

City of Las Vegas

**RECORDS MANAGEMENT COMMITTEE MEETING
CITY HALL, 400 STEWART AVENUE
CITY CLERK'S FIRST FLOOR CONFERENCE ROOM
CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>
DECEMBER 19, 2008
9:00 A.M.**

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

DUPLICATE AUDIO CDS MAY BE AVAILABLE AT A COST OF \$5.00 EACH THROUGH THE CITY CLERK'S OFFICE.

1. CALL TO ORDER
2. ANNOUNCEMENT RE: COMPLIANCE WITH OPEN MEETING LAW
3. Approval of final minutes by reference of the Records Management Committee meeting of May 6, 2008
4. Discussion and possible action regarding bill draft pertaining to revision of the composition of the Records Management Committee, and adopts the most recent version of the minimum records retention schedules for local governments in Nevada
5. Discussion and possible action on Record Retention Schedules for the departments of Administrative Services; Finance and Business Services-Business Services Division and Purchasing and Contracts Division; City Clerk; City Manager, Government & Community Affairs; Mayor and City Council; Neighborhood Services and Planning & Development
6. Discussion and possible action regarding Public Records Directive and Electronic Records Directive
7. Discussion and possible action regarding Public Records Requests and Records Certificate of Destruction Forms
8. CITIZENS PARTICIPATION: Public comment during this portion of the agenda must be limited to matters within the jurisdiction of the Records Management Committee. No subject may be acted upon by the Records Management Committee unless that subject is on the agenda and is scheduled for action. If you wish to be heard, come forward and give your name for the record. The amount of discussion on any single subject, as well as the amount of time any single speaker is allowed, may be limited
9. ADJOURNMENT

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

City Clerk's Bulletin Board, City Hall Plaza, 2nd Floor Skybridge
Bulletin Board, City Hall Plaza, (next door to Metro Records)
Las Vegas Library, 833 Las Vegas Boulevard North
Clark County Government Center, 500 S. Grand Central Parkway
Grant Sawyer Building, 555 E. Washington Avenue

AGENDA SUMMARY PAGE

RECORDS MANAGEMENT COMMITTEE MEETING OF: DECEMBER 19, 2008

DEPARTMENT: CITY CLERK

DIRECTOR: BEVERLY K. BRIDGES

SUBJECT:

CALL TO ORDER



AGENDA SUMMARY PAGE

RECORDS MANAGEMENT COMMITTEE MEETING OF: DECEMBER 19, 2008

DEPARTMENT: CITY CLERK

DIRECTOR: BEVERLY K. BRIDGES

SUBJECT:

ANNOUNCEMENT RE: COMPLIANCE WITH OPEN MEETING LAW



AGENDA SUMMARY PAGE

RECORDS MANAGEMENT COMMITTEE MEETING OF: DECEMBER 19, 2008

DEPARTMENT: CITY CLERK

DIRECTOR: BEVERLY K. BRIDGES

Consent Discussion

SUBJECT:

BUSINESS ITEMS:

Approval of final minutes by reference of the Records Management Committee meeting of May 6, 2008



AGENDA SUMMARY PAGE

RECORDS MANAGEMENT COMMITTEE MEETING OF: DECEMBER 19, 2008

DEPARTMENT: CITY CLERK

DIRECTOR: BEVERLY K. BRIDGES

Consent Discussion

SUBJECT:

Discussion and possible action regarding bill draft pertaining to revision of the composition of the Records Management Committee, and adopts the most recent version of the minimum records retention schedules for local governments in Nevada

Fiscal Impact

No Impact

Augmentation Required

Budget Funds Available

Amount:

Funding Source:

Dept./Division:

PURPOSE/BACKGROUND:

The bill draft proposes a revision to the composition of the Records Management Committee to include in the membership two additional Directors of the city of Las Vegas, or their designee. In addition, the State's Record Management Committee in August 2008 undertook extensive review and revision of the records retention schedules for all local government entities. The city's retention schedule was reviewed and approved as part of that process. The Nevada Administrative Code compels every local government to adopt its retention schedules by ordinance. This required ordinance change would update the Municipal Code to include the newly State-approved retention schedules for all the city's departments.

RECOMMENDATION:

Approval

BACKUP DOCUMENTATION:

Bill Draft

RECEIVED
CITY CLERK

BILL NO. 2009-

ORDINANCE NO. _____

AN ORDINANCE TO REVISE THE COMPOSITION OF THE RECORDS MANAGEMENT COMMITTEE, ADOPT THE MOST RECENT VERSION OF THE MINIMUM RECORDS RETENTION SCHEDULES FOR LOCAL GOVERNMENTS IN NEVADA, AND PROVIDE FOR OTHER RELATED MATTERS.

Proposed by: Beverly K. Bridges, City Clerk

Summary: Revises the composition of the Records Management Committee, and adopts the most recent version of the minimum records retention schedules for local governments in Nevada.

THE CITY COUNCIL OF THE CITY OF LAS VEGAS DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: Title 2, Chapter 60, Section 30, of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

2.60.030: A records management committee is hereby established and shall be composed of:

- (A) The City Manager or his designee;
- (B) The City Attorney or his designee;
- (C) The City Clerk;
- (D) The City Auditor;
- (E) The Director of Finance and Business Services or his designee;
- (F) The Director of Public Works or his designee; [and]
- (G) The Director of Information Technologies or his designee[.];
- (H) The Director of Detention and Enforcement or his designee; and
- (I) The Municipal Court Administrator or his designee.

SECTION 2: Title 2, Chapter 60, Section 70, of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

2.60.070: (A) A record may be disposed of only in accordance with the records retention schedule that has been approved for records of that type.

(B) The following documents [entitled "Local Government Records Retention Schedules" and "Nevada Local Government Records Program Manual," adopted by the Nevada State

1 Library and Archives Division on June 26, 2007,] are hereby adopted by the City[.]:

2 (1) “Nevada Local Government Records Program Manual.” as adopted by
3 the Nevada State Library and Archives Division on June 26, 2007; and

4 (2) “Local Government Records Retention Schedules.” as adopted by the
5 Nevada State Library and Archives Division on June 26, 2007, and as subsequently amended on
6 August 28, 2008.

7 ➡ The respective retention periods that are established in those documents shall be the minimum
8 periods for which the records of the City, other than judicial records and other documents of the
9 Municipal Court, must be retained.

10 (C) The City may establish periods of retention longer than those designated by
11 the State for any particular class of record. Further, the City may establish retention schedules for any
12 record not addressed by the State’s schedules. Any schedule proposed to be established pursuant to
13 this Subsection (C) shall be submitted to the Records Management Committee for its approval and,
14 after such schedule has received the approval of the Records Management Committee, the City Clerk
15 shall submit the same to the City Council for its approval. Such approval shall be accomplished by
16 ordinance.

17 (D) The disposition of judicial records and other documents of the Municipal Court
18 shall be governed by a records retention schedule that is approved by the Judges of the Municipal
19 Court by a court rule that is adopted in accordance with the rules of the Nevada Supreme Court. Such
20 schedule shall become effective upon its approval by a majority of the Judges of the Municipal Court
21 and shall establish a system of records management for Municipal Court to be implemented by the
22 Court Administrator.

23 SECTION 3: If any section, subsection, subdivision, paragraph, sentence, clause or
24 phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or
25 ineffective by any court of competent jurisdiction, such decision shall not affect the validity or
26 effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the
27 City of Las Vegas hereby declares that it would have passed each section, subsection, subdivision,
28 paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections,

1 subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional,
2 invalid or ineffective.

3 SECTION 4: All ordinances or parts of ordinances or sections, subsections, phrases,
4 sentences, clauses or paragraphs contained in the Municipal Code of the City of Las Vegas, Nevada,
5 1983 Edition, in conflict herewith are hereby repealed.

6 PASSED, ADOPTED and APPROVED this ____ day of _____, 2009.

7 APPROVED:

8
9 By _____
OSCAR B. GOODMAN, Mayor

10 ATTEST:
11 _____
12 BEVERLY K. BRIDGES, CMC
City Clerk

13 APPROVED AS TO FORM:
14 _____
Date

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1 The above and foregoing ordinance was first proposed and read by title to the City Council on the
2 ____ day of _____, 2009, and referred to the following committee composed of
3 _____ and _____ for recommendation;
4 thereafter the said committee reported favorably on said ordinance on the ____ day of
5 _____, 2009, which was a _____ meeting of said Council; that at said
6 _____ meeting, the proposed ordinance was read by title to the City Council
7 as first introduced and adopted by the following vote:

8 VOTING "AYE": _____

9 VOTING "NAY": _____

10 ABSENT: _____

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APPROVED:

By _____
OSCAR B. GOODMAN, Mayor

ATTEST:

BEVERLY K. BRIDGES, CMC
City Clerk

AGENDA SUMMARY PAGE

RECORDS MANAGEMENT COMMITTEE MEETING OF: DECEMBER 19, 2008

DEPARTMENT: CITY CLERK

DIRECTOR: BEVERLY K. BRIDGES

Consent Discussion

SUBJECT:

Discussion and possible action on Record Retention Schedules for the departments of Administrative Services; Finance and Business Services-Business Services Division and Purchasing and Contracts Division; City Clerk; City Manager, Government & Community Affairs; Mayor and City Council; Neighborhood Services and Planning & Development

Fiscal Impact

No Impact

Augmentation Required

Budget Funds Available

Amount:

Funding Source:

Dept./Division:

PURPOSE/BACKGROUND:

In accordance with NRS 239, Retention Schedules are required to be submitted to the City Council for approval. Prior to submittal to the City Council all departmental schedules are to be reviewed and approved by the Records Management Committee.

RECOMMENDATION:

Approve the submitted schedules and forward to the City Council

BACKUP DOCUMENTATION:

Record Retention Schedules for:

1. Administrative Services
2. Finance and Business Services-Business Services Division and Purchasing and Contracts Division
3. City Clerk
4. City Manager
5. Government & Community Affairs
6. Mayor and City Council
7. Neighborhood Services
8. Planning & Development

ADMINISTRATIVE SERVICES

Title: LRDA Number: 2007- 46
Accounting Files (office copies)

Description:

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

Minimum Retention Period:

Until resolution of an annual audit.

Legal Citations:

NRS 354.624, NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 52
Budgets: Office / Departmental Copy

Description:

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

Minimum Retention Period:

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

Title: LRDA Number: 2007- 54
Contracts and Agreements (office copies)

Description:

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

Minimum Retention Period:

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

Title: LRDA Number: 2007- 1230
Convenience Copies

Description:

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

Minimum Retention Period:

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

Title: LRDA Number: 2007- 7
Correspondence: Administrative

Description:

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

Minimum Retention Period:

Permanent.

Title: LRDA Number: 2007- 56
Correspondence: General and Inquiries

Description:

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

Minimum Retention Period:

Purge annually of unneeded materials.

Note:

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

Title: LRDA Number: 2007- 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- 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- 1649

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:

Review this series for historical value before disposal.

Title: LRDA Number: 2007- 1241

Leave Requests

Description:

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 34
Legislative Relations Records

Description:

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

Minimum Retention Period:

As long as administratively useful to the agency.

Legal Citations:

NRS 354.59803

Note:

Review for historical value.

Title: LRDA Number: 2007- 1301
Mission Statement

Description:

This record series documents the mission statement of an agency and its divisions, sections, offices and branches listing the goals and objectives of the agency.

Minimum Retention Period:

Until superseded with an updated or amended statement, and review for historical value.

Title: LRDA Number: 2007- 1676
Organizational Charts

Description:

This record series consists of organizational charts that show lines of authority and responsibility within and between the various departments of the local government.

Minimum Retention Period:

Until modified, superseded, or no longer created.

Title: LRDA Number: 2007- 295
Plans for Recovery from Disasters

Description:

This record series is used to document plans to maintain necessary business operations, protect the public, and to safeguard vital records during emergency situations. This series may include, but is not limited to, hazard analysis records, first response procedures, emergency operations plans, incident response plans, disaster management and recovery plans, vital record plans, damage assessment plans, post disaster evaluation procedures, correspondence and related documents.

Minimum Retention Period:

Retain this record series until superseded with an updated or amended plan. Retain one (1) copy of superseded plans Permanently for historical purposes.

Legal Citations:

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

Legal Notes:

This record series is Confidential per NRS 239C.250 and must not be disclosed except upon the lawful order of a court of competent jurisdiction; or as is reasonably necessary in the case of an act of terrorism or related emergency.

Note:

Other copies of superseded plans 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)).

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, manufacturer'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- 296

Records of Emergency Training Exercises

Description:

This record series documents emergency training exercises performed on a regular or special basis by local governments and/or emergency management departments. This series may include, but is not limited to, statements of purpose, scenario narratives, major and detailed sequences of events, messages and inputs (simulation material), evaluation points, critique and follow-up action reports, correspondence and related documents.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS Chapter 239C

Legal Notes:

Records in 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- 68
Records of External Groups and Agencies

Description:

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

Minimum Retention Period:

Until no longer needed for reference or informational purposes.

Title: LRDA Number: 2007- 73
Records Retention Schedule

Description:

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

Minimum Retention Period:

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

Legal Citations:

NAC 239.155

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

Description:

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

Minimum Retention Period:

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

Title: LRDA Number: 2007- 846
Staff Meeting Records

Description:

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

Minimum Retention Period:

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

**Title: LRDA Number: 2007- 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 office's 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 the records pertain.

Legal Citations:

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

Legal Notes:

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

Note:

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

ACKNOWLEDGED BY RECORDS DELEGATE(S) _____
DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____
DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____
DATE _____

Lifecycle Retention Schedule for Administrative Services

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- 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 & Electronic
Notes	
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	

Lifecycle Retention Schedule for Administrative Services

LDRA No	2007- 1230
Record Title	Convenience Copies
State Required Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
Department Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
On Site Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 7
Record Title	Correspondence: Administrative
State Required Retention	Permanent
Department Retention	Permanent
On Site Retention	Permanent
Records Center	Microfilm retained
Destroy by	Shred & Delete when filmed
Record Media	Paper & Electronic & Microfilm
Notes	Put to microfilm when enough
LDRA No	2007- 56
Record Title	Correspondence: General and Inquiries
State Required Retention	Purge annually of unneeded materials
Department Retention	Purge annually of unneeded materials
On Site Retention	Purge annually of unneeded materials
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	Retain no longer than three (3) years

Lifecycle Retention Schedule for Administrative Services

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	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 245
Record Title	Electronic Mail (E-mail)
State Required Retention	Erase after the retention period required for equivalent hardcopy.
Department Retention	Erase after the retention period required for equivalent hardcopy.
On Site Retention	Erase after the retention period required for equivalent hardcopy.
Records Center	None
Destroy by	Delete
Record Media	Electronic
Notes	
LDRA No	2007- 58
Record Title	Employee Files Maintained in an Office or Department
State Required Retention	One (1) calendar year from the end of the calendar year in which the employee terminated or transferred to another office or department (main personnel file is retained by the personnel department / human resources).
Department Retention	One (1) calendar year from the end of the calendar year in which the employee terminated or transferred to another office or department (main personnel file is retained by the personnel department / human resources).
On Site Retention	One (1) calendar year from the end of the calendar year in which the employee terminated or transferred to another office or department (main personnel file is retained by the personnel department / human resources).
Records Center	None
Destroy by	Shred
Record Media	Paper
Notes	

Lifecycle Retention Schedule for

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 and should be destroyed in a secure manner
LDRA No	2007- 1649
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 fiscal year to which the documentation pertains.
Department Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
On Site Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner

Lifecycle Retention Schedule for Administrative Services

LDRA No	2007- 34
Record Title	Legislative Relations Records
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- 1301
Record Title	Mission Statement
State Required Retention	Until superseded with an updated or amended statement, and review for historical value.
Department Retention	Until superseded with an updated or amended statement, and review for historical value.
On Site Retention	Until superseded with an updated or amended statement, and review for historical value.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 1676
Record Title	Organizational Charts
State Required Retention	Until modified, superseded, or no longer created.
Department Retention	Until modified, superseded, or no longer created.
On Site Retention	Until modified, superseded, or no longer created.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

Lifecycle Retention Schedule for Administrative Services

LDRA No	2007- 295
Record Title	Plans for Recovery from Disasters
State Required Retention	Retain this record series until superseded with an updated or amended plan. Retain one (1) copy of superseded plans Permanently for historical purposes.
Department Retention	Retain this record series until superseded with an updated or amended plan. Retain one (1) copy of superseded plans Permanently for historical purposes.
On Site Retention	Retain this record series until superseded with an updated or amended plan. Retain one (1) copy of superseded plans Permanently for historical purposes.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	This record series is Confidential per NRS 239C.250 and must not be disclosed
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- 296
Record Title	Records of Emergency Training Exercises
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent.
Records Center	None
Destroy by	
Record Media	Paper & Electronic
Notes	This record series may contain Confidential or Restricted Information

Lifecycle Retention Schedule for Administrative Services

LDRA No	2007- 68
Record Title	Records of External Groups and Agencies
State Required Retention	Until no longer needed for reference or informational purposes.
Department Retention	Until no longer needed for reference or informational purposes.
On Site Retention	Until no longer needed for reference or informational purposes.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	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 Administrative Services

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

Lifecycle Retention Schedule for the Administrative Services

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- 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.

Lifecycle Retention Schedule for the Administrative Services

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	
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

Lifecycle Retention Schedule for the Administrative Services

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 Administrative Services

ACKNOWLEDGED BY RECORDS DELEGATES(S) _____
DATE _____
REVIEWED BY RECORDS ADMINISTRATOR _____
DATE _____
APPROVED BY DEPARTMENT DIRECTOR _____
DATE _____

FINANCE & BUSINESS SERVICES

BUSINESS SERVICES

Title: LRDA Number: 2007- 1679

Activity Reports

Description:

These reports document the program or primary activities and accomplishments of business licensing departments for the previous year. They are often compiled from monthly, quarterly or other activity reports. This series may contain, but is not limited to, activity sheets, activity reports, narrative reports, statistical reports, summary reports, logs, lists, registers, and other activity related reports.

Minimum Retention Period:

Retain annual activity reports Permanently. Retain other activity and statistical reports (not otherwise scheduled in this section) 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 a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).

Note:

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

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- 94

Audit Reports

Description:

Annual or special reports prepared by external auditors examining and verifying the local government's financial activities or the financial activities of a fund, department or other component of the local government.

Minimum Retention Period:

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

Legal Citations:

NRS 354.624

Title: LRDA Number: 2007- 469

Bankruptcy Records

Description:

This record series documents the notification of the local government that certain individuals have filed for bankruptcy protection. They are used to determine if the individual owes money to the local government and to file notice or claim with the court. Records may include notification from U.S. Bankruptcy Court, debtor's name, account information, request for relief of automatic stay, reorganization and payment plans, discharge information, correspondence, and related documents.

Minimum Retention Period:

Six (6) fiscal years after repayment or discharge of the debt.

Legal Citations:

11 U.S.C. § 101, NRS 11.190 (1)(a), NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 1533

Boards, Commissions, Councils, and Standing Committee Records (*Child Care Licensing Board*)

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- 221

Business Licenses, Applications and Renewals

Description:

This series documents business licenses issued and renewed and may contain, but is not limited to, application packet, business license/registration forms, list of requirements, copies of completed forms from licensee, license fee information, proof of payment, related correspondence, and similar documents.

Minimum Retention Period:

One (1) calendar year after the cessation of business.

Legal Citations:

NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 1166

Child Care Facilities Files

Description:

This series documents and administers the licensing and inspection of child care facilities and may contain, but is not limited to, applications, applicant personal information, copy of fingerprints, investigation reports, inspection reports, permits, copy of state and/or local regulations, liability insurance information, notifications, provisional licenses, licenses, renewal information, notice of violation, citations, appeals, hearing records, denial, suspension, revocation, or limitation of license information, background information, complaints, proof of payment of fees, related correspondence, and similar documents.

Minimum Retention Period:

Retain records related to licensing for six (6) calendar years from the renewal, denial or revocation of the license, or the date of final action in the case. Retain inspection records for five (5) calendar years from the date facility is closed.

Legal Citations:

NRS 432A.190, NRS 239B.030, NAC 432A.190, NAC 432A.260, NAC 432A.200, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Title: LRDA Number: 2007- 1171

Complaints, Unlicensed Child Care Facilities

Description:

This series documents complaints against unlicensed child care facilities and may contain, but is not limited to, name, address, and phone number of person making complaint, description of complaint, name of person responding to complaint, report of unannounced visit, resolution of complaint, correspondence and related records.

Minimum Retention Period:

Three (3) calendar years after response or resolution.

Legal Citations:

NRS 432A.210, 432A .220, NRS 11.190 (3), 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)].

itle: 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- 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- 1039

Fees, Requests for Payment

Description:

This series documents payment requests and may include but is not limited to overdue notices, requests for payment, receipts, related correspondence and similar documents.

Minimum Retention Period:

One (1) fiscal year after receipt of payment or after written off as uncollectible.

Title: LRDA Number: 2007- 277

Franchise Agreements

Description:

This record series documents franchises granted by the city to public utilities, communications, transportation or other individuals or entities. This series may include, but is not limited to, applications, record of negotiations, franchise bonds, consumer surveys, reports and related correspondence.

Minimum Retention Period:

Six (6) fiscal year after termination of franchise agreement.

Legal Citations:

NRS 11.90 (1)(b)

Note:

Review for historical value

Title: LRDA Number: 2007- 840

Licenses, Business Background: Suspensions and Revocations

Description:

This record series documents the investigation of a licensee who apparently is engaged in any conduct or transaction which could lead to the restriction, suspension or revocation of their business license.

Minimum Retention Period:

Ten (10) calendar years from date of last action.

Legal Citations:

NRS 463.160, NRS 463.1605, NRS 463.180, NRS 463.190, NRS 463.280, NAC 239.165 (1)(2)

Legal Notes:

Records in This record series contain Confidential 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- 229
Liquor and Gaming Licenses****Description:**

This series documents liquor and gaming licenses issued and renewed and may contain, but is not limited to application packet, business license forms, copies of state forms, list of requirements, license fee information, proof of payment, related correspondence, and similar documents.

Minimum Retention Period:

One (1) calendar year after license is renewed, terminated or expires.

Legal Citations:

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- 226
Master List of Businesses Licensed****Description:**

These are computer listings of all licensed businesses operating within the city/county.

Minimum Retention Period:

Until superseded.

**Title: LRDA Number: 2007- 227
Out of Business Files (*General*)****Description:**

This record series consists of the licensing files for businesses that have gone out of business or are no longer doing business in Nevada. This series may contain, but is not limited to, out of business reports, copies of business license applications, copies of renewal forms, license fee information, audit reports, amendments to licenses (if any), related correspondence and similar documents.

Minimum Retention Period:

Retain the out of business files of businesses of historical significance to the local government or community Permanently. Retain the out of business files of non-historical businesses for one (1) calendar year after the cessation of business.

Legal Citations:

NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 234

Receipts for Collection of Taxes on Lodging, Liquor and Gaming

Description:

This record series documents the collection of taxes on lodging, liquor and gaming and may contain, but is not limited to, copies of bills, receipts, accounting reports, related correspondence and similar documents.

Minimum Retention Period:

Until annual audit is completed

Legal Citations:

NRS 354.624

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- 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- 238

Reports of Hotels, Motels and Campgrounds

Description:

This series is used to document hotel, motel and campground revenue for licensing fees and/or taxing purposes.

Minimum Retention Period:

Six (6) fiscal years from the end of the fiscal year to which the records pertain.

Title: LRDA Number: 2007- 483

Room Tax Return Files

Description:

Minimum Retention Period:

3 years after inactive

Legal Citations:

NRS 11.190

Title: LRDA Number: 2007- 292

Solicitation Permits, Receipts

Description:

This series documents receipts for solicitation permits.

Minimum Retention Period:

Until annual audit is completed

Legal Citations:

NRS 354.624

Title: LRDA Number: 2007- 231

Temporary Licenses or Permits

Description:

This series documents licenses or permits for temporary events such as firewood sales, pumpkin sales, Christmas tree sales, concerts, outdoor festivals, carnivals, arts and crafts shows and similar temporary events.

Minimum Retention Period:

Three (3) calendar years from the expiration of the license or permit.

Legal Citations:

NRS 239B.030, 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)].

ACKNOWLEDGED BY RECORDS DELEGATE_____

DATE_____

REVIEWED BY RECORDS ADMINISTRATOR_____

DATE_____

APPROVED BY DEPARTMENT DIRECTOR_____

DATE_____

Lifecycle Retention Schedule for Finance & Business Services Business Services

LDRA No	2007- 1679
Record Title	Activity Reports
State Required Retention	Retain annual activity reports Permanently. Retain other activity and statistical reports (not otherwise scheduled in this section) for two (2) calendar years from the year created.
Department Retention	Retain annual activity reports Permanently. Retain other activity and statistical reports (not otherwise scheduled in this section) for two (2) calendar years from the year created.
On Site Retention	Retain annual activity reports Permanently. Retain other activity and statistical reports (not otherwise scheduled in this section) for two (2) calendar years from the year created.
Records Center	Retain microfiche Activity Report permanently
Destroy by	Shred paper after filming or out of retention & Delete electronic file
Record Media	Paper & Electronic & Microfiche (COM)
Notes	If there is personally identifying, confidential or restricted information in This record series that information must be protected from public disclosure
LDRA No	2007- 1639
Record Title	Agendas - Official/Final
State Required Retention	Permanent
Department Retention	Permanent
On Site Retention	Permanent
Records Center	Retain microfilm permanently
Destroy by	Shred paper & Delete Electronic after microfilming
Record Media	Paper & Electronic & microfilm
Notes	
LDRA No	2007- 94
Record Title	Audit Reports
State Required Retention	Three (3) fiscal years from the fiscal year to which the record pertains.
Department Retention	Three (3) fiscal years from the fiscal year to which the record pertains.
On Site Retention	Three (3) fiscal years from the fiscal year to which the record pertains.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

Lifecycle Retention Schedule for Finance & Business Services Business Services

LDRA No	2007- 469
Record Title	Bankruptcy Records
State Required Retention	Six (6) fiscal years after repayment or discharge of the debt
Department Retention	Six (6) fiscal years after repayment or discharge of the debt
On Site Retention	2 fiscal years after repayment or discharge of the debt
Records Center	4 fiscal years after repayment or discharge of the debt
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 1533
Record Title	Boards, Commissions, Councils, and Standing Committee Records (<i>Child Care Licensing Board</i>)
State Required Retention	Retain this record series Permanently; Or retain for a minimum period of five (5) calendar years from the date of the meeting and transfer the records to one of the facilities described in NAC 239.850 (1)(b), for continued public access and archival preservation.
Department Retention	Retain this record series Permanently.
On Site Retention	Permanently until moved to Records Center after one (1) year
Records Center	Retain microfilm and or paper permanently
Destroy by	
Record Media	Paper & Microfilm
Notes	
LDRA No	2007- 221
Record Title	Business Licenses, Applications and Renewals (General)
State Required Retention	One (1) calendar year after the cessation of business
Department Retention	One (1) calendar year after the cessation of business
On Site Retention	Six (6) months after the cessation of business
Records Center	Six (6) months after the cessation of business
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 Finance & Business Services Business Services

LDRA No	2007- 1166
Record Title	Child Care Facilities Files
State Required Retention	Retain records related to licensing for six (6) calendar years from the renewal, denial or revocation of the license, or the date of final action in the case. Retain inspection records for five (5) calendar years from the date facility is closed.
Department Retention	Retain records related to licensing for six (6) calendar years from the renewal, denial or revocation of the license, or the date of final action in the case. Retain inspection records for six(6) calendar years from the date facility is closed.
On Site Retention	Retain records related to licensing for one (1) calendar year from the renewal, denial or revocation of the license, or the date of final action in the case. Retain inspection records for five (5) calendar years from the date facility is closed.
Records Center	Five (5) calendar years from the date facility is closed.
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 1171
Record Title	Complaints, Unlicensed Child Care Facilities
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- 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 Finance & Business Services Business Services

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	
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	Recycle & Delete
Record Media	Paper & Electronic
Notes	

Lifecycle Retention Schedule for Finance & Business Services Business Services

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- 1039
Record Title	Fees, Requests for Payment
State Required Retention	One (1) fiscal year after receipt of payment or after written off as uncollectible.
Department Retention	One (1) fiscal year after receipt of payment or after written off as uncollectible.
On Site Retention	One (1) fiscal year after receipt of payment or after written off as uncollectible.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 277
Record Title	Franchise Agreements
State Required Retention	Six (6) fiscal year after termination of franchise agreement
Department Retention	Six (6) fiscal year after termination of franchise agreement
On Site Retention	Six (6) fiscal year after termination of franchise agreement
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

Lifecycle Retention Schedule for Finance & Business Services Business Services

LDRA No	2007- 840
Record Title	Licenses, Business Background: Suspensions and Revocations
State Required Retention	Ten (10) calendar years from date of last action.
Department Retention	Ten (10) calendar years from date of last action.
On Site Retention	Ten (10) calendar years from date of last action.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential Information and must be destroyed in a secure manner
LDRA No	2007- 229
Record Title	Liquor and Gaming Licenses
State Required Retention	One (1) calendar year after license is renewed, terminated or expires.
Department Retention	Six (6) calendar years after license is renewed, terminated or expires.
On Site Retention	One (1) calendar years after license is renewed, terminated or expires.
Records Center	Five (5) calendar years after license is renewed, terminated or expires.
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 226
Record Title	Master List of Businesses Licensed
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 & Disk
Notes	

Lifecycle Retention Schedule for Finance & Business Services Business Services

LDRA No	2007- 227
Record Title	Out of Business Files (General)
State Required Retention	Retain the out of business files of businesses of historical significance to the local government or community Permanently. Retain the out of business files of non-historical businesses for one (1) calendar year after the cessation of business.
Department Retention	Retain the out of business files of businesses of historical significance to the local government or community Permanently. Retain the out of business files of non-historical businesses for one (1) calendar year after the cessation of business.
On Site Retention	Retain the out of business files of businesses of historical significance to the local government or community Permanently. Retain the out of business files of non-historical businesses for one (1) calendar year after the cessation of business.
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- 234
Record Title	Receipts for Collection of Taxes on Lodging, Liquor and Gaming
State Required Retention	Until annual audit is completed
Department Retention	Twelve (12) months from the end of the fiscal year.
On Site Retention	Twelve (12) months from the end of the fiscal year.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 109
Record Title	Recordings of Meetings
State Required Retention	Recordings must be transcribed into written minutes. Dispose of the recording one (1) year after the adjournment of the meeting at which it was recorded, or following transcription, whichever is later
Department Retention	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 & Delete
Record Media	Audio Tape & Electronic
Notes	

Lifecycle Retention Schedule for the Finance & Business Services Business Services

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- 238
Record Title	Reports of Hotels, Motels and Campgrounds
State Required Retention	Six (6) fiscal years from the end of the fiscal year to which the records pertain.
Department Retention	Six (6) fiscal years from the end of the fiscal year to which the records pertain.
On Site Retention	Six (6) fiscal years from the end of the fiscal year to which the records pertain.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 483
Record Title	Room Tax Return Files
State Required Retention	3 years after inactive
Department Retention	3 years after inactive
On Site Retention	3 years after inactive
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

Lifecycle Retention Schedule for the Finance & Business Services Business Services

LDRA No	2007- 292
Record Title	Solicitation Permits, Receipts
State Required Retention	Until annual audit is completed
Department Retention	Twelve (12) months from the end of the fiscal year.
On Site Retention	Twelve (12) months from the end of the fiscal year.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 231
Record Title	Temporary Licenses or Permits
State Required Retention	Three (3) calendar years from the expiration of the license or permit.
Department Retention	Three (3) calendar years from the expiration of the license or permit.
On Site Retention	Three (3) calendar years from the expiration of the license or permit.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	
Record Title	
State Required Retention	
Department Retention	
On Site Retention	
Records Center	
Destroy by	
Record Media	
Notes	

**Lifecycle Retention Schedule for the
Finance & Business Services Business Services**

ACKNOWLEDGED BY RECORDS DELEGATE(S) _____
DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____
DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____
DATE _____

FINANCE & BUSINESS

PURCHASING

Title: LRDA Number: 2007- 364

Bid Files

Description:

This record series documents the publicizing, evaluation, and awarding of quoted bids to vendors and other individuals or organizations and provides recorded evidence of accepted and rejected bids. This series may include, but is not limited to, requests to bid, requests for proposals (RFP), bid exemption documents, bid specifications, bid estimates, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, bid advertising records, tally sheets, bid registers, related correspondence, and similar records.

Minimum Retention Period:

Seven (7) calendar years after the date of execution of the contract.

Legal Citations:

17 USC section 501, 15 USC section 5308, NRS 333.333, NRS 332.039, NAC 239.165 (1)(2)

Legal Notes:

Documents in vendor proposals may contain proprietary information which may be protected by copyright (17 USC sec.501) or trade secret (15 USC sec 5308) laws. NRS 333.333 defines the confidentiality of these types of records. This record series 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- 1305

Cancelled Solicitation Files

Description:

This record series documents formal solicitations of offers to provide goods or services which were cancelled prior to the awarding of a contract. This series may include, but is not limited to, bid specifications, copies of bids received prior to cancellation, documentation on reason for cancellation, documentation of action up to the time of cancellation, evidence of cancellation, correspondence and related documentation.

Minimum Retention Period:

Three (3) fiscal years after cancellation.

Legal Citations:

17 USC section 501, 15 USC section 5308, NRS 333.333, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:

Documents in vendor proposals may contain proprietary information which may be protected by copyright (17 USC sec.501) or trade secret (15 USC sec 5308) laws. NRS 333.333 defines the confidentiality of these types of records. This record series 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:

Questions on access and confidentiality should be addressed to your agency legal counsel.

Title: LRDA Number: 2007- 1249

Contracts and Agreements - Capital Improvement Projects

Description:

Records may include but are not limited to the official contract, lease, or agreement, amendments, exhibits, addenda, legal records, contract review records, specifications, bids awarded, copies of payments, receipts, supporting documents used in managing the contract, correspondence and related documents.

Minimum Retention Period:

Twelve (12) fiscal years after fulfillment of all terms of the agreement or contract.

Legal Citations:

NRS 11.203

Title: LRDA Number: 2007- 474**Contracts and Agreements - Non-Capital Improvement****Description:**

This record series documents products and services provided to a governmental entity for a specified cost and period of time. This series may contain, but is not limited to, lease/rental agreements, service contracts, contracts for program services, bid documents, legal notices, related correspondence, and similar documents.

Minimum Retention Period:

Six (6) calendar years from the termination/completion of a contract or agreement.

Legal Citations:

NRS 11.190 (1)(b)

Title: LRDA Number: 2007- 365**Cooperative Purchases****Description:**

This record series documents the cooperative purchase of goods or services between governmental entities and other parties.

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- 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- 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- 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, manufacturer'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- 1302

Receiving Reports

Description:

This record series documents items or services actually delivered or provided to the purchaser and may contain, but is not limited to, packing slips, copies of requisitions and purchase orders, description of goods or services ordered, signature of individual signing for receipt of goods or services, delivery receipts, service receipts, notations of shortages or damaged goods, correspondence and related documents.

Minimum Retention Period:

One (1) fiscal year after completion of an annual audit.

Legal Citations:

NRS 354.624, NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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

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

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

Minimum Retention Period:

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

Legal Citations:

NAC 239.155

Title: LRDA Number: 2007- 371**Requisitions and Purchase Orders****Description:**

This record series documents the request and purchase of goods and services. This series may include, but is not limited to, requisition forms, supply orders, orders from stock, purchase orders, purchase order log books, records documenting voided or cancelled purchase orders, cost specifications, authorizations, vendor information, shipping instructions, unit of issue, description of goods/services ordered, unit price, extended price, blanket orders, running orders, purchasing agent signature, billing and budget account information, correspondence and related records.

Minimum Retention Period:

One (1) fiscal year after completion of an annual audit.

Legal Citations:

NRS 354.624, NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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

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- 368

Supplies

Description:

This record series documents supply inventories and requests and may contain, but is not limited to, supply requests, supply inventories, packing slips, receiving reports, copies of delivery receipts, copies of requisitions, requisition log, copies of purchase orders, inventory control forms, sign-out sheets, correspondence and related documents.

Minimum Retention Period:

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

Legal Citations:

NRS 354.624

ACKNOWLEDGED BY RECORDS DELEGATE _____

DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____

DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____

DATE _____

Lifecycle Retention Schedule for Finance & Business Purchasing

LDRA No	2007- 364
Record Title	Bid Files
State Required Retention	Seven (7) calendar years after the date of execution of the contract.
Department Retention	Seven (7) calendar years after the date of execution of the contract.
On Site Retention	2 calendar years after the date of execution of the contract.
Records Center	5 calendar years after the date of execution of the contract.
Destroy by	Shred & Delete
Record Media	Paper & Electronic Audio Tapes
Notes	This record series should be destroyed in a secure manner Documents in vendor proposals may contain proprietary information which may be protected by copyright
LDRA No	2007- 1305
Record Title	Cancelled Solicitation Files
State Required Retention	Three (3) fiscal years after cancellation.
Department Retention	Three (3) fiscal years after cancellation.
On Site Retention	Three (3) fiscal years after cancellation.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	This record series should be destroyed in a secure manner Documents in vendor proposals may contain proprietary information which may be protected by copyright
LDRA No	2007- 1249
Record Title	Contracts and Agreements - Capital Improvement Projects
State Required Retention	Twelve (12) fiscal years after fulfillment of all terms of the agreement or contract.
Department Retention	Twelve (12) fiscal years after fulfillment of all terms of the agreement or contract.
On Site Retention	2 fiscal years after fulfillment of all terms of the agreement or contract.
Records Center	10 fiscal years after fulfillment of all terms of the agreement or contract.
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

Lifecycle Retention Schedule for Finance & Business Purchasing

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	2 calendar years from the termination/completion of a contract or agreement.
Records Center	4 calendar years from the termination/completion of a contract or agreement.
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 365
Record Title	Cooperative Purchases
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	Two (2) calendar years from the termination/completion of a contract or agreement.
Records Center	Four (4) calendar years from the termination/completion of a contract or agreement.
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
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

Lifecycle Retention Schedule for Finance & Business Purchasing

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- 1241
Record Title	Leave Requests
State Required Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
Department Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
On Site Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner

Lifecycle Retention Schedule for Finance & Business Purchasing

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	Confidential or Restricted information
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	Delete
Record Media	Electronic (Oracle)
Notes	
LDRA No	2007- 1302
Record Title	Receiving Reports
State Required Retention	One (1) fiscal year after completion 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

Lifecycle Retention Schedule for Finance & Business Purchasing

LDRA No	2007- 73
Record Title	Records Retention Schedule
State Required Retention	Six (6) calendar years after superseded by a changed schedule
Department Retention	Six (6) calendar years after superseded by a changed schedule
On Site Retention	Six (6) calendar years after superseded by a changed schedule
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 371
Record Title	Requisitions and Purchase Orders
State Required Retention	One (1) fiscal year after completion of an annual audit.
Department Retention	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	Delete
Record Media	Electronic (Oracle)
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 846
Record Title	Staff Meeting Records
State Required Retention	One (1) calendar year from the date of the meeting.
Department Retention	One (1) calendar year from the 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 Finance & Business Purchasing

LDRA No	2007- 368
Record Title	Supplies
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	Delete
Record Media	Electronic (Oracle)
Notes	
LDRA No	
Record Title	
State Required Retention	
Department Retention	
On Site Retention	
Records Center	
Destroy by	
Record Media	
Notes	
LDRA No	
Record Title	
State Required Retention	
Department Retention	
On Site Retention	
Records Center	
Destroy by	
Record Media	
Notes	

**Lifecycle Retention Schedule for the
Finance & Business Purchasing**

ACKNOWLEDGED BY RECORDS DELEGATE(S) _____

DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____

DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____

DATE _____

CITY CLERK

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

Description:

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

Minimum Retention Period:

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

Legal Citations:

NRS 11.190 (3)(d)

Title: LRDA Number: 2007- 1638
Agendas - Annotated

Description:

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

Minimum Retention Period:

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

Legal Citations:

NRS 241.035

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

Description:

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

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 241.020

Title: LRDA Number: 2007- 255
Agreements

Description:

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

Minimum Retention Period:

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

Legal Citations:

NRS 11.190 (1)(b), NRS 266.480

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

Description:

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

Minimum Retention Period:

Permanent.

Legal Citations:

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

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

Description:

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

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 354.59801

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

Description:

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

Minimum Retention Period:

As long as administratively useful to the agency.

Legal Citations:

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

Legal Notes:

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

Note:

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

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

Description:

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

Minimum Retention Period:

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

Legal Citations:

NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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

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

This record series documents the governmental administration, activities, and history of boards, commissions, councils, and committees established by state law, local ordinance, or administrative procedure in the State of Nevada. The records may be used to fulfill zoning, licensing, educational, regulatory, planning, operating, administrating, budgeting, and other functions. This series may contain, but is not limited to, original minutes of public and closed meetings, agendas, transcripts, attachments and exhibits, correspondence related to the meetings, announcements, proof of postings, proof of certified mailings, and similar material.

Minimum Retention Period:

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

Legal Citations:

NRS 241.010 to 241.035, NAC 239.850

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 263**Bond Issues****Description:**

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

Minimum Retention Period:

Ten (10) calendar years after bond retired.

Note:

Review for historical value.

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

Description:

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

These reports should be reviewed for historical value before disposition.

Title: LRDA Number: 2007- 27
Cemetery Records

Description:

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

Minimum Retention Period:

Permanent.

Legal Citations:

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

Legal Notes:

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

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

Description:

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

Minimum Retention Period:

Three (3) fiscal years after resolution.

Legal Citations:

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

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 1249**Contracts and Agreements - Capital Improvement Projects****Description:**

Records may include but are not limited to the official contract, lease, or agreement, amendments, exhibits, addenda, legal records, contract review records, specifications, bids awarded, copies of payments, receipts, supporting documents used in managing the contract, correspondence and related documents.

Minimum Retention Period:

Twelve (12) calendar years after expiration or fulfillment of all terms of the agreement or contract, whichever is later

Legal Citations:

NRS 11.203

Title: LRDA Number: 2007- 474**Contracts and Agreements - Non-Capital Improvement****Description:**

This record series documents products and services provided to a governmental entity for a specified cost and period of time. This series may contain, but is not limited to, lease/rental agreements, service contracts, contracts for program services, bid documents, legal notices, related correspondence, and similar documents.

Minimum Retention Period:

Six (6) calendar years from the termination/completion of a contract or agreement.

Legal Citations:

NRS 11.190 (1)(b)

Title: LRDA Number: 2007- 271**Filings of all items required by law to be filed with the City Clerk****Description:**

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

Minimum Retention Period:

Permanent, unless otherwise stated in this schedule.

Legal Citations:

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

Legal Notes:

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

Note:

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

**Title: LRDA Number: 2007- 275
Financial Disclosure List**

Description:

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

Minimum Retention Period:

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

Legal Citations:

NRS 281.574 to 281.575, NRS 281.573

Legal Notes:

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

**Title: LRDA Number: 2007- 277
Franchise Agreements**

Description:

This record series documents franchises granted by the city to public utilities, communications, transportation or other individuals or entities. This series may include, but is not limited to, applications, record of negotiations, franchise bonds, consumer surveys, reports and related correspondence.

Minimum Retention Period:

Six (6) fiscal year after termination of franchise agreement.

Legal Citations:

NRS 11.90 (1)(b)

Note: Review for historical value

**Title: LRDA Number: 2007- 1658
Gift Disclosures**

Description:

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

Minimum Retention Period:

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

Legal Citations:

NRS 281.491

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

Description:

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

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 241.020

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

Description:

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

Minimum Retention Period:

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

Legal Citations:

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

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

Description:

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

Minimum Retention Period:

Permanent

Legal Citations:

NRS 241.035 NRS 244.115

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

Description:

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

Minimum Retention Period:

Permanent.

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

Description:

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

Minimum Retention Period:

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

Legal Citations:

NRS 218.932

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

Description:

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

Minimum Retention Period:

Until superseded by a new or revised list.

Title: LRDA Number: 2007- 65
Meeting Notification Lists

Description:

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

Minimum Retention Period:

Until updated

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

Description:

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

Minimum Retention Period:

Permanent.

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

Description:

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

Minimum Retention Period:

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

Legal Citations:

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

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

Description:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency meetings. They include the date, time, and meeting place, members present and absent, the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken, the names of citizens who appeared and the substance in brief of their testimony, any other information that any member request be entered in the minutes in accordance with NRS 241.035. This series may include, but is not

limited to, minutes, agenda packets, supporting documents, exhibits, audio / video recordings, attendance sheets, correspondence, and related records.

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

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

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

Description:

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

Minimum Retention Period:

Permanent.

Legal Citations:

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

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

Description:

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Title: LRDA Number: 2007- 40
Seal and Logo Records

Description:

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

Minimum Retention Period:

Permanent.

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

Description:

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 1006
Subdivision Files

Description:

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 72
Undeliverable Mailings

Description:

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

Minimum Retention Period:

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

Title: LRDA Number: 2007- 1218
Vacations

Description:

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

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 278.480

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

Description:

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

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

ACKNOWLEDGED BY RECORDS DELEGATE(S) _____
DATE _____

REVIEWED BY RECORDS ADMINISTRATOR: _____
DATE: _____

APPROVED BY DEPARTMENT DIRECTOR: _____
DATE: _____

*Lifecycle Retention Schedule for
City Clerk*

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

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

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

*Lifecycle Retention Schedule for
City Clerk*

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

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

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

*Lifecycle Retention Schedule for
City Clerk*

LDRA No **2007- 50**
Record Title **Bids (office copies)**
State Required As long as administratively useful to the agency.
Retention
Department Two (2) calendar years
Retention
On Site Two (2) calendar years
Retention
Records Center None
Destroy by Shred & Delete
Record Media Paper & Electronic
Notes It is recommended this record series be retained for no longer than three (3) calendar years.

LDRA No **2007- 1553**
Record Title **Board and Commission Volunteer Interest Forms**
State Required One (1) calendar year after the year that interest is no longer expressed or contact can no longer be made.
Retention
Department One (1) calendar year after the year that interest is no longer expressed or contact can no longer be made.
Retention
On Site One (1) calendar year after the year that interest is no longer expressed or contact can no longer be made.
Retention
Records Center None
Destroy by Shred & Delete
Record Media Paper & Electronic
Notes Confidential or Sensitive Information and should be destroyed in a secure manner

LDRA No **2007- 1533**
Record Title **Boards, Commissions, Councils, and Standing Committee Records**
State Required 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.
Retention
Department Retain this record series Permanently
Retention
On Site Retain this record series Permanently paper and or microfilm
Retention
Records Center Retain this record series Permanently paper and or microfilm
Destroy by
Record Media Paper & Electronic & Microfilm
Notes

*Lifecycle Retention Schedule for
City Clerk*

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

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

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

*Lifecycle Retention Schedule for
City Clerk*

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

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

LDRA No **2007- 474**
Record Title **Contracts and Agreements - Non-Capital Improvement**
State Required Retention Six (6) calendar years from the termination/completion of a contract or agreement.
Department Retention Six (6) calendar years from the termination/completion of a contract or agreement and those with Council approval after 1997 are filed in the minutes which are permanent.
On Site Retention Six (6) calendar years from the termination/completion of a contract or agreement. and those with Council approval after 1997 are filed in the minutes which are permanent.
Records Center None
Destroy by Recycle those that are not permanent
Record Media Paper
Notes After 1997 Council action contracts and agreements are filed in the minutes

*Lifecycle Retention Schedule for
City Clerk*

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

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

LDRA No **2007- 277**
Record Title **Franchise Agreements**
State Required Retention Six (6) fiscal year after termination of franchise agreement.
Department Retention Six (6) fiscal year after termination of franchise agreement.
On Site Retention Six (6) fiscal year after termination of franchise agreement.
Records Center Destroy by None
Record Media Recycle & Delete
Notes Paper & Electronic

*Lifecycle Retention Schedule for
City Clerk*

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

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

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

*Lifecycle Retention Schedule for
City Clerk*

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

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

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

*Lifecycle Retention Schedule for
City Clerk*

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

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

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

*Lifecycle Retention Schedule for
City Clerk*

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

LDRA No **2007-107**
Record Title **Minutes of all Boards, Commissions, Committees and Councils**
State Required Retention Retain this record series Permanently; Or retain for a minimum period of five (5) calendar years from the date of the meeting and transfer the records to one of the facilities described in NAC 239.850 (1)(b), for continued public access and archival preservation.
Retention
Department Retention Retain this record series Permanently;
Retention
On Site Retention Retain this record series Permanently;
Retention
Records Center Retain this record series Permanently;
Destroy by
Record Media Paper & Electronic & Microfilm
Notes Microfilm for historic preservation

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

Lifecycle Retention Schedule for the City Clerk

LDRA No	2007- 109
Record Title	Recordings of Meetings
State Required Retention	Recordings must be transcribed into written minutes. Dispose of the recording one (1) year after the adjournment of the meeting at which it was recorded, or following transcription, whichever is later.
Department Retention	Four (4) years after the adjournment of the meeting at which it was recorded, or following transcription, whichever is later.
On Site Retention	Four (4) years after the adjournment of the meeting at which it was recorded, or following transcription, whichever is later.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Audio tape & Electronic
Notes	From July 2006 Audio & Video recordings of meetings displayed on city web page

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

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

Lifecycle Retention Schedule for the

City Clerk

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

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

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

*Lifecycle Retention Schedule for the
City Clerk*

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

*Lifecycle Retention Schedule for the
City Clerk*

ACKNOWLEDGED BY RECORDS DELEGATES(S)_____

DATE_____

REVIEWED BY RECORDS ADMINISTRATOR_____

DATE_____

APPROVED BY DEPARTMENT DIRECTOR_____

DATE_____

CITY CLERK ADMINISTRATION

Title: LRDA Number: 2007- 46
Accounting Files (office copies)

Description:

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

Minimum Retention Period:

Until resolution of an annual audit.

Legal Citations:

NRS 354.624, NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 394
Bonds and Oaths of Notaries Public

Description:

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

Minimum Retention Period:

While notaries are active

Legal Citations:

NRS 240.030

Title: LRDA Number: 2007- 52
Budgets: Office / Departmental Copy

Description:

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

Minimum Retention Period:

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

Title: LRDA Number: 2007- 1230

Convenience Copies

Description:

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

Minimum Retention Period:

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

Title: LRDA Number: 2007- 7

Correspondence: Administrative

Description:

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

Minimum Retention Period:

Permanent.

Title: LRDA Number: 2007- 56

Correspondence: General and Inquiries

Description:

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

Minimum Retention Period:

Purge annually of unneeded materials.

Note:

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

Title: LRDA Number: 2007- 433

Daily Cash and Receipts, Reports

Description:

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

Minimum Retention Period:

Until annual audit is completed.

Legal Citations:

NRS 354.624

Title: LRDA Number: 2007- 245

Electronic Mail (E-mail)

Description:

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

information on E-mail see the State of Nevada - Policy on Defining Information Transmitted via E-mail as a Public Record.

Minimum Retention Period:

Erase after the retention period required for equivalent hardcopy.

Legal Citations:

Same as the equivalent hardcopy (if applicable).

Legal Notes:

Same as the equivalent hardcopy (if applicable).

Note:

Same as the equivalent hardcopy (if applicable).

Title: LRDA Number: 2007- 58

Employee Files Maintained in an Office or Department

Description:

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 1241

Leave Requests

Description:

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 66

Payroll Reports / Printouts (office copies)

Description:

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 897

Petty Cash Records

Description:

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

Minimum Retention Period:

Until annual audit is completed

Legal Citations:

NRS 354.624

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

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

Review for historical value.

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

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

Minimum Retention Period:

One (1) fiscal year after superseded.

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

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

Minimum Retention Period:

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

Legal Citations: NRS 11.190 (3)(d)

Title: LRDA Number: 2007- 73
Records Retention Schedule

Description:

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

Minimum Retention Period:

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

Legal Citations:

NAC 239.155

Title: LRDA Number: 2007- 371
Requisitions and Purchase Orders

Description:

This record series documents the request and purchase of goods and services. This series may include, but is not limited to, requisition forms, supply orders, orders from stock, purchase orders, purchase order log books, records documenting voided or cancelled purchase orders, cost specifications, authorizations, vendor information, shipping instructions, unit of issue, description of goods/services ordered, unit price, extended price, blanket orders, running orders, purchasing agent signature, billing and budget account information, correspondence and related records.

Minimum Retention Period:

One (1) fiscal year after completion of an annual audit.

Legal Citations:

NRS 354.624, NAC 239.165 (1)(2)

Legal Notes:

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

Note:

Address public-access issues with your records manager, records management officer, records management Review

Title: LRDA Number: 2007- 846
Staff Meeting Records

Description:

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

Minimum Retention Period:

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

Title: LRDA Number: 2007- 47

Strategic Plan Files

Description:

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

Minimum Retention Period:

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

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

Title: LRDA Number: 2007- 75

Subject Files

Description:

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

Minimum Retention Period:

Purge annually of unneeded materials

Note:

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

Title: LRDA Number: 2007- 1254

Technical Reference Files

Description:

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

Minimum Retention Period:

Until no longer needed for reference purposes.

Title: LRDA Number: 2007- 1258

Travel Records

Description:

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 80

Warranties

Description:

This record series documents manufacturer's/vendor's warranties to replace and/or repair defective equipment.

Minimum Retention Period:

Expiration of warranty plus one (1) fiscal year.

ACKNOWLEDGED BY RECORDS DELEGATE _____
DATE _____

REVIEWED BY RECORDS ADMINSTRATOR _____
DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____
DATE _____

*Lifecycle Retention Schedule for
City Clerk Administration*

LDRA No **2007- 46**
Record Title **Accounting Files (office copies)**
State Required Until resolution of an annual audit
Retention
Department Twelve (12) months after the end of the fiscal year
Retention
On Site Twelve (12) months after the end of the fiscal year
Retention
Records Center None
Destroy by Shred & Delete
Record Media Paper & Electronic
Notes Confidential or Sensitive Information and should be destroyed in a secure manner

LDRA No **2007- 394**
Record Title **Bonds and Oaths of Notaries Public**
State Required While notaries are active
Retention
Department While notaries are active
Retention
On Site While notaries are active
Retention
Records Center None
Destroy by Shred
Record Media Paper
Notes

LDRA No **2007- 52**
Record Title **Budgets: Office / Departmental Copy**
State Required One (1) fiscal year after resolution of an annual audit
Retention
Department One (1) fiscal year after resolution of an annual audit which is 12 months after the end of the
Retention fiscal year
On Site One (1) fiscal year after resolution of an annual audit which is 12 months after the end of the
Retention fiscal year
Records Center None
Destroy by Recycle & Delete
Record Media Paper & Electronic
Notes

Lifecycle Retention Schedule for City Clerk Administration

LDRA No	2007- 1230
Record Title	Convenience Copies
State Required Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
Department Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
On Site Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

LDRA No	2007- 7
Record Title	Correspondence: Administrative
State Required Retention	Permanent
Department Retention	Permanent
On Site Retention	Permanent
Records Center	Microfilm retained
Destroy by	Shred & Delete when filmed
Record Media	Paper & Electronic & Microfilm
Notes	Put to microfilm when enough

LDRA No	2007- 56
Record Title	Correspondence: General and Inquiries
State Required Retention	Purge annually of unneeded materials
Department Retention	Purge annually of unneeded materials
On Site Retention	Purge annually of unneeded materials
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	Retain no longer than three (3) years

Lifecycle Retention Schedule for City Clerk Administration

LDRA No **2007- 433**

Record Title **Daily Cash and Receipts, Reports**

State Required Retention Until annual audit is completed.

Retention

Department Retention Twelve (12) months after the end of the fiscal year

Retention

On Site Retention Twelve (12) months after the end of the fiscal year

Retention

Records Center None

Destroy by Recycle & Delete

Record Media Paper & Electronic

Notes

LDRA No **2007- 245**

Record Title **Electronic Mail (E-mail)**

State Required Retention Erase after the retention period required for equivalent hardcopy.

Retention

Department Retention Erase after the retention period required for equivalent hardcopy.

Retention

On Site Retention Erase after the retention period required for equivalent hardcopy.

Retention

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).

Retention

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).

Retention

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).

Retention

Records Center None

Destroy by Shred

Record Media Paper

Notes

*Lifecycle Retention Schedule for
City Clerk Administration*

LDRA No **2007- 1241**
Record Title **Leave Requests**
State Required Retention Three (3) fiscal years from the fiscal year to which the documentation pertains.
Department Retention Three (3) fiscal years from the fiscal year to which the documentation pertains.
On Site Retention One (1) fiscal years from the fiscal year to which the documentation pertains.
Records Center Destroy by Two (2) fiscal years from the fiscal year to which the documentation pertains.
Record Media Shred & Delete
Notes Paper & Electronic
 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 Destroy by None
Record Media Shred
Notes Paper
 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 Destroy by None
Record Media Shred & Delete
Notes Paper & Electronic

*Lifecycle Retention Schedule for
City Clerk Administration*

LDRA No	2007- 735
Record Title	Policies and Procedures
State Required Retention	Six (6) calendar years after superseded or abandoned officially
Department Retention	Six (6) calendar years after superseded or abandoned officially
On Site Retention	Six (6) calendar years after superseded or abandoned officially
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 67
Record Title	Property and Equipment, Records and Inventories (office copies)
State Required Retention	One (1) fiscal year after superseded.
Department Retention	One (1) fiscal year after superseded.
On Site Retention	One (1) fiscal year after superseded.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 69
Record Title	Records Destruction Certificate
State Required Retention	Three (3) calendar years from date the records were destroyed
Department Retention	Three (3) calendar years from date the records were destroyed
On Site Retention	Three (3) calendar years from date the records were destroyed
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	

*Lifecycle Retention Schedule for the
City Clerk Administration*

LDRA No **2007- 73**
Record Title **Records Retention Schedule**
State Required Retention Six (6) calendar years after superseded by a changed schedule
Department Retention Six (6) calendar years after superseded by a changed schedule
On Site Retention Six (6) calendar years after superseded by a changed schedule
Records Center None
Destroy by Recycle & Delete
Record Media Paper & Electronic
Notes

LDRA No **2007- 371**
Record Title **Requisitions and Purchase Orders**
State Required Retention One (1) fiscal year after completion of an annual audit
Department Retention One (1) fiscal year after completion of an annual audit which is 12 months after the end of the fiscal year
On Site Retention One (1) fiscal year after completion of an annual audit which is 12 months after the end of the fiscal year
Records Center None
Destroy by Shred & Delete
Record Media Paper & Electronic
Notes Confidential or Sensitive Information and should be destroyed in a secure manner

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

*Lifecycle Retention Schedule for the
City Clerk Administration*

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

LDRA No **2007- 75**
Record Title **Subject Files**
State Required Purge annually of unneeded materials
Retention
Department Purge annually of unneeded materials
Retention
On Site Purge annually of unneeded materials
Retention
Records Center None
Destroy by Recycle & Delete
Record Media Paper & Electronic
Notes

LDRA No **2007- 1254**
Record Title **Technical Reference Files**
State Required Until no longer needed for reference purposes.
Retention
Department Until no longer needed for reference purposes.
Retention
On Site Until no longer needed for reference purposes.
Retention
Records Center None
Destroy by Recycle & Delete
Record Media Paper & Electronic
Notes

*Lifecycle Retention Schedule for the
City Clerk Administration*

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

LDRA No **2007- 80**
Record Title **Warranties**
State Required Retention Expiration of warranty plus one (1) fiscal year.
Department Retention Expiration of warranty plus one (1) fiscal year.
On Site Retention Expiration of warranty plus one (1) fiscal year.
Records Center None
Destroy by Recycle
Record Media Paper
Notes

ACKNOWLEDGED BY RECORDS DELEGATES(S) _____

DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____

DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____

DATE _____

CITY CLERK

ELECTIONS

Title: LRDA Number: 2007- 526
Absentee Voter Records

Description:

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

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

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

Description:

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

Minimum Retention Period:

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

Legal Citations:

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

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

Description:

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

Minimum Retention Period:

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

Legal Citations:

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

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

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

Minimum Retention Period:

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

Legal Citations:

NRS 293.393 to 293.397, NRS 293C.387

Legal Notes:

The successful candidate receives the original certificate.

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

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

Minimum Retention Period:

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

Legal Citations:

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

Title: LRDA Number: 2007- 7**Correspondence: Administrative****Description:**

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

Minimum Retention Period:

Permanent.

Title: LRDA Number: 2007- 56

Correspondence: General and Inquiries

Description:

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

Minimum Retention Period:

Purge annually of unneeded materials.

Note:

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

Title: LRDA Number: 2007- 533

Declarations of Candidacy

Description:

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

Minimum Retention Period:

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

Legal Citations:

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

Note:

Review for historical value.

Title: LRDA Number: 2007- 1540

Election Complaints

Description:

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Title: LRDA Number: 2007- 1542

Election Costs Records

Description:

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

Minimum Retention Period:

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

Legal Citations:

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

Title: LRDA Number: 2007- 245

Electronic Mail (E-mail)

Description:

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

Minimum Retention Period:

Erase after the retention period required for equivalent hardcopy.

Legal Citations:

Same as the equivalent hardcopy (if applicable).

Legal Notes:

Same as the equivalent hardcopy (if applicable).

Note:

Same as the equivalent hardcopy (if applicable).

Title: LRDA Number: 2007- 534

Lists of Official Candidates

Description:

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

Minimum Retention Period:

Permanent.

Title: LRDA Number: 2007- 541

Official Returns

Description:

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

Minimum Retention Period:

Permanent

Title: LRDA Number: 2007- 417

Petitions, Failed Initiatives

Description:

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

Minimum Retention Period:

Three (3) calendar years after submission.

Legal Citations:

NRS 295.105

Title: LRDA Number: 2007- 537

Precinct Maps

Description:

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

Minimum Retention Period:

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

Legal Citations:

NRS 293.205 to 293.213

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 544

Records of Election Board Officers

Description:

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

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

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

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

Minimum Retention Period:

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

Legal Citations:

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

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

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

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

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

Minimum Retention Period:

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

Legal Citations:

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

ACKNOWLEDGED BY RECORDS DELEGATE(S) _____
DATE _____

REVIEWED BY RECORDS ADMINISTRATOR: _____
DATE: _____

APPROVED BY DEPARTMENT DIRECTOR: _____
DATE: _____

Lifecycle Retention Schedule for City Clerk Elections

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

Lifecycle Retention Schedule for City Clerk Elections

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

Lifecycle Retention Schedule for City Clerk Elections

LDRA No	2007- 56
Record Title	Correspondence: General and Inquiries
State Required Retention	Purge annually of unneeded materials.
Department Retention	Purge annually of unneeded materials.
On Site Retention	Purge annually of unneeded materials.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 533
Record Title	Declarations of Candidacy
State Required Retention	Twenty-two (22) months after the close of the election.
Department Retention	Two (2) years after the close of the election
On Site Retention	Two (2) months after the close of the election
Records Center	Twenty-two (22) months after the close of the election.
Destroy by	Shred
Record Media	Paper
Notes	
LDRA No	2007- 1540
Record Title	Election Complaints
State Required Retention	Twenty-two (22) months after the close of the election.
Department Retention	Two (2) years after the close of the election
On Site Retention	Two (2) months after the close of the election
Records Center	Twenty-two (22) months after the close of the election.
Destroy by	Shred
Record Media	Paper
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner

Lifecycle Retention Schedule for City Clerk Elections

LDRA No	2007- 1542
Record Title	Election Costs Records
State Required Retention	Twenty-two (22) months after the close of the election.
Department Retention	Two (2) years
On Site Retention	Two (2) years
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 245
Record Title	Electronic Mail (E-mail)
State Required Retention	Erase after the retention period required for equivalent hardcopy
Department Retention	Erase after the retention period required for equivalent hardcopy
On Site Retention	Erase after the retention period required for equivalent hardcopy
Records Center	None
Destroy by	Delete
Record Media	Electronic
Notes	
LDRA No	2007- 534
Record Title	Lists of Official Candidates
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent.
Records Center	None
Destroy by	
Record Media	Paper & Electronic
Notes	

Lifecycle Retention Schedule for City Clerk Elections

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

Lifecycle Retention Schedule for City Clerk Elections

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

Lifecycle Retention Schedule for City Clerk Elections

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

Lifecycle Retention Schedule for the

ACKNOWLEDGED BY RECORDS DELEGATES(S) _____

DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____

DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____

DATE _____

CITY MANAGER

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) any 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)).

Title: LRDA Number: 2007- 54

Contracts and Agreements (office copies)

Description:

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

Minimum Retention Period:

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

Title: LRDA Number: 2007- 1230

Convenience Copies

Description:

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

Minimum Retention Period:

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

Title: LRDA Number: 2007- 7

Correspondence: Administrative

Description:

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

Minimum Retention Period:

Permanent.

Title: LRDA Number: 2007- 56

Correspondence: General and Inquiries

Description:

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

Minimum Retention Period:

Purge annually of unneeded materials.

Note:

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

Title: LRDA Number: 2007- 8

Directives of Manager

Description:

Direction or instruction by manager or executive officer. This series may include, but is not limited to, executive orders, bulletins and advisories, directives, policy statements, notes on policy and procedures, related correspondence, and similar documents.

Minimum Retention Period:

Permanent.

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- 1658**Gift Disclosures****Description:**

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

Minimum Retention Period:

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

Legal Citations:

NRS 281.491

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

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

Minimum Retention Period:

Until no longer needed for reference or informational purposes.

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

This schedule is a listing of all the record series in the legal custody of a local government, and the minimum retention that is established to satisfy administrative, fiscal, legal and historical requirements for

each record Series, and has been approved by those necessary within the organization and the State Library and Archives Administrator.

Minimum Retention Period:

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

Legal Citations:

NAC 239.155

Title: LRDA Number: 2007- 288

Reimbursements (including claims)

Description:

This record series consists of records maintained to document travel, mileage, claims for reimbursement and other expenses of local governmental employees or officials while on municipal business. Records may include, but are not limited to, reimbursement requests, authorizations, copies of receipts, payment vouchers, related correspondence and similar documents..

Minimum Retention Period:

Until annual audit is completed.

Legal Citations:

NRS 354.624

Title: LRDA Number: 2007- 290

Resignations of Elective and Appointive Officials

Description:

This series documents resignations of elected and appointive officials and may contain, but is not limited to, letter of resignation, copy of oath of office, related correspondence and similar documents.

Minimum Retention Period:

One (1) calendar year after resignation is effective.

Legal Citations:

NRS 283.030

Title: LRDA Number: 2007- 75

Subject Files

Description:

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

Minimum Retention Period:

Purge annually of unneeded materials

Note:

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

Title: LRDA Number: 2007- 1414

Supportive Agency Files

Description:

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

Minimum Retention Period:

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

Note:

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

Title: LRDA Number: 2007- 1254
Technical Reference Files

Description:

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

Minimum Retention Period:

Until no longer needed for reference purposes.

Title: LRDA Number: 2007- 1528
Travel Records - Employee

Description:

This record series documents requests, authorizations, reimbursements, and other actions related to employee travel. This series may include, but is not limited to, travel requests, travel itineraries, authorizations, approval signatures, travel vouchers, plane tickets or stubs, parking expense documents, expense reports, receipts, 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), 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 the City Manager

LDRA No **2007- 1235**
Record Title **Accounts Payable Files**
State Required Retention Six (6) fiscal years from the end of the fiscal year to which the records pertain.
Department Retention Six (6) fiscal years from the end of the fiscal year to which the records pertain.
On Site Retention 1 fiscal year from the end of the fiscal year to which the records pertain.
Records Center Destroy by 5 fiscal years from the end of the fiscal year to which the records pertain.
 Shred
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 ?
Destroy by
Record Media Electronic
Notes Microfilm

LDRA No **2007- 3**
Record Title **Annual Budget - Files**
State Required Retention Five (5) fiscal years from the year to which the records pertain
Department Retention Five (5) fiscal years from the year to which the records pertain
On Site Retention 1 fiscal year from the year to which the records pertain
Records Center 4 fiscal years from the year to which the records pertain
Destroy by **Recycle & Delete**
Record Media **Paper & Electronic**
Notes

Lifecycle Retention Schedule for the City Manager

LDRA No 2007- 256
Record Title **Applications and Resumes for Appointive Positions from Persons Subsequently Appointed**
State Required Retention Add to Master Personnel File
Department Retention 6 months after appointment Add to Master Personnel File
On Site Retention None
Records Center None
Destroy by Record Media Paper
Notes Confidential or Sensitive Information

LDRA No 2007- 257
Record Title **Applications and Resumes for Appointive Positions from Persons Subsequently Not Appointed**
State Required Retention Three (3) years after position is filled.
Department Retention Three (3) years after position is filled.
On Site Retention Three (3) years after position is filled.
Records Center None
Destroy by Record Media Shred
Notes Paper
Confidential or Sensitive Information

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

Lifecycle Retention Schedule for the City Manager

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 Office Copies

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 when appropriate or shred
Record Media Paper
Notes

LDRA No **2007- 7**
Record Title **Correspondence: Administrative**
State Required Retention Permanent.
Department Retention Permanent.
On Site Retention 1 year
Records Center Microfilm permanent
Destroy by Shred & Delete
Record Media Paper & Electronic
Notes Put to microfilm

Lifecycle Retention Schedule for the City Manager

LDRA No	2007- 56
Record Title	Correspondence: General and Inquiries
State Required Retention	Purge annually of unneeded materials
Department Retention	Purge annually of unneeded materials
On Site Retention	Purge annually of unneeded materials
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

LDRA No	2007- 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	Until superseded or abandoned officially.
Records Center	?
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	

LDRA No	2007- 8
Record Title	Directives of Manager
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent.
Records Center	Microfilm permanent
Destroy by	After putting to microfilm
Record Media	Paper & Electronic
Notes	Put to microfilm

Lifecycle Retention Schedule for the City Manager

LDRA No **2007- 245**
Record Title **Electronic Mail (E-mail)**
State Required Erase after the retention period required for equivalent hardcopy.
Retention
Department Erase after the retention period required for equivalent hardcopy.
Retention
On Site Erase after the retention period required for equivalent hardcopy.
Retention
Records Center None
Destroy by Deleting
Record Media Electronic
Notes

LDRA No **2007- 58**
Record Title **Employee Files Maintained in an Office or Department**
State Required 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).
Retention
Department 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).
Retention
On Site 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).
Retention
Records Center None
Destroy by Shred & Delete
Record Media Paper & Electronic
Notes Confidential and sensitive information

LDRA No **2007- 1568**
Record Title **Gift and Donation Records**
State Required Permanent.
Retention
Department Permanent.
Retention
On Site Permanent.
Retention
Records Center None
Destroy by Shred
Record Media Paper
Notes Confidential or Restricted Information

Lifecycle Retention Schedule for the City Manager

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

LDRA No **2007- 1241**
Record Title **Leave Requests**
State Required Retention Three (3) fiscal years from the fiscal year to which the documentation pertains.
Department Retention Three (3) fiscal years from the fiscal year to which the documentation pertains.
On Site Retention Three (3) fiscal years from the fiscal year to which the documentation pertains.
Records Center ?
Destroy by Shred
Record Media Paper
Notes Confidential or Sensitive Information and should be destroyed in a secure manner

LDRA No **2007- 34**
Record Title **Legislative Relations Records**
State Required Retention As long as administratively useful to the agency
Department Retention As long as administratively useful to the agency
On Site Retention As long as administratively useful to the agency
Records Center None
Destroy by Recycle & Delete
Record Media Paper & Electronic
Notes

Lifecycle Retention Schedule for the City Manager

LDRA No **2007- 1301**

Record Title **Mission Statement**
 State Required Until superseded with an updated or amended statement, and review for historical value
 Retention
 Department Until superseded with an updated or amended statement, and review for historical value
 Retention
 On Site Until superseded with an updated or amended statement, and review for historical value
 Retention
 Records Center None
 Destroy by Recycle & Delete
 Record Media Paper & Electronic
 Notes

LDRA No **2007- 897**
 Record Title **Petty Cash Records**
 State Required Until annual audit is completed
 Retention
 Department Until annual audit is completed
 Retention
 On Site Until annual audit is completed
 Retention
 Records Center ?
 Destroy by Recycle & Delete
 Record Media Paper & Electronic
 Notes

LDRA No **2007- 369**
 Record Title **Procedure Manuals**
 State Required Six (6) calendar years after superseded or abandoned officially.
 Retention
 Department Six (6) calendar years after superseded or abandoned officially.
 Retention
 On Site Six (6) calendar years after superseded or abandoned officially.
 Retention
 Records Center ?
 Destroy by Recycle & Delete
 Record Media Paper & Electronic
 Notes

Lifecycle Retention Schedule for the City Manager

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- 39**
Record Title **Proposed Legislation Records**
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- 68**
Record Title **Records of External Groups and Agencies**
State Required Retention Until no longer needed for reference or informational purposes
Department Retention Until no longer needed for reference or informational purposes
On Site Retention Until no longer needed for reference or informational purposes
Records Center None
Destroy by Recycle & Delete
Record Media Paper & Electronic
Notes

Lifecycle Retention Schedule for the City Manager

LDRA No **2007- 73**
Record Title **Records Retention Schedule**
State Required Retention Six (6) calendar years after superseded by a changed schedule

Retention
Department Six (6) calendar years after superseded by a changed schedule
Retention
On Site Six (6) calendar years after superseded by a changed schedule
Retention
Records Center None
Destroy by Recycle & Delete
Record Media Paper & Electronic
Notes

LDRA No **2007- 288**
Record Title **Reimbursements (including claims)**
State Required Until annual audit is completed.
Retention
Department Until annual audit is completed.
Retention
On Site Until annual audit is completed.
Retention
Records Center None
Destroy by Shred & Delete
Record Media Paper & Electronic
Notes

LDRA No **2007- 290**
Record Title **Resignations of Elective and Appointive Officials**
State Required One (1) calendar year after resignation is effective.
Retention
Department One (1) calendar year after resignation is effective.
Retention
On Site One (1) calendar year after resignation is effective.
Retention
Records Center None
Destroy by Recycle & Delete
Record Media Paper & Electronic
Notes

Lifecycle Retention Schedule for the City Manager

LDRA No **2007- 1280**
Record Title **Signature Authorizations File**
State Required Five (5) fiscal years from the end of the fiscal year in which the signature was invalidated.
Retention

Department Retention Five (5) fiscal years from the end of the fiscal year in which the signature was invalidated.
 On Site Retention Five (5) fiscal years from the end of the fiscal year in which the signature was invalidated.
 Records Center None
 Destroy by Shred
 Record Media Paper
 Notes Confidential or Sensitive Information and should be destroyed in a secure manner

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

Lifecycle Retention Schedule for the City Manager

LDRA No **2007- 75**
 Record Title **Subject Files**
 State Required Retention Purge annually of unneeded materials
 Department Retention Purge annually of unneeded materials

Retention
On Site Purge annually of unneeded materials
Retention
Records Center None
Destroy by Shred & Delete
Record Media Paper & Electronic
Notes

LDRA No **2007- 1414**
Record Title **Supportive Agency Files**
State Required Review on a continuous basis, disposing of records which are no longer administratively useful
Retention
Department Review on a continuous basis, disposing of records which are no longer administratively useful
Retention
On Site Review on a continuous basis, disposing of records which are no longer administratively useful
Retention
Records Center None
Destroy by Recycle
Record Media Paper
Notes

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

Lifecycle Retention Schedule for the City Manager

LDRA No **2007- 1254**
Record Title **Technical Reference Files**
State Required Until no longer needed for reference purposes.
Retention
Department Until no longer needed for reference purposes.
Retention

On Site Retention Until no longer needed for reference purposes.
Records Center None
Destroy by Recycle
Record Media Paper
Notes

LDRA No 2007- 1008
Record Title **Telephone Logs**
State Required 90 days from last entry.
Retention
Department 90 days from last entry.
Retention
On Site 90 days from last entry.
Retention
Records Center None
Destroy by Shred & Delete
Record Media Paper & Electronic
Notes

LDRA No 2007- 327
Record Title **Time Cards and Sheets**
State Required Three (3) fiscal years from the fiscal year to which they pertain.
Retention
Department Three (3) fiscal years from the fiscal year to which they pertain.
Retention
On Site Three (3) fiscal years from the fiscal year to which they pertain.
Retention
Records Center ?
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 City Manager

LDRA No 2007- 1528
Record Title **Travel Records - Employee**
State Required Three (3) fiscal years from the end of the fiscal year to which records pertain.
Retention
Department Three (3) fiscal years from the end of the fiscal year to which records pertain.
Retention
On Site Three (3) fiscal years from the end of the fiscal year to which records pertain.

Retention

Records Center ?

Destroy by Shred & Delete

Record Media Paper & Electronic

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

ACKNOWLEDGED BY RECORDS DELEGATE(S) _____
DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____
DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____
DATE _____

GOVERNMENT & COMMUNITY AFFAIRS

Title: LRDA Number: 2007- 46
Accounting Files (office copies)

Description:

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

Minimum Retention Period:

Until resolution of an annual audit.

Legal Citations:

NRS 354.624, NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 52
Budgets: Office / Departmental Copy

Description:

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

Minimum Retention Period:

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

Title: LRDA Number: 2007- 54
Contracts and Agreements (office copies)

Description:

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

Minimum Retention Period:

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

Title: LRDA Number: 2007- 1230
Convenience Copies

Description:

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

Minimum Retention Period:

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

Title: LRDA Number: 2007- 7

Correspondence: Administrative

Description:

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

Minimum Retention Period:

Permanent

Title: LRDA Number: 2007- 56

Correspondence: General and Inquiries

Description:

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

Minimum Retention Period:

Purge annually of unneeded materials.

Note:

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

Title: LRDA Number: 2007- 1674

Correspondence: Project or Case

Description:

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

Minimum Retention Period:

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

Legal Citations:

Same as the associated project or case file.

Legal Notes:

Same as the associated project or case file.

Note:

Same as the associated project or case file.

Title: LRDA Number: 2007- 245

Electronic Mail (E-mail)

Description:

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

Minimum Retention Period:

Erase after the retention period required for equivalent hardcopy.

Legal Citations:

Same as the equivalent hardcopy (if applicable).

Legal Notes:

Same as the equivalent hardcopy (if applicable).

Note:

Same as the equivalent hardcopy (if applicable).

Title: LRDA Number: 2007- 58**Employee Files Maintained in an Office or Department****Description:**

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

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

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

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 34
Legislative Relations Records

Description:

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

Minimum Retention Period:

As long as administratively useful to the agency.

Legal Citations:

NRS 354.59803

Note:

Review for historical value.

Title: LRDA Number: 2007- 39
Proposed Legislation Records

Description:

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

Minimum Retention Period:

As long as administratively useful to the agency.

Note:

Review for historical value.

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

Description:

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

Minimum Retention Period:

Until no longer needed for reference or informational purposes.

Title: LRDA Number: 2007- 73
Records Retention Schedule

Description:

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

Minimum Retention Period:

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

Legal Citations:

NAC 239.155

Title: LRDA Number: 2007- 41

Special Event and Celebration Records

Description:

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

Minimum Retention Period:

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

Title: LRDA Number: 2007- 75

Subject Files

Description:

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

Minimum Retention Period:

Purge annually of unneeded materials

Note:

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

Title: LRDA Number: 2007- 1414

Supportive Agency Files

Description:

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

Minimum Retention Period:

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

Note:

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

Title: LRDA Number: 2007- 76

Surveys, Polls, and Questionnaires

Description:

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

Minimum Retention Period:

As long as administratively useful to the agency.

Note:

Review for historical value.

Title: LRDA Number: 2007- 1258

Travel Records

Description:

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

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

ACKNOWLEDGED BY RECORDS DELEGATE(S) _____

DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____

DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____

DATE _____

Lifecycle Retention Schedule for Government & Community Affairs

LDRA No	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- 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 & Electronic
Notes	
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	

Lifecycle Retention Schedule for Government & Community Affairs

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 records accumulated
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 Government & Community Affairs

LDRA No	2007- 1674
Record Title	Correspondence: Project or Case
State Required Retention	This series should be filed with and retained for the same retention period as the associated project or case file.
Department Retention	This series should be filed with and retained for the same retention period as the associated project or case file.
On Site Retention	This series should be filed with and retained for the same retention period as the associated project or case file.
Records Center	None
Destroy by	
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 245
Record Title	Electronic Mail (E-mail)
State Required Retention	Erase after the retention period required for equivalent hardcopy.
Department Retention	Erase after the retention period required for equivalent hardcopy.
On Site Retention	Erase after the retention period required for equivalent hardcopy.
Records Center	None
Destroy by	Delete
Record Media	Electronic
Notes	
LDRA No	2007- 58
Record Title	Employee Files Maintained in an Office or Department
State Required Retention	One (1) calendar year from the end of the calendar year in which the employee terminated or transferred to another office or department (main personnel file is retained by the personnel department / human resources).
Department Retention	One (1) calendar year from the end of the calendar year in which the employee terminated or transferred to another office or department (main personnel file is retained by the personnel department / human resources).
On Site Retention	One (1) calendar year from the end of the calendar year in which the employee terminated or transferred to another office or department (main personnel file is retained by the personnel department / human resources).
Records Center	None
Destroy by	Shred
Record Media	Paper
Notes	

Lifecycle Retention Schedule for Government & Community Affairs

LDRA No	2007- 1241
Record Title	Leave Requests
State Required Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
Department Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
On Site Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 34
Record Title	Legislative Relations Records
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	2007- 39
Record Title	Proposed Legislation Records
State Required Retention	As long as administratively useful to the agency.
Department Retention	As long as administratively useful to the agency.
On Site Retention	As long as administratively useful to the agency.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	Review for historical value.

Lifecycle Retention Schedule for Government & Community Affairs

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

Lifecycle Retention Schedule for Government & Community Affairs

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- 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	

Lifecycle Retention Schedule for the Government & Community Affairs

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	

MAYOR & COUNCIL

Title: LRDA Number: 2007- 46

Accounting Files (office copies)

Description:

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

Minimum Retention Period:

Until resolution of an annual audit.

Legal Citations:

NRS 354.624, NAC 239.165 (1)(2)

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 29

Citizen Awards

Description:

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

Minimum Retention Period:

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

Note:

Review for historical value.

Title: LRDA Number: 2007- 1230

Convenience Copies

Description:

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

Minimum Retention Period:

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

Title: LRDA Number: 2007- 7

Correspondence: Administrative

Description:

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

Minimum Retention Period:

Permanent.

Title: LRDA Number: 2007- 55

Correspondence: Complaints

Description:

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

Minimum Retention Period:

Three (3) calendar years after response or resolution.

Legal Citations:

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

Legal Notes:

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

Note:

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

Title: LRDA Number: 2007- 56

Correspondence: General and Inquiries

Description:

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

Minimum Retention Period:

Purge annually of unneeded materials.

Note:

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

Title: LRDA Number: 2007- 245

Electronic Mail (E-mail)

Description:

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

Minimum Retention Period:

Erase after the retention period required for equivalent hardcopy.

Legal Citations:

Same as the equivalent hardcopy (if applicable).

Legal Notes:

Same as the equivalent hardcopy (if applicable).

Note:

Same as the equivalent hardcopy (if applicable).

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

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

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

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

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

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

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

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

Minimum Retention Period:

Permanent.

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

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

Minimum Retention Period:

One (1) calendar year from date of mailing.

Title: LRDA Number: 2007- 73
Records Retention Schedule

Description:

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

Minimum Retention Period:

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

Legal Citations:

NAC 239.155

Title: LRDA Number: 2007- 1264
Sister City Programs

Description:

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

Minimum Retention Period:

Permanent.

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

Description:

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

Minimum Retention Period:

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

Title: LRDA Number: 2007- 846
Staff Meeting Records

Description:

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

Minimum Retention Period:

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

Title: LRDA Number: 2007- 75
Subject Files

Description:

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

Minimum Retention Period:

Purge annually of unneeded materials

Note:

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

Title: LRDA Number: 2007- 1414**Supportive Agency Files****Description:**

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

Minimum Retention Period:

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

Note:

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

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

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

Minimum Retention Period:

Until no longer needed for reference purposes.

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

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

Minimum Retention Period:

90 days from last entry.

Title: LRDA Number: 2007- 1258**Travel Records****Description:**

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

Minimum Retention Period:

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

Legal Citations:

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

Legal Notes:

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

Note:

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

ACKNOWLEDGED BY RECORDS DELEGATE(S) _____
DATE _____

REVIEWED BY RECORDS ADMINISTRATOR _____
DATE _____

APPROVED BY DEPARTMENT DIRECTOR _____
DATE _____

Lifecycle Retention Schedule for Mayor & Council

LDRA No	2007- 46
Record Title	Accounting Files (office copies)
State Required Retention	Until resolution of an annual audit
Department Retention	Twelve (12) months after the end of the fiscal year
On Site Retention	Twelve (12) months after the end of the fiscal year
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 29
Record Title	Citizen Awards
State Required Retention	Two (2) calendar years from the year to which it pertains.
Department Retention	Two (2) calendar years from the year to which it pertains and further determination of individual elected official for longer retention period.
On Site Retention	Two (2) calendar years from the year to which it pertains and further determination of individual elected official for longer retention period.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	Review for historical value.
LDRA No	2007- 1230
Record Title	Convenience Copies
State Required Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
Department Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
On Site Retention	Review on a continuous basis, disposing of records which are no longer administratively useful
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

Lifecycle Retention Schedule for Mayor & Council

LDRA No	2007- 7
Record Title	Correspondence: Administrative
State Required Retention	Permanent
Department Retention	Permanent
On Site Retention	Permanent
Records Center	Microfilm retained
Destroy by	Shred & Delete when filmed
Record Media	Paper & Electronic & Microfilm
Notes	Put to microfilm when enough records are accumulated
LDRA No	2007- 55
Record Title	Correspondence: Complaints
State Required Retention	Three (3) calendar years after response or resolution
Department Retention	Three (3) calendar years after response or resolution
On Site Retention	Three (3) calendar years after response or resolution
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 56
Record Title	Correspondence: General and Inquiries
State Required Retention	Purge annually of unneeded materials
Department Retention	Purge annually of unneeded materials
On Site Retention	Purge annually of unneeded materials
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	Retain no longer than three (3) years

Lifecycle Retention Schedule for Mayor & Council

LDRA No	2007- 245
Record Title	Electronic Mail (E-mail)
State Required Retention	Erase after the retention period required for equivalent hardcopy.
Department Retention	Erase after the retention period required for equivalent hardcopy.
On Site Retention	Erase after the retention period required for equivalent hardcopy.
Records Center	None
Destroy by	Delete
Record Media	Electronic
Notes	
LDRA No	2007- 1241
Record Title	Leave Requests
State Required Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
Department Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
On Site Retention	Three (3) fiscal years from the fiscal year to which the documentation pertains.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 369
Record Title	Procedure Manuals
State Required Retention	Six (6) calendar years after superseded or abandoned officially
Department Retention	Six (6) calendar years after superseded or abandoned officially
On Site Retention	Six (6) calendar years after superseded or abandoned officially
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

Lifecycle Retention Schedule for Mayor & Council

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

Lifecycle Retention Schedule for Mayor & Council

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

Lifecycle Retention Schedule for Mayor & Council

LDRA No	2007- 75
Record Title	Subject Files
State Required Retention	Purge annually of unneeded materials
Department Retention	Purge annually of unneeded materials retain materials of historical significance per elected official direction
On Site Retention	Purge annually of unneeded materials retain materials of historical significance per elected official direction
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 1414
Record Title	Supportive Agency Files
State Required Retention	Review on a continuous basis, disposing of records which are no longer administratively useful.
Department Retention	Review on a continuous basis, disposing of records which are no longer administratively useful and retain those of significance per elected official direction.
On Site Retention	Review on a continuous basis, disposing of records which are no longer administratively useful and retain those of significance per elected official direction.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 1254
Record Title	Technical Reference Files
State Required Retention	Until no longer needed for reference purposes
Department Retention	Until no longer needed for reference purposes
On Site Retention	Until no longer needed for reference purposes
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

Lifecycle Retention Schedule for the Mayor & Council

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

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 office's 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.

Lifecycle Retention Schedule for the 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

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, administrating, 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	

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

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 manufacturer's/vendor's 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	

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 **2007- 171**
Record Title **Addresses in Subdivisions**
State Required Until superseded
Retention
Department Until superseded
Retention
On Site Until superseded
Retention
Records Center None
Destroy by Recycle & Delete
Record Media Paper & Electronic
Notes

LDRA No **2007- 1419**
Record Title **Administrative Adjustment Files**
State Required Permanent.
Retention
Department Permanent.
Retention
On Site Permanent. Or Until microfilmed
Retention
Records Center Store microfilm permanently
Destroy by Recycle & Delete upon microfilming
Record Media Paper & Electronic & Microfilm
Notes

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

*Lifecycle Retention Schedule for
Planning & Development*

LDRA No	2007- 1639
Record Title	Agendas - Official/Final
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	2007- 176
Record Title	Annexations of Property
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	2007- 931
Record Title	Annual Reports
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- 1207
Record Title	Architectural Supervisions
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- 1209
Record Title	Board of Adjustment
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 **2007- 1420**
Record Title **Boundary Line Adjustment Files**
State Required Permanent.
Retention
Department Permanent.
Retention
On Site Permanent. Or Until microfilmed
Retention
Records Center Store microfilm permanently
Destroy by Recycle & Delete upon microfilming
Record Media Paper & Electronic & Microfilm
Notes

LDRA No **2007- 51**
Record Title **Census of Government and Survey of Government Employment –
Municipalities, Counties, Townships**
State Required Two (2) years after reports submission to U.S. Census Bureau.
Retention
Department Two (2) years after reports submission to U.S. Census Bureau.
Retention
On Site Two (2) years after reports submission to U.S. Census Bureau.
Retention
Records Center None
Destroy by Recycle & Delete
Record Media Paper & Electronic
Notes

LDRA No **2007- 1237**
Record Title **Census Reports**
State Required As long as administratively useful to the agency
Retention
Department As long as administratively useful to the agency
Retention
On Site As long as administratively useful to the agency
Retention
Records Center None
Destroy by Recycle & Delete
Record Media Paper & Electronic
Notes

*Lifecycle Retention Schedule for
Planning & Development*

LDRA No **2007- 1421**
Record Title **Conditional / Special Use Permits**
State Required Permanent.
Retention
Department Permanent.
Retention
On Site Permanent. Or Until microfilmed
Retention
Records Center Store microfilm permanently
Destroy by Recycle & Delete upon microfilming
Record Media Paper & Electronic & Microfilm
Notes

LDRA No **2007- 1719**
Record Title **Hearings - Notice of Public Hearing**
State Required Permanent.
Retention
Department Permanent.
Retention
On Site Permanent. Or Until microfilmed
Retention
Records Center Store microfilm permanently
Destroy by Recycle & Delete upon microfilming
Record Media Paper & Electronic & Microfilm
Notes

LDRA No **2007- 1717**
Record Title **Legal Notices**
State Required Permanent.
Retention
Department Permanent.
Retention
On Site Permanent. Or Until microfilmed
Retention
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 **2007- 770**
Record Title **Maps**
State Required Permanent.
Retention
Department Permanent.
Retention
On Site Permanent. Or Until microfilmed
Retention
Records Center Store microfilm permanently
Destroy by Shred & Delete upon microfilming
Record Media Paper & Electronic & Microfilm
Notes Confidential or Restricted Information

LDRA No **2007- 1211**
Record Title **Maps of Parcels, Final Maps and Aerial Maps**
State Required Permanent.
Retention
Department Permanent.
Retention
On Site Permanent. Or Until microfilmed
Retention
Records Center Store microfilm permanently
Destroy by Shred & Delete upon microfilming
Record Media Paper & Electronic & Microfilm
Notes Confidential or Restricted Information

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

*Lifecycle Retention Schedule for
Planning & Development*

LDRA No **2007- 935**
Record Title **Master Plan**
State Required Permanent.
Retention
Department Permanent.
Retention
On Site Permanent. Or Until microfilmed
Retention
Records Center Store microfilm permanently
Destroy by Recycle & Delete upon microfilming
Record Media Paper & Electronic & Microfilm
Notes

LDRA No **2007- 984**
Record Title **Master Plan and Amendments**
State Required Permanent.
Retention
Department Permanent.
Retention
On Site Permanent. Or Until microfilmed
Retention
Records Center Store microfilm permanently
Destroy by Shred & Delete upon microfilming
Record Media Paper & Electronic & Microfilm
Notes Confidential or Restricted Information

LDRA No **2007- 107**
Record Title **Minutes of all Boards, Commissions, Committees and Councils**
State Required 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.
Retention
Department Permanent.
Retention
On Site Permanent. Or Until microfilmed
Retention
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 **2007- 109**
Record Title **Recordings of Meetings**
State Required Retention Recordings must be transcribed into written minutes. Dispose of the recording one (1) year after the adjournment of the meeting at which it was recorded, or following transcription, whichever is later
Department Retention 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 **2007- 939**
Record Title **Records of Official Actions**
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- 940**
Record Title **Records of Public Hearings**
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 **2007- 942**
Record Title **Regional Plan**
State Required Permanent.
Retention
Department Permanent.
Retention
On Site Permanent. Or Until microfilmed
Retention
Records Center Store microfilm permanently
Destroy by Recycle & Delete upon microfilming
Record Media Paper & Electronic & Microfilm
Notes

LDRA No **2007- 944**
Record Title **Resolutions**
State Required Permanent.
Retention
Department Permanent.
Retention
On Site Permanent. Or Until microfilmed
Retention
Records Center Store microfilm permanently
Destroy by Recycle & Delete upon microfilming
Record Media Paper & Electronic & Microfilm
Notes

LDRA No **2007- 945**
Record Title **Rules for Transactions of Business**
State Required Six (6) calendar years after superseded or abandoned officially.
Retention
Department Six (6) calendar years after superseded or abandoned officially.
Retention
On Site Six (6) calendar years after superseded or abandoned officially.
Retention
Records Center None
Destroy by Recycle & Delete
Record Media Paper & Electronic
Notes

*Lifecycle Retention Schedule for
Planning & Development*

LDRA No **2007- 932**
Record Title **Staff Reports**
State Required Three (3) calendar years from the date of submission to the Commission or
Retention District.
Department Permanent
Retention
On Site Permanent
Retention
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 **2007- 1002**
Record Title **Street Name Changes**
State Required Permanent.
Retention
Department Permanent.
Retention
On Site Permanent. Or Until microfilmed
Retention
Records Center Store microfilm permanently
Destroy by Recycle & Delete upon microfilming
Record Media Paper & Electronic & Microfilm
Notes

LDRA No **2007- 1215**
Record Title **Subdivisions**
State Required Permanent.
Retention
Department Permanent.
Retention
On Site Permanent. Or Until microfilmed
Retention
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 **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

LDRA No **2007- 1525**
Record Title **Temporary Use Permits**
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 **2007- 1009**
Record Title **Tentative Subdivision Files**
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 **Undeliverable Mailings**
State Required Retention One (1) calendar year after the matter referenced in mailing is concluded.
Department Retention One (1) calendar year after the matter referenced in mailing is concluded.
On Site Retention One (1) calendar year after the matter referenced in mailing is concluded.
Records Center None
Destroy by Shred
Record Media Paper
Notes

LDRA No **2007- 1218**
Record Title **Vacations**
State Required Retention Permanent.
Department Retention Permanent.
On Site Retention Permanent. 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 **Zoning Case Files**
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 office's 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 _____

*Lifecycle Retention Schedule for
Planning & Development Administration*

LDRA No **2007- 46**
Record Title **Accounting Files (office copies)**
State Required Until resolution of an annual audit
Retention
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 **2007- 48**
Record Title **Attendance Records, Employees (office copies)**
State Required Three (3) fiscal years from the year to which it pertains
Retention
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 **2007- 394**
Record Title **Bonds and Oaths of Notaries Public**
State Required While notaries are active
Retention
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 **2007- 52**
Record Title **Budgets: Office / Departmental Copy**
State Required Retention One (1) fiscal year after resolution of an annual audit
Department Retention One (1) fiscal year after resolution of an annual audit which is 12 months 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 **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 is accumulated

*Lifecycle Retention Schedule for
Planning & Development Administration*

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	
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	

*Lifecycle Retention Schedule for
Planning & Development Administration*

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- 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

*Lifecycle Retention Schedule for the
Planning & Development Administration*

LDRA No **2007- 369**
Record Title **Procedure Manuals**
State Required Retention Six (6) calendar years after superseded or abandoned officially
Department Retention Six (6) calendar years after superseded or abandoned officially
On Site Retention Six (6) calendar years after superseded or abandoned officially
Records Center None
Destroy by Recycle & Delete
Record Media Paper & Electronic
Notes

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- 73**
Record Title **Records Retention Schedule**
State Required Retention Six (6) calendar years after superseded by a changed schedule
Department Retention Six (6) calendar years after superseded by a changed schedule
On Site Retention Six (6) calendar years after superseded by a changed schedule
Records Center None
Destroy by Recycle & Delete
Record Media Paper & Electronic
Notes

*Lifecycle Retention Schedule for the
Planning & Development Administration*

LDRA No **2007- 74**
Record Title **Requisitions / Purchase Orders (office copies)**
State Required Until resolution of an annual audit.
Retention
Department Until resolution of an annual audit.
Retention
On Site Until resolution of an annual audit.
Retention
Records Center None
Destroy by Recycle & Delete
Record Media Paper & Electronic
Notes

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

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

*Lifecycle Retention Schedule for the
Planning & Development Administration*

LDRA No	2007- 75
Record Title	Subject Files
State Required Retention	Purge annually of unneeded materials
Department Retention	Purge annually of unneeded materials
On Site Retention	Purge annually of unneeded materials
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 1254
Record Title	Technical Reference Files
State Required Retention	Until no longer needed for reference purposes.
Department Retention	Until no longer needed for reference purposes.
On Site Retention	Until no longer needed for reference purposes.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
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

*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_____

AGENDA SUMMARY PAGE

RECORDS MANAGEMENT COMMITTEE MEETING OF: DECEMBER 19, 2008

DEPARTMENT: CITY CLERK

DIRECTOR: BEVERLY K. BRIDGES

Consent Discussion

SUBJECT:

Discussion and possible action regarding Public Records Directive and Electronic Records Directive

Fiscal Impact

No Impact

Augmentation Required

Budget Funds Available

Amount:

Funding Source:

Dept./Division:

PURPOSE/BACKGROUND:

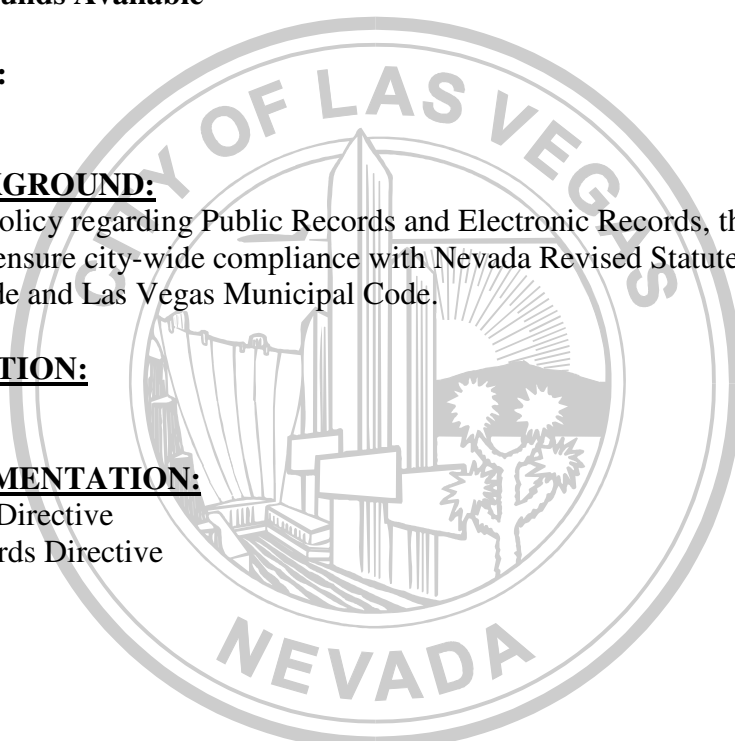
In order to define policy regarding Public Records and Electronic Records, these directives have been developed to ensure city-wide compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code.

RECOMMENDATION:

Approval

BACKUP DOCUMENTATION:

1. Public Records Directive
2. Electronic Records Directive





No:	CL001	Type:	Enterprise Records Policy
Department:	Office of the City Clerk		
Date:	11/24/08	Approval:	

Public Records Requests

I. Purpose

To ensure that public records requests are responded to in a timely manner, and to ensure that confidential and restricted records are maintained and made accessible in accordance with established statutes.

II. Departments Affected

All Departments.

III. Legal Citations

- (a) NRS 239 - Public Records
- (b) NRS 239B - Disclosure of Personal Information to Governmental Agencies
- (c) NRS 239C - Homeland Security
- (d) NRS 603A - Security of Personal Information
- (e) NAC 239.011 through NAC 239.165 - Records of Local Governmental Entities.

IV. Definitions

- (a) “**Custodian of record**” means any person authorized to have the care, custody and control of any documents, instruments, papers, books, pamphlets or any other records or writings of a local governmental entity. (NRS 239.121)
- (b) “**Duplicate**” means any accurate and unabridged copy of a record or series of records which is not an original. (NAC 239.031, NRS 239.125, 378.255)
- (c) “**Electronic record**” means a representation of a record of a local governmental entity in electronic format containing information, knowledge, facts, concepts or instructions which is being prepared or has been formally prepared and is intended to be processed, is being processed or has been processed in a system or network. (NAC 239.035, NRS 239.125, 378.255)
- (d) “**Nonrecord**” means published books and pamphlets, books and pamphlets printed by a governmental printer, worksheets used to collect or compile data after it has been included in a record, answer pads for a telephone or other informal notes, unused forms except ballots, brochures, newsletters, magazines, newspapers except those newspapers received pursuant to the provisions of NRS 247.070 or parts of newspapers retained as evidence of publication, scrapbooks, and property left or deposited with an office or department which would otherwise be defined as a record except that the ownership of that property does not reside with a local governmental entity. (NAC 239.051, NRS 239.125, 378.255)
- (e) “**Law enforcement agency**” means:
 - i. The sheriff’s office of a county;
 - ii. A metropolitan police department;
 - iii. A police department of an incorporated city; or
 - iv. The Department of Public Safety. (NRS 239C.065)

- (f) “**Legal custody**” means all rights and responsibilities relating to the maintenance of and access to a record or series of records are vested in an office or department of a local governmental entity and the official or head of the department is charged with the care, custody and control of that record or series of records. The term does not include the ownership of the record. (NAC 239.041)
- (g) “**Local governmental entity**” means a county, an incorporated city, an unincorporated town, a township, a school district or any other public district or agency designed to perform local governmental functions. (NRS 239.121)
- (h) “**Personal information**” means a natural person’s first name or first initial and last name in combination with any one or more of the following data elements, when the name and data elements are not encrypted:
 - i. Social security number
 - ii. Driver’s license number or identification card number
 - iii. Account number, credit card number or debit card number, in combination with any required security code, access code or password that would permit access to the person’s financial account.

The term does not include the last four digits of a social security number or publicly available information that is lawfully made available to the general public.
(NRS 603A.040)

- (i) “**Public safety and public health personnel**” includes:
 - i. State, county and city emergency managers;
 - ii. Members and staff of terrorism early warning centers or fusion intelligence centers in this State;
 - iii. Employees of fire-fighting or law enforcement agencies, if the head of the agency has designated the employee as having an operational need to know information that is prepared or maintained for the purpose of preventing or responding to an act of terrorism; and
 - iv. Employees of a public health agency, if the agency is one that would respond to a disaster and if the head of the agency has designated the employee as having an operational need to know information that is prepared or maintained for the purpose of preventing or responding to an act of terrorism. As used in this paragraph, “disaster” has the meaning ascribed to it in NRS 414.0335.
- (j) “**Public record**” means a record of a local governmental entity that is created, received or kept in the performance of a duty and paid for with public money. (NAC 239.091)
- (k) “**Record of a local government**” means information that is created or received pursuant to a law or ordinance, or in connection with the transaction of the official business of any office or department of a local governmental entity, including, without limitation, all documents, papers, letters, unpublished books, maps, charts, blueprints, drawings, photographs, films, computer printouts, newspapers received pursuant to NRS 247.070, artifacts entered as exhibits in an proceeding in any court, information stored on a magnetic tape, computer, laser disc or optical disc, or on material which is capable of being ready by a machine, including microforms and audio and visual materials, and other evidence, including all copies thereof. (NAC 239.101)
- (l) “**Restricted document**” means any blueprint or plan of a school, place of worship, airport other than an international airport, gaming establishment, governmental building or any other building or facility which is likely to be targeted for a terrorist attack. (NRS 239C.090)

V. **Public Records Access (NRS 239.010, SB123, Sections 8 & 4 of SB123)**

- (a) All public records, unless declared by law to be confidential, must be open to the public at all times during regular office hours.
- (b) If confidential information can be redacted, deleted, concealed or separated from the record, the record must be made available with the confidential information removed.
- (c) A record may not be rejected for submission to the City solely because it is copyrighted.

- (d) Public records must be provided in any medium in which they are readily available. The custodian of the record shall not refuse to provide a copy of the record in a readily available medium because he has already prepared or would prefer to provide the copy in a different medium.
- (e) If a department receives a records request, the custodian of record has five business days to do one of the following, as applicable:
 - i. Allow the person to inspect the record or provide copies as requested;
 - ii. If the department does not have legal custody of the record, or if the record has been destroyed, provide written notice of that fact and the name and address of the governmental entity that has legal custody of the record, if known.
 - iii. If the department is unable to provide the record by the end of the fifth business day, provide written notice of that fact; and a date and time after which the record will be available for the person to inspect or copy.
 - iv. If the request must be denied because the record is confidential, provide written notice of that fact; and a citation to the specific statute or other legal authority that make the record confidential.
- (f) Bids/Proposals
 - i. Bids which contain a provision that requires negotiation or evaluation may not be disclosed until the bid is recommended for award of a contract. Upon award of the contract, all of the bids, successful or not, are public record, with the exception of proprietary/confidential information, and copies shall be made available upon request (NRS 332.061.2).
 - ii. Bids that do not contain a provision that requires negotiation or evaluation, successful or not, are public records, with the exception of information that is proprietary/confidential, and copies shall be made available upon request after the bids are opened and read.

VI. Confidential Records (NRS 239.0105)

- 1. Records of a local governmental entity are confidential and not public books or records within the meaning of NRS 239.010 if:
 - (a) The records contain the name, address, telephone number or other identifying information of a natural person; and
 - (b) The natural person whose name, address, telephone number or other identifying information is contained in the records provided such information to the local governmental entity for the purpose of:
 - (1) Registering with or applying to the local governmental entity for the use of any recreational facility or portion thereof that the local governmental entity offers for use through the acceptance of reservations; or
 - (2) On his own behalf or on behalf of a minor child, registering or enrolling with or applying to the local governmental entity for participation in an instructional or recreational activity or event conducted, operated or sponsored by the local governmental entity.
- 2. The records described in subsection 1 must be disclosed by a local governmental entity only pursuant to:
 - (a) A subpoena or court order, lawfully issued, requiring the disclosure of such records;
 - (b) An affidavit of an attorney setting forth that the disclosure of such records is relevant to an investigation in anticipation of litigation;
 - (c) A request by a reporter or editorial employee for the disclosure of such records, if the reporter or editorial employee is employed by or affiliated with a newspaper, press association or commercially operated, federally licensed radio or television station; or
 - (d) The provisions of NRS 239.0115.

3. Except as otherwise provided by specific statute or federal law, a natural person shall not provide, and a local governmental entity shall not require, the social security number of any natural person for the purposes described in subparagraphs (1) and (2) of paragraph (b) of subsection 1.
4. As used in this section, unless the context otherwise requires, "local governmental entity" has the meaning ascribed to it in NRS 239.121.
(Added to NRS by 2005, 1040; A 2007, 2063)

VII. Confidentiality of databases containing electronic mail address or telephone numbers of certain person; use of information. (NRS 239B.040)

- (a) Electronic mail addresses and/or telephone numbers collected for the purpose of or in the course of communicating with the city may be maintained in a database.
- (b) A database described in paragraph (a) is confidential in its entirety, is not public record, and it must not be disclosed in its entirety as a single unit; however, the individual electronic mail address or telephone number of a person is not confidential and may be disclosed individually.
- (c) A database described in paragraph (a) shall be disclosed in its entirety as a single unit in response to an order issued by a court.

VIII. Websites. (NRS 239B.050)

1. If a public body maintains a website on the Internet, the public body shall not disclose on that website personal information unless the disclosure is required by a federal or state law or for the administration of a public program or an application for a federal or state grant.
2. If it appears that a public body has engaged in or is about to engage in any act or practice which violates subsection 1, the Attorney General or the appropriate district attorney may file an action in any court of competent jurisdiction for an injunction to prevent the occurrence or continuance of that act or practice.
3. An injunction:
 - (a) May be issued without proof of actual damage sustained by any person.
 - (b) Does not preclude the criminal prosecution and punishment of an act or practice that may otherwise be prohibited by law.
4. As used in this section
 - (a) "Personal information" has the meaning ascribed to it in NRS 603A.040.
 - (b) "Public body" has the meaning ascribed to it in NRS 205.462.

(Added to NRS by [2005, 2503](#); A [2007, 1312](#))

IX. Confidentiality of emergency action plans and critical infrastructure records (NRS 239C.210)

- (a) A document or record is prepared and maintained for the purpose of preventing or responding to an act of terrorism is confidential, not subject to subpoena or discovery, not subject to inspection by the general public and may only be inspected by or released to public safety and public health personnel.
- (b) The types of records subject to the restrictions described in paragraph (a) are as follows:
 - i. Assessments, plans or records that evaluate or reveal the susceptibility of fire stations, police stations and other law enforcement stations to acts of terrorism or other related emergencies.
 - ii. Drawings, maps, plans or records that reveal the critical infrastructure of primary buildings, facilities and other structures used for storing, transporting or transmitting water or electricity, natural gas or other forms of energy.
 - iii. Records or documents which may reveal the details of a specific emergency response plan or other tactical operations by a response agency and any training relating to such emergency response plans or tactical operations.
 - iv. Handbooks, manuals or other forms of information detailing procedures to be followed by response agencies in the event of an act of terrorism or other related emergency.

- v. Records or documents that reveal information pertaining to specialized equipment used for covert, emergency or tactical operations of a response agency, other than records relating to expenditures for such equipment.
- vi. Records or documents regarding the infrastructure and security of frequencies for radio transmissions used by response agencies, including, without limitation:
 - (1) Access codes, passwords or programs used to ensure the security of frequencies for radio transmissions used by response agencies;
 - (2) Procedures and processes used to ensure the security of frequencies for radio transmissions used by response agencies; and
 - (3) Plans used to reestablish security and service with respect to frequencies for radio transmissions used by response agencies after security has been breached or service has been interrupted.
- (c) If a person knowingly and unlawfully discloses the type of information described in paragraph (b), or assists, solicits or conspires with another person to disclose such information, the person is guilty of a gross misdemeanor; or a category C felony and shall be punished as provided in NRS 193.130.

X. Inspection of Restricted Records (NRS 239C.220)

- (a) A restricted document may be inspected only by a person who provides the following information which shall be recorded and maintained by the custodian of the restricted record:
 - i. The name of the person inspecting the restricted record;
 - ii. A copy of his driver's license or other photographic identification that is issued by a governmental entity;
 - iii. The name of his employer, if any;
 - iv. His citizenship;
 - v. A statement of the purpose for the inspection, with the exception of persons identified in paragraph (d); and
 - vi. The date and time of the inspection
- (b) A person is not required to indicate the purpose for inspecting a restricted document if the person is:
 - i. A state, county or city emergency manager;
 - ii. A member or staff person of a terrorism early warning center or fusion intelligence center in this State;
 - iii. An employee of any fire-fighting or law enforcement agency, if the head of the agency has designated the employee as having an operational need to inspect restricted documents; or
 - iv. An employee of a public health agency, if the agency is one that would respond to a disaster and if the head of the agency has designated the employee as having an operational need to inspect restricted documents. As used in this paragraph, "disaster" has the meaning ascribed to it in NRS 414.0335.
- (c) A city employee must observe any person inspecting a restricted document to ensure that the person does not copy, duplicate or reproduce the restricted document in any way.
- (d) A restricted document may be copied, duplicated or reproduced under one of these conditions:
 - i. Upon court order;
 - ii. As is reasonably necessary in the case of an act of terrorism or other related emergency;
 - iii. To protect the rights and obligations of the city or the public;
 - iv. Upon the request of a reporter or editorial employee who is employed by or affiliated with a newspaper, press association or commercially operated and federally licensed radio or television station and who uses the restricted document in the course of such employment or affiliation; or
 - v. Upon the request of a registered architect, licensed contractor or a designated employee of any such architect or contractor who uses the restricted document in his professional capacity.

(e) Any person who inspects a restricted record must be informed of these provisions.

XI. Log of Inspection of Restricted Records

- (a) The employee who is the custodian of a restricted document shall establish a log to record;
 - i. The information described in NRS 239C.220 when a person is allowed to inspect the document; and
 - ii. the date, and time of the inspection.
- (b) The log is not a public record and may be inspected only by a representative of a law enforcement agency; or a reporter or editorial employee who is employed by or affiliated with a newspaper, press association or commercially operated and federally licensed radio or television station. (NRS 239C.230)
- (c) Nothing shall prohibit an employee from contacting a law enforcement agency to report a suspicious or unusual request to inspect a restricted document. (NRS 239C.240)

Attest:

Orlando Sanchez
Deputy City Manager
Chair, City of Las Vegas
Records Committee

Beverly Bridges, CMC
City Clerk
Secretary, City of Las Vegas
Records Committee



No:	CL002	Type:	Enterprise Records Directive
Department:	Office of the City Clerk		
Date:	12/03/08	Approval:	

Electronic Records

I. Purpose

Using well-designed electronic information systems can improve City services to the citizenry and staff. However, if the need for such systems to create and maintain reliable records is not considered when they are initially evaluated or designed, it can be expensive, or even impossible, to deal with the problem later.

Developing electronic information systems that are effective and efficient in servicing the public and staff requires understanding of an office's business processes, available technology to support those business processes, and understanding of recordkeeping principles and regulations. Unless all three forms of knowledge are brought together, the office, the City, and the public will not be as well served as they should be. The foundation for developing effective and efficient electronic information systems is a sound electronic records policy and its implementation.

The purpose of this directive is to ensure that public records in electronic format are preserved, maintained, and remain accessible for the life cycle of the record.

II. Departments Affected

All Departments.

III. Definitions & Legal Citations

“Electronic record” means a representation of a record of a local governmental entity in electronic format containing information, knowledge, facts, concepts or instructions which is being prepared or has been formally prepared and is intended to be processed, is being processed or has been processed in a system or network. (NAC 239.035, NRS 239.125, 378.255)

“Records management” means the systematic control and management of information throughout the life cycle of the information, including, without limitation, the creation, use, maintenance, retention and ultimate disposition of the information. (NAC 239.106, NRS 239.125, 378.255)

“Series of records” means records that are kept or filed in a unified or sequential arrangement, having similar characteristics or relating to a similar function or activity. (NAC 239.121, NRS 239.125, 378.255)

IV. Procedures

In planning and implementing electronic information systems, preference shall be given to open standards and facilitating interoperability.

In addition, all electronic records creation and maintenance in respect to City business, whether through acquisition of equipment, software and in-house creation, or through out-sourcing, shall conform to these procedures.

The existence of any current electronic information system that does not conform to these procedures requires that a plan be made, budgeted for, and implemented, to bring it into conformity. All departments shall work with the Enterprise Records Management Division, and the Department of Information Technologies to ensure current and proposed systems conform to these procedures.

- A. Unless the system functions purely as an information system, is so designated in written departmental policies and procedures, and is not used to perform actual City business transactions, all electronic information systems must:
 1. Create or capture and identify records sufficient to support the business process, including meeting all recordkeeping requirements.
 2. Function as a recordkeeping system, or have the ability to transfer records to a recordkeeping system.
- B. All electronic recordkeeping systems must:
 1. Be able to maintain electronic records that are accessible, accurate, authentic, reliable, legible, and readable throughout the record life cycle, which include maintaining a record's content, structure, and context.
 2. Be administered in line with best practices in information resources management to ensure the reliability of the records. Best practices in information resources management include, but are not limited to:
 - a. The recordkeeping system is used consistently in the normal course of business.
 - b. The records maintained by the electronic recordkeeping system are designated as the copy of record and redundant systems discontinued.
 - c. Written policies and procedures defining normal operations for the maintenance and use of the system are developed and followed. The trustworthiness of the records may be judged by the adequacy of its procedures and how well the procedures are followed. The policies and procedures must be kept up-to-date and should include:
 - the methods used to create, modify, duplicate, and destroy records.
 - the roles and responsibilities of the individuals involved in record creation, maintenance, and destruction.
 - the quality control procedures, typical problem resolutions, and other activities that might otherwise subject the system to inconsistent action or misinterpretation.
 - the purpose and uses of the system.

- Established policies and procedures demonstrate the intent of any agency to manage and control the process or system.
 - d. Training and user support are adequate to ensure system procedures are understood and will be correctly and consistently implemented by users.
 - e. Adequate system controls are in place to ensure the quality and reliability of the records in the system, including, but not limited to: provision for audit trails, routine tests of system performance, routine tests of hardware and software reliability, and security procedures to prevent unauthorized use.
 - f. A disaster recovery plan is in place.
 - g. Comprehensive system documentation on all aspects of system design, implementation, maintenance, and oversight is created and maintained including: documentation describing how the system operates and describing the nature of the records within it is retained for at least as long as any records that depends upon the system for access is retained.
- C. In planning and budgeting for implementing any electronic system it must be taken into account that:
1. One of the most costly parts of implementing any electronic system is labor.
 - a. Unless labor costs are planned and budgeted for to take full advantage of the possibilities provided by hardware and software, the investment in equipment is unlikely to be worthwhile.
 - b. Planning and budgeting for labor must include providing sufficient training and ensuring adequate ongoing access to support. A system will only be used satisfactorily if there is sufficient understanding of it within the department using it.
 2. Acquiring an electronic information system is not a one-time cost. Maintaining the hardware and software for a system tends to cost between 10% and 20% of the initial cost per year.
 3. Electronic information systems are consumable tools, not permanent 'solutions.' Implementing an electronic information system means committing to a 'dynamic' environment. It should be assumed that maintaining business efficiency in an electronic environment requires regularly replacing the system or elements of the system, at a minimum every five years and preferably every three.
 4. As a result of the dynamism of the electronic environment, implementing a system must include planning for continued access to the records it produces. An ongoing budgetary commitment to maintaining access to those records produces cost implications which may increase over time.
 5. Creation of records in an electronic environment requires planning and budgeting for offsite storage of backup copies in a facility meeting appropriate national standards for security and environmental control.
 6. Creation of records with a retention of six years or more in an electronic environment requires planning and budgeting for those records to be exported to an eye-readable format at an appropriate point in the business process. For records for which this is impossible (e.g. GIS; multi-media), or for which there is a business process rationale to maintain access to the electronic version in addition, there must be procedures to

refresh and migrate them on an appropriate timetable.

7. Creation of records with a retention of less than six years in an electronic environment requires planning and budgeting for their migration to successive iterations of the system, or for other means of ensuring their accessibility until their full retention period has expired.
 8. Assurance that the proposed plan for implementation of a system will provide access to records for the full required period is a fundamental consideration in determining whether it is in the City's interest to adopt it.
 9. Providing for appropriate public access to records must be considered when planning and operating electronic systems.
- D. In order to adequately safeguard rights and ensure accountability, only electronic information systems, or their constituent parts, acquired in conformity with these procedures may be used to conduct City business. Personal electronic equipment or software may not be used to create City records.

Attest:

Orlando Sanchez
Deputy City Manager
Chair, City of Las Vegas
Records Committee

Beverly Bridges, CMC
City Clerk
Secretary, City of Las Vegas
Records Committee

AGENDA SUMMARY PAGE

RECORDS MANAGEMENT COMMITTEE MEETING OF: DECEMBER 19, 2008

DEPARTMENT: CITY CLERK

DIRECTOR: BEVERLY K. BRIDGES

Consent Discussion

SUBJECT:

Discussion and possible action regarding Public Records Requests and Records Certificate of Destruction Forms

Fiscal Impact

No Impact

Augmentation Required

Budget Funds Available

Amount:

Funding Source:

Dept./Division:

PURPOSE/BACKGROUND:

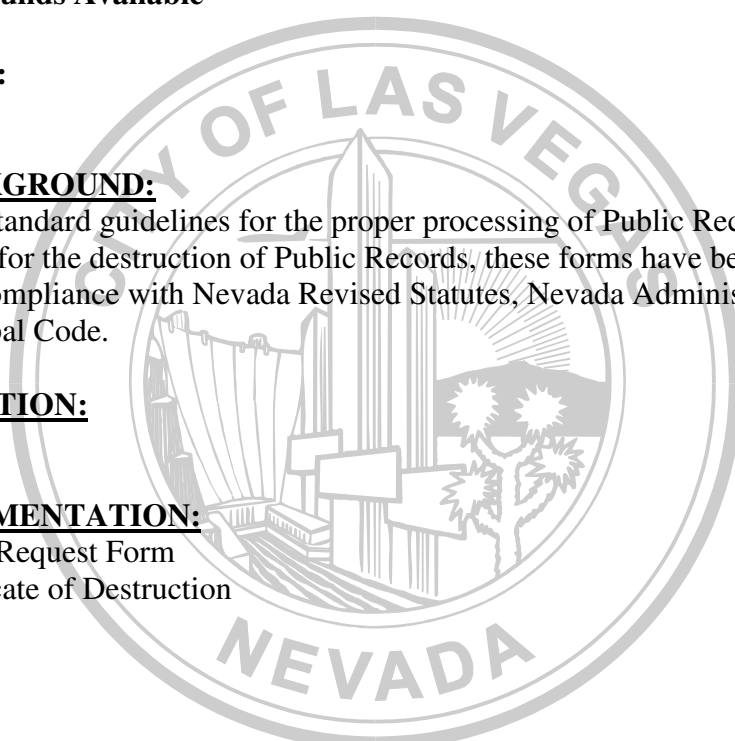
In order to define standard guidelines for the proper processing of Public Records requests and the documentation for the destruction of Public Records, these forms have been developed to ensure city-wide compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code.

RECOMMENDATION:

Approval

BACKUP DOCUMENTATION:

1. Public Records Request Form
2. Records Certificate of Destruction





Public Records Request Form

Requestor's Name: _____ Date of request: _____
Address: _____
How may we contact you? _____

I hereby request the following City of Las Vegas public records be:
A.) made available for review and inspection B.) copied C.) copied and certified (circle one)

Record Requested:

I understand there is a charge for copies of public records. Further, I understand that if the estimated cost of the copies I have requested is \$25.00 or more, I will be required to pay in full prior to reproduction. Materials will be held for 14 days. If not retrieved, I will be charged in full for a second reproduction in addition to any unpaid original charges. Advance payment will be forfeited if material is not retrieved.

Signature _____

This form is a public record and will be retained for a period of one year from creation.

Type of Request: Routine Multi-Departmental Extraordinary (circle one)
Request received from: CLV Staff Public (circle one)

Calculation of charges for Routine Requests:

Paper copies: _____ (#of copies)	X _____ (#of pages)	X \$1.00 per page	= \$ _____
Audio tape: _____ (#of copies)	X _____ (#of tapes)	X \$3.00 per tape	= \$ _____
Video/DVD/CD _____ (#of copies)	X _____ (#of tapes/CD)	X \$5.00 each	= \$ _____
Other media _____ (#of copies)	X _____ (#of _____)	X \$ _____ each	= \$ _____
Certifications _____ (#of certifications)		X \$2.00each	= \$ _____
			Total = \$ _____

Calculation of charges for Extraordinary Requests:

Number of staff hours _____	X (rate) _____	= \$ _____	
Type of material _____	(cost) _____	= \$ _____	Total = \$ _____

The City Clerk's Office will supply new product medium and will not accept medium from the public to use for the request to prevent the risk of damage to City equipment.

Staff Notes & Status:

Completion Date: _____ By: _____ (Initials)
Delivered to: _____ Date: _____ By: _____



Certificate of Destruction Form

The following records of the _____ have (check one):
(Department/Division Name)

_____ reached their required retention period according to a schedule adopted by the City of Las Vegas Records Committee

_____ been reformatted to the standards required by statute and City policy and are to be destroyed:

Record Series Title/Description: (If the title alone does not describe the record series; e.g., Accounts Payable Cancelled Checks, then provide a description.)

Inclusive Dates: (List the earliest and latest date; e.g., 7/1/07 through 6/30/08.)

Volume: (Indicate volume in cubic feet.)

Records Retention Schedule: (Identify the schedule by name and record series; e.g., Auditor, Accounts Payable.)

Required Retention: (As given in the adopted records retention schedule; e.g., 5 years.)

Department Head
(Print Name and Title)

Signature
(Required prior to proceeding with destruction)

Date

ER Representative
(Print Name)

Signature

Date

(Required prior to proceeding with destruction)

The above records were destroyed by _____ on the _____ day of _____.
(Method)

City witness to destruction

Date

Maintain one copy in departmental files and forward original to the Enterprise Records Management Division, Office of the City Clerk.

Form approved by City of Las Vegas Records Committee xx/xx/08.

AGENDA SUMMARY PAGE

RECORDS MANAGEMENT COMMITTEE MEETING OF: DECEMBER 19, 2008

DEPARTMENT: CITY CLERK

DIRECTOR: BEVERLY K. BRIDGES

SUBJECT:

CITIZENS PARTICIPATION: Public comment during this portion of the agenda must be limited to matters within the jurisdiction of the Records Management Committee. No subject may be acted upon by the Records Management Committee unless that subject is on the agenda and is scheduled for action. If you wish to be heard, come forward and give your name for the record. The amount of discussion on any single subject, as well as the amount of time any single speaker is allowed, may be limited



AGENDA SUMMARY PAGE

RECORDS MANAGEMENT COMMITTEE MEETING OF: DECEMBER 19, 2008

DEPARTMENT: CITY CLERK

DIRECTOR: BEVERLY K. BRIDGES

Consent Discussion

SUBJECT:

ADJOURNMENT

