b>
Record Title	<b>Recordings of Meetings</b>
State Required Retention	Recordings must be transcribed into written minutes. Dispose of the recording one (1) year after the adjournment of the meeting at which it was recorded, or following transcription, whichever is later
Department Retention	Recordings must be transcribed into written minutes. Dispose of the recording one (1) year after the adjournment of the meeting at which it was recorded, or following transcription, whichever is later
On Site Retention	Recordings must be transcribed into written minutes. Dispose of the recording one (1) year after the adjournment of the meeting at which it was recorded, or following transcription, whichever is later
Records Center	None
Destroy by	Shred
Record Media	Audio tape
Notes	
LDRA No	<b>2007- 939</b>
Record Title	<b>Records of Official Actions</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm permanently
Destroy by	Recycle & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	
LDRA No	<b>2007- 940</b>
Record Title	<b>Records of Public Hearings</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm permanently
Destroy by	Recycle & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	

*Lifecycle Retention Schedule for  
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LDRA No	<b>2007- 942</b>
Record Title	<b>Regional Plan</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm permanently
Destroy by	Recycle & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	
LDRA No	<b>2007- 944</b>
Record Title	<b>Resolutions</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm permanently
Destroy by	Recycle & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	
LDRA No	<b>2007- 945</b>
Record Title	<b>Rules for Transactions of Business</b>
State Required Retention	Six (6) calendar years after superseded or abandoned officially.
Department Retention	Six (6) calendar years after superseded or abandoned officially.
On Site Retention	Six (6) calendar years after superseded or abandoned officially.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for  
Planning & Development*

LDRA No	<b>2007- 932</b>
Record Title	<b>Staff Reports</b>
State Required Retention	Three (3) calendar years from the date of submission to the Commission or District.
Department Retention	Permanent
On Site Retention	Permanent
Records Center	None
Destroy by	
Record Media	Paper & Electronic
Notes	Summaries of these types of reports are usually included in the minutes of Planning Commission/District meetings. Which are permanent
LDRA No	<b>2007- 1002</b>
Record Title	<b>Street Name Changes</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm permanently
Destroy by	Recycle & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	
LDRA No	<b>2007- 1215</b>
Record Title	<b>Subdivisions</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm permanently
Destroy by	Recycle & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	

## *Lifecycle Retention Schedule for the Planning & Development*

LDRA No	<b>2007- 1281</b>
Record Title	<b>Summons and Subpoenas</b>
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	
LDRA No	<b>2007- 1525</b>
Record Title	<b>Temporary Use Permits</b>
State Required Retention	If the permit is approved, retain this series for a minimum period of six (6) calendar years from the date the permit expires. If the permit is denied, retain this series for a minimum period of three (3) calendar years from the date of last action.
Department Retention	If the permit is approved, retain this series for a minimum period of six (6) calendar years from the date the permit expires. If the permit is denied, retain this series for a minimum period of three (3) calendar years from the date of last action.
On Site Retention	If the permit is approved, retain this series for a minimum period of six (6) calendar years from the date the permit expires. If the permit is denied, retain this series for a minimum period of three (3) calendar years from the date of last action.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	<b>2007- 1009</b>
Record Title	<b>Tentative Subdivision Files</b>
State Required Retention	Five (5) calendar years after organization or abandonment.
Department Retention	Five (5) calendar years after organization or abandonment.
On Site Retention	Five (5) calendar years after organization or abandonment.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Restricted Information

*Lifecycle Retention Schedule for the  
Planning & Development*

LDRA No	2007- 72
Record Title	<b>Undeliverable Mailings</b>
State Required Retention	One (1) calendar year after the matter referenced in mailing is concluded.
Department Retention	One (1) calendar year after the matter referenced in mailing is concluded.
On Site Retention	One (1) calendar year after the matter referenced in mailing is concluded.
Records Center	None
Destroy by	Shred
Record Media	Paper
Notes	
LDRA No	2007- 1218
Record Title	<b>Vacations</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm permanently
Destroy by	Recycle & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	
LDRA No	2007- 1630
Record Title	<b>Zoning Case Files</b>
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent. Or Until microfilmed
Records Center	Store microfilm permanently
Destroy by	Recycle & Delete upon microfilming
Record Media	Paper & Electronic & Microfilm
Notes	

*Lifecycle Retention Schedule for the  
Planning & Development*

LDRA No

Record Title

State Required  
Retention

Department  
Retention

On Site  
Retention

Records Center

Destroy by

Record Media

Notes

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

DATE \_\_\_\_\_

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

DATE \_\_\_\_\_

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

DATE \_\_\_\_\_

# PLANNING & DEVELOPMENT

## 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- 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- 1230**

**Convenience Copies**

**Description:**

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

**Minimum Retention Period:**

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

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

**Correspondence: Administrative**

**Description:**

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

**Minimum Retention Period:**

Permanent.

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

**Correspondence: General and Inquiries**

**Description:**

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

**Minimum Retention Period:**

Purge annually of unneeded materials.

**Note:**

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

**Title: LRDA Number: 2007- 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- 58**

**Employee Files Maintained in an Office or Department**

**Description:**

This record series is usually maintained by agency personnel officers, and is an administrative copy of the master personnel file retained by the Personnel/Human Resources department. This series may include, but is not limited to, applications, payroll forms, employee appraisal and evaluation forms, work performance standards, alcohol and drug free workplace acknowledgement, retirement action forms, personnel related federal forms, resumes, transcripts, educational and training certificates, correspondence and related documents.

**Minimum Retention Period:**

One (1) calendar year from the end of the calendar year in which the employee terminated or transferred to another office or department (main personnel file is retained by the personnel department / human resources).

**Legal Citations:**

NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)

**Legal Notes:**

This record series contains Confidential and sensitive information and must be destroyed in accordance with NAC 239.165 when the retention period has expired. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

**Note:**

The following documents should NOT be placed in employee files: employment verification documentation (INS- I-9), recruitment documents, documents relating to alcohol and drug testing, medical records, documents relating to disabilities, (including ADA related records), investigative documents pertaining to grievances and disciplinary actions, EEO complaints, workers compensation records, and similar types of documents.

**Title: LRDA Number: 2007- 1241**

**Leave Requests**

**Description:**

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

**Minimum Retention Period:**

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

**Legal Citations:**

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

**Legal Notes:**

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

**Note:**

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

**Title: LRDA Number: 2007- 66**

**Payroll Reports / Printouts (office copies)**

**Description:**

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

**Minimum Retention Period:**

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

**Legal Citations:**

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

**Legal Notes:**

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

**Note:**

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

**Title: LRDA Number: 2007- 369**

**Procedure Manuals**

**Description:**

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

**Minimum Retention Period:**

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

**Legal Citations:**

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

**Legal Notes:**

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

**Note:**

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

**Title: LRDA Number: 2007- 67**

## **Property and Equipment, Records and Inventories (office copies)**

**Description:**

This record series documents property and equipment records and inventories. This series may contain, but is not limited to, copies of purchase orders, monthly property reports, descriptions of items, 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- 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- 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- 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 the records pertain.

**Legal Citations:**

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

**Legal Notes:**

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

**Note:**

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

ACKNOWLEDGED BY RECORDS DELEGATE \_\_\_\_\_

DATE \_\_\_\_\_

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

DATE \_\_\_\_\_

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

DATE \_\_\_\_\_

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*Lifecycle Retention Schedule for  
Planning & Development Administration*

LDRA No	<b>2007- 46</b>
Record Title	<b>Accounting Files (office copies)</b>
State Required Retention	Until resolution of an annual audit
Department Retention	12 months from the end of the fiscal year
On Site Retention	12 months from the end of the fiscal year
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	<b>2007- 48</b>
Record Title	<b>Attendance Records, Employees (office copies)</b>
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
LDRA No	<b>2007- 394</b>
Record Title	<b>Bonds and Oaths of Notaries Public</b>
State Required Retention	While notaries are active
Department Retention	While notaries are active
On Site Retention	While notaries are active
Records Center	None
Destroy by	Shred
Record Media	Paper
Notes	

*Lifecycle Retention Schedule for  
Planning & Development Administration*

LDRA No	<b>2007- 52</b>
Record Title	<b>Budgets: Office / Departmental Copy</b>
State Required Retention	One (1) fiscal year after resolution of an annual audit
Department Retention	One (1) fiscal year after resolution of an annual audit which is 12 months from the end of the fiscal year.
On Site Retention	One (1) fiscal year after resolution of an annual audit which is 12 months from the end of the fiscal year.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	<b>2007- 1230</b>
Record Title	<b>Convenience Copies</b>
State Required Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
Department Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
On Site Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	<b>2007- 7</b>
Record Title	<b>Correspondence: Administrative</b>
State Required Retention	Permanent
Department Retention	Permanent
On Site Retention	Permanent
Records Center	Microfilm retained
Destroy by	Shred & Delete when filmed
Record Media	Paper & Electronic & Microfilm
Notes	Put to microfilm when enough is accumulated

*Lifecycle Retention Schedule for  
Planning & Development Administration*

LDRA No	<b>2007- 56</b>
Record Title	<b>Correspondence: General and Inquiries</b>
State Required Retention	Purge annually of unneeded materials
Department Retention	Purge annually of unneeded materials
On Site Retention	Purge annually of unneeded materials
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	Retain no longer than three (3) years
LDRA No	<b>2007- 57</b>
Record Title	<b>Departmental Regulations, Policies and Procedures</b>
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	<b>2007- 245</b>
Record Title	<b>Electronic Mail (E-mail)</b>
State Required Retention	Erase after the retention period required for equivalent hardcopy.
Department Retention	Erase after the retention period required for equivalent hardcopy.
On Site Retention	Erase after the retention period required for equivalent hardcopy.
Records Center	None
Destroy by	Delete
Record Media	Electronic
Notes	

*Lifecycle Retention Schedule for  
Planning & Development Administration*

LDRA No	<b>2007- 58</b>
Record Title	<b>Employee Files Maintained in an Office or Department</b>
State Required Retention	One (1) calendar year from the end of the calendar year in which the employee terminated or transferred to another office or department (main personnel file is retained by the personnel department / human resources).
Department Retention	One (1) calendar year from the end of the calendar year in which the employee terminated or transferred to another office or department (main personnel file is retained by the personnel department / human resources).
On Site Retention	One (1) calendar year from the end of the calendar year in which the employee terminated or transferred to another office or department (main personnel file is retained by the personnel department / human resources).
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential and sensitive information
LDRA No	<b>2007- 1241</b>
Record Title	<b>Leave Requests</b>
State Required Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
Department Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
On Site Retention	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	<b>2007- 66</b>
Record Title	<b>Payroll Reports / Printouts (office copies)</b>
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

*Lifecycle Retention Schedule for the  
Planning & Development Administration*

LDRA No	<b>2007- 369</b>
Record Title	<b>Procedure Manuals</b>
State Required Retention	Six (6) calendar years after superseded or abandoned officially
Department Retention	Six (6) calendar years after superseded or abandoned officially
On Site Retention	Six (6) calendar years after superseded or abandoned officially
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	<b>2007- 67</b>
Record Title	<b>Property and Equipment, Records and Inventories (office copies)</b>
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	<b>2007- 73</b>
Record Title	<b>Records Retention Schedule</b>
State Required Retention	Six (6) calendar years after superseded by a changed schedule
Department Retention	Six (6) calendar years after superseded by a changed schedule
On Site Retention	Six (6) calendar years after superseded by a changed schedule
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for the  
Planning & Development Administration*

LDRA No	<b>2007- 74</b>
Record Title	<b>Requisitions / Purchase Orders (office copies)</b>
State Required Retention	Until resolution of an annual audit.
Department Retention	Until resolution of an annual audit.
On Site Retention	Until resolution of an annual audit.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	<b>2007- 846</b>
Record Title	<b>Staff Meeting Records</b>
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	<b>2007- 47</b>
Record Title	<b>Strategic Plan Files</b>
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	

*Lifecycle Retention Schedule for the  
Planning & Development Administration*

LDRA No	<b>2007- 75</b>
Record Title	<b>Subject Files</b>
State Required Retention	Purge annually of unneeded materials
Department Retention	Purge annually of unneeded materials
On Site Retention	Purge annually of unneeded materials
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	<b>2007- 1254</b>
Record Title	<b>Technical Reference Files</b>
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	
LDRA No	<b>2007- 327</b>
Record Title	<b>Time Cards and Sheets</b>
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

*Lifecycle Retention Schedule for the  
Planning & Development Administration*

LDRA No            2007- 1258

Record Title        **Travel Records**

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

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

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

Records Center    None

Destroy by         Shred & Delete

Record Media      Paper & Electronic

Notes                Confidential or Sensitive Information and should be destroyed in a secure manner

LDRA No

Record Title

State Required Retention

Department Retention

On Site Retention

Records Center

Destroy by

Record Media

Notes

LDRA No

Record Title

State Required Retention

Department Retention

On Site Retention

Records Center

Destroy by

Record Media

Notes

*Lifecycle Retention Schedule for the  
Planning & Development Administration*  
ACKNOWLEDGED BY RECORDS DELEGATES(S) \_\_\_\_\_

DATE \_\_\_\_\_

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

DATE \_\_\_\_\_

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

DATE \_\_\_\_\_

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