

CITY MANAGER

Accounting Files (office copies)

LRDA Number: 2007- 46

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)].

Contracts and Agreements (office copies)

LRDA Number: 2007- 54

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.

Convenience Copies

LRDA Number: 2007- 1230

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.

Correspondence: Administrative**LRDA Number:** 2007- 7**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.

Correspondence: General and Inquiries**LRDA Number:** 2007- 56**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.

Directives of Manager**LRDA Number:** 2007- 8**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.

Electronic Mail (E-mail)**LRDA Number:** 2007- 245**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).

Employee Files Maintained in an Office or Department

LRDA Number: 2007- 58

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.

Gift Disclosures

LRDA Number: 2007- 1658

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

Leave Requests

LRDA Number: 2007- 1241

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)].

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

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

Reimbursements (including claims)**LRDA Number: 2007- 288****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

Resignations of Elective and Appointive Officials**LRDA Number: 2007- 290****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

Subject Files

LRDA Number: 2007- 75

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.

Supportive Agency Files

LRDA Number: 2007- 1414

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.

Technical Reference Files

LRDA Number: 2007- 1254

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.

Travel Records - Employee

LRDA Number: 2007- 1528

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)].

Lifecycle Retention Schedule for City Manager

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- 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 In Alchemy database
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 & delete
Record Media	Paper & Electronic
Notes	

Lifecycle Retention Schedule for City Manager	
LDRA No	2007- 7
Record Title	Correspondence: Administrative
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	1 year scanned into electronic database.
Records Center	Retain microfilm of record permanently
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Put to microfilm
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- 8
Record Title	Directives of Manager
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent.
Records Center	Retain microfilm of record permanently
Destroy by	Recycle & Delete after putting to microfilm
Record Media	Paper & Electronic
Notes	Put to microfilm

Lifecycle Retention Schedule for City Manager

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	
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	

Lifecycle Retention Schedule for City Manager

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- 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	

Lifecycle Retention Schedule for City Manager

LDRA No	2007- 288
Record Title	Reimbursements (including claims)
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- 290
Record Title	Resignations of Elective and Appointive Officials
State Required Retention	One (1) calendar year after resignation is effective.
Department Retention	One (1) calendar year after resignation is effective.
On Site Retention	One (1) calendar year after resignation is effective.
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	

Lifecycle Retention Schedule for City Manager

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
Record Media	Paper
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
Record Media	Paper
Notes	
LDRA No	2007- 1528
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

Lifecycle Retention Schedule for the City Manager

ACKNOWLEDGED BY RECORDS DELEGATES(S)_____

DATE_____

REVIEWED BY RECORDS ADMINISTRATOR_____

DATE_____

APPROVED BY DEPARTMENT DIRECTOR_____

DATE_____

CITY ATTORNEY CIVIL DIVISION

Annual Budget - Files

LRDA Number: 2007- 3

Description:

This record series documents the preparation of governmental budget requests presented to the governing body. This series may include, but is not limited to, staff reports, budget instructions, worksheets, surveys, allotment reports, contingency plans, budget proposals, estimates of revenues, financial forecasting reports and similar records.

Minimum Retention Period:

Five (5) fiscal years from the year to which the records pertain.

Attorney General Opinions

LRDA Number: 2007- 1388

Description:

This record series documents Attorney General opinions and letters of advice. This series may include, but is not limited to, requests for opinions, informal or formal opinions, letters of advice, copies of legislative bills, copies of statutes and administrative rules, related correspondence and similar documents.

Minimum Retention Period:

As long as administratively useful.

Note:

Review for historical value.

Bankruptcy Records

LRDA Number: 2007- 469

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.

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)].

Case Assignments, Log Books

LRDA Number: 2007- 796

Description:

This record series documents case assignments and may contain, but is not limited to, log books or similar records containing information on date case assigned, to whom case assigned, control or case number, date reported, crime, victim, suspect, background information on case and related information.

Minimum Retention Period:

Three (3) calendar years from the end of the calendar year to which the record pertains.

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)). 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:

These may be in hardcopy or electronic form and are often used to control or track the status of work.

Case Files: Appealed Cases

LRDA Number: 2007- 1391

Description:

This record series documents cases on appeal, and may contain, but is not limited to, notice of appeal, applicable case file, copies of pertinent court case papers, transcript of court case proceedings, attorney's notes, orders of cases on appeal, memos, related correspondence and similar documents.

Minimum Retention Period:

Three (3) calendar years after all appeals are exhausted.

Legal Citations:

NRS 239B.030, 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:

Retain permanently cases determined by the District Attorney to be of historical significance.

Civil Cases

LRDA Number: 2007- 155

Description:

This record series documents pending and closed civil cases filed by, and against, local governments. This series may contain, but is not limited to, complaints, summons, investigations, reports, attorney's notes, photographs, orders and judgments, dispositions, pleadings, medical reports, copies of planning documents; engineering documents; and financial records, related correspondence and similar records.

Minimum Retention Period:

Six (6) calendar years after disposition of the case.

Legal Citations:

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)).

Civil Rights

LRDA Number: 2007- 156

Description:

These are case files maintained in relation to discrimination complaints made against the local government. Records may include, but are not limited to, complaint, complainant personal information, reports, exhibits, withdrawal notices, copies of decisions, hearing and meeting records, correspondence and related documentation.

Minimum Retention Period:

Six (6) calendar years after disposition of the case

Legal Citations:

42 USC section 1983, NRS 205.4617, NRS 239B.030, NRS 11.190 (1)(a), NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:

This record series contains Confidential and 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)).

Claims Against Others

LRDA Number: 2007- 1547

Description:

This record series documents claims against the public and insurance companies for the recovery of costs for damage to governmental property. This series may contain, but is not limited to, damage reports, copies of police reports, damage estimates, cost reports, photographs, summaries, copies of insurance documents, legal documents, related correspondence, and similar records.

Minimum Retention Period:

Six (6) fiscal years after final payment is received, or one (1) fiscal year after the claim is written off as uncollectible.

Legal Citations:

NRS 354.255 to 354.257, NRS 11.190 (1)(b), 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)].

Contracts and Agreements (office copies)

LRDA Number: 2007- 54

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.

Convenience Copies

LRDA Number: 2007- 1230

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.

Correspondence: Administrative

LRDA Number: 2007- 7

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.

Correspondence: Complaints

LRDA Number: 2007- 55

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)].

Correspondence: General and Inquiries

LRDA Number: 2007- 56

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.

Departmental Regulations, Policies and Procedures

LRDA Number: 2007- 57

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)

Dispositions of Cases

LRDA Number: 2007- 161

Description:

This record series documents the result of cases prosecuted or defended by the District Attorney/ City Attorney's office.

Minimum Retention Period:

Thirty (30) days from the date of the disposition.

Legal Citations:

NRS 252.110, NRS 266.470

Electronic Mail (E-mail)

LRDA Number: 2007- 245

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).

Employee Development / Training Records - "Office Copy"

LRDA Number: 2007- 330

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)).

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)].

Employee Files Maintained in an Office or Department

LRDA Number: 2007- 58

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, 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.

Leave Requests

LRDA Number: 2007- 1241

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)].

Opinions

LRDA Number: 2007- 163

Description:

Formal opinions rendered by the attorney's office for various departments or the governing body. Documents the rationale for policy and maintains consistency in related issues. Information usually includes date, department requesting opinion, and the text of the opinion.

Minimum Retention Period:

Permanent.

Legal Citations:

NRS 252.110, NRS 266.470

Procedure Manuals

LRDA Number: 2007- 369

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.

Processes, Civil Cases

LRDA Number: 2007- 852

Description:

This record series documents writs, orders, notices, and other civil processes issued by a court or other legally authorized agency or individual to be executed, posted, or published by law enforcement.

Minimum Retention Period:

One (1) calendar year after date of service or return.

Legal Notes:

This record series may contain Confidential or Sensitive Information and should be destroyed in a secure

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

LRDA Number: 2007- 67

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.

Records Destruction Certificate

LRDA Number: 2007- 69

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)

Records Retention Schedule

LRDA Number: 2007- 73

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

Requests for Opinions

LRDA Number: 2007- 167

Description:

This record series documents requests for legal opinions from agency legal counsel, city or district attorney, or other legal authorities.

Minimum Retention Period:

Two (2) calendar years from the answer of the request.

Special Assessment Districts, Files

LRDA Number: 2007- 998

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)].

Summons and Subpoenas

LRDA Number: 2007-1281

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.

Technical Reference Files

LRDA Number: 2007- 1254

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.

Travel Records - Employee

LRDA Number: 2007- 1528

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)].

Writs

LRDA Number: 2007- 169

Description:

This record series documents writs issued from a court or other legally authorized agency or individual. This series may contain, but is not limited to, writs, notices, orders, and similar documents, proof of service, proof of publication, proof of execution, date received, date served, by whom served, how served, date returned, title and number of case, recipient information, correspondence, and related documents.

Minimum Retention Period:

Three (3) calendar years after writ is no longer in effect.

Legal Citations:

NRS 252.110, NRS 266.470, NRS 11.190 (3)(d)

Zoning Violation Records

LRDA Number: 2007- 1224

Description:

This record series consists of records relating to violations of local zoning ordinances and may contain, 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 two (2) calendar years after correction of violation. For alleged, but unfounded violations retain thirty (30) days after determination that zoning ordinances have not been violated.

Legal Citations:

NRS 11.190 (4)(e)

ACKNOWLEDGED BY RECORDS DELEGATE(S) Leslye Green
DATE 11/10/08

REVIEWED BY RECORDS ADMINISTRATOR Sharon E. Kuhns CRM
DATE 11/11/08

APPROVED BY DEPARTMENT DIRECTOR [Signature]
DATE 11/10/08 JK

Lifecycle Retention Schedule for City Attorney Civil Division

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	Five (5) fiscal years from the year to which the records pertain
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 1388
Record Title	Attorney General Opinions
State Required Retention	As long as administratively useful.
Department Retention	As long as administratively useful.
On Site Retention	As long as administratively useful.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 469
Record Title	Bankruptcy Records
State Required Retention	Six (6) fiscal years after repayment or discharge of the debt.
Department Retention	Seven (7) calendar years after all appeals are exhausted.
On Site Retention	Four (4) months
Records Center	Six (6) years and eight (8) months after all appeals are exhausted.
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 City Attorney Civil Division

LDRA No	2007- 796
Record Title	Case Assignments, Log Books
State Required Retention	Three (3) calendar years from the end of the calendar year to which the record pertains.
Department Retention	Three (3) calendar years from the end of the calendar year to which the record pertains.
On Site Retention	Three (3) calendar years from the end of the calendar year to which the record 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- 1391
Record Title	Case Files: Appealed Cases
State Required Retention	Three (3) calendar years after all appeals are exhausted.
Department Retention	Seven (7) calendar years after all appeals are exhausted.
On Site Retention	Four (4) months
Records Center	Six (6) years and eight (8) months after all appeals are exhausted.
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 155
Record Title	Civil Cases
State Required Retention	Six (6) calendar years after disposition of the case.
Department Retention	Seven (7) calendar years after all appeals are exhausted.
On Site Retention	Four (4) months
Records Center	Six (6) years and eight (8) months after all appeals are exhausted.
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 City Attorney Civil Division

LDRA No	2007- 156
Record Title	Civil Rights
State Required Retention	Six (6) calendar years after disposition of the case
Department Retention	Seven (7) calendar years after all appeals are exhausted.
On Site Retention	Four (4) months
Records Center	Six (6) years and eight (8) months after all appeals are exhausted.
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
LDRA No	2007- 1547
Record Title	Claims Against Others
State Required Retention	Six (6) fiscal years after final payment is received, or one (1) fiscal year after the claim is written off as uncollectible.
Department Retention	Seven (7) fiscal years after final payment is received, or one (1) fiscal year after the claim is written off as uncollectible.
On Site Retention	Four (4) months
Records Center	Six (6) fiscal years and eight (8) months after final payment is received.
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner.
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 City Attorney Civil Division

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 of record retained
Destroy by	Shred & Delete when filmed
Record Media	Paper & Electronic & Microfilm
Notes	Put to microfilm when enough is available
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 City Attorney Civil Division

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	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 161
Record Title	Dispositions of Cases
State Required Retention	Thirty (30) days from the date of the disposition.
Department Retention	Thirty (30) days from the date of the disposition.
On Site Retention	Thirty (30) days from the date of the disposition.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

Lifecycle Retention Schedule for City Attorney Civil Division

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 & Delete
Record Media	Paper & Electronic
Notes	

Lifecycle Retention Schedule for City Attorney Civil Division

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- 163
Record Title	Opinions
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent.
Records Center	Retain microfilm of record
Destroy by	
Record Media	Paper & Microfilm
Notes	
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 the City Attorney Civil Division

LDRA No	2007- 852
Record Title	Processes, Civil Cases
State Required Retention	One (1) calendar year after date of service or return.
Department Retention	One (1) calendar year after date of service or return.
On Site Retention	One (1) calendar year after date of service or return.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive 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	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
Record Media	Paper
Notes	

Lifecycle Retention Schedule for the City Attorney Civil Division

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- 167
Record Title	Requests for Opinions
State Required Retention	Two (2) calendar years from the answer of the request.
Department Retention	Two (2) calendar years from the answer of the request.
On Site Retention	Two (2) calendar years from the answer of the request.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
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	Five (5) fiscal years after the fiscal year in which the notice of completion is issued
Records Center	None
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 Attorney Civil Division

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	Those that are a part of a case file
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Some documents included in case files
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- 1528
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

Lifecycle Retention Schedule for the City Attorney Civil Division

LDRA No	2007- 169
Record Title	Writs
State Required Retention	Three (3) calendar years after writ is no longer in effect
Department Retention	Three (3) calendar years after writ is no longer in effect
On Site Retention	Three (3) calendar years after writ is no longer in effect
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 1224
Record Title	Zoning Violation Records
State Required Retention	For violations retain two (2) calendar years after correction of violation. For alleged, but unfounded violations retain thirty (30) days after determination that zoning ordinances have not been violated.
Department Retention	For violations retain two (2) calendar years after correction of violation. For alleged, but unfounded violations retain thirty (30) days after determination that zoning ordinances have not been violated.
On Site Retention	For violations retain two (2) calendar years after correction of violation. For alleged, but unfounded violations retain thirty (30) days after determination that zoning ordinances have not been violated.
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	

ACKNOWLEDGED BY RECORDS DELEGATES(S) _____

DATE 11/10/08

REVIEWED BY RECORDS ADMINISTRATOR Sharon E. Kuhns CRM

DATE 11/11/08

APPROVED BY DEPARTMENT DIRECTOR _____

DATE 11/10/08

CITY ATTORNEY CRIMINAL DIVISION

Annual Budget - Files

LRDA Number: 2007- 3

Description:

This record series documents the preparation of governmental budget requests presented to the governing body. This series may include, but is not limited to, staff reports, budget instructions, worksheets, surveys, allotment reports, contingency plans, budget proposals, estimates of revenues, financial forecasting reports and similar records

Minimum Retention Period:

Five (5) fiscal years from the year to which the records pertain.

Calendar of Cases

LRDA Number: 2007- 153

Description:

This record series documents the daily schedule of cases that are to be heard before the court. This series may include, but is not limited to, defendants' names, plaintiffs' names, case number, date of appearance, and related information.

Minimum Retention Period:

Thirty (30) days from the date of the schedule.

Case Files: Appealed Cases

LRDA Number: 2007- 1391

Description:

This record series documents cases on appeal, and may contain, but is not limited to, notice of appeal, applicable case file, copies of pertinent court case papers, transcript of court case proceedings, attorney's notes, orders of cases on appeal, memos, related correspondence and similar documents.

Minimum Retention Period:

Three (3) calendar years after all appeals are exhausted.

Legal Citations:

NRS 239B.030, 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:

Retain permanently cases determined by the District Attorney to be of historical significance.

Case Files: Domestic Violence –Misdemeanor

LRDA Number: 2008 1756

Description:

These case files document misdemeanor domestic violence cases prosecuted by the attorney's office. The records may contain information pertaining to case number, defendant's name, social security number, date of birth, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, complaints, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents.

Minimum Retention Period:

Following disposition of the case, retain for a minimum period of thirty (30) days after the appeals time frame has expired and all appeals have been exhausted.

Legal Citations:

NRS 200.485, NRS 33.018, 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, overwriting, etc. (See NAC 239.165 (1)(2)).

**Case Files: Driving Under the Influence (DUI)-
Misdemeanor**

LRDA Number: 2008 1764

Description:

These case files document driving under the influence cases prosecuted by the attorney's office. The records may contain information pertaining to case number, defendant's name, social security number, date of birth, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, complaints, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents.

Minimum Retention Period:

Following disposition of the case, retain for a minimum period of thirty (30) days after the appeals time frame has expired and all appeals have been exhausted.

Legal Citations:

NRS 484.3792, 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, overwriting, etc. (See NAC 239.165 (1)(2)).

Case Files: Misdemeanor

LRDA Number: 2007- 1387

Description:

These case files document misdemeanor cases prosecuted by the attorney's office. This series may contain, but is not limited to, case number, defendant's name, social security number, date of birth, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, complaints, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents.

Minimum Retention Period:

Following disposition of the case, retain for a minimum period of thirty (30) days after the appeals time frame has expired and all appeals have been exhausted.

Legal Citations:

NRS 484.3792, NRS 11.90 (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)).

Complaints

LRDA Number: 2007- 158

Description:

This record series documents legal complaints and usually consist of written statements of the essential facts constituting the public offense charged and supporting documentation.

Minimum Retention Period:

Retain felony complaints for four (4) calendar years from the date of filing. Retain gross misdemeanor or misdemeanor complaints for two (2) calendar years from the date of filing.

Legal Citations:

NRS 11.190, NRS 171.085, NRS 171.090, NRS 171.102, NRS 252.110, NRS 266.470, 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)).

Contracts and Agreements (office copies)

LRDA Number: 2007- 54

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.

Convenience Copies

LRDA Number: 2007- 1230

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.

Correspondence: Administrative

LRDA Number: 2007- 7

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.

Correspondence: Complaints

LRDA Number: 2007- 55

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)].

Correspondence: General and Inquiries

LRDA Number: 2007- 56

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.

Criminal Citations

LRDA Number: 2007- 1730

Description:

This record series documents criminal citations issued by law enforcement. This series usually includes date, time, location of violation, nature of offense, individuals name, address, occupation, driver's license or identification number, violation code, citation number, officer's name, and signature of person receiving citation.

Minimum Retention Period:

Three (3) calendar years from the date of issuance.

Legal Citations:

NRS 171.1773 to 171.1778, 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:

If the individual is fingerprinted and those fingerprints are sent to the Central Repository for Nevada Records of Criminal History the records must be retained for the same retention period as the Incident/Crime Report Record Series. (LRDA # 2007-822)

Denied Prosecution Files

LRDA Number: 2007- 1389

Description:

This record series documents correspondence between the attorney's office and an outside investigative agency (usually police departments) concerning the inability to prosecute cases based on a lack of evidence. These documents are usually generated in response to police investigations and consist mainly of correspondence and case descriptions.

Minimum Retention Period:

As long as administratively useful to the attorneys office.

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)).

Departmental Regulations, Policies and Procedures

LRDA Number: 2007- 57

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)

Dispositions of Cases

LRDA Number: 2007- 161

Description:

This record series documents the result of cases prosecuted or defended by the District Attorney/ City Attorney's office.

Minimum Retention Period:

Thirty (30) days from the date of the disposition.

Legal Citations:

NRS 252.110, NRS 266.470

Electronic Mail (E-mail)

LRDA Number: 2007- 245

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).

Employee Development / Training Records - "Office Copy"

LRDA Number: 2007- 330

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)).

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

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.

Grant Files - Unfunded

LRDA Number: 2007- 1248

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.
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.

Grants: Fiscal Records

LRDA Number: 2007- 59

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 (such as the Tax ID number) and should 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)].

Grants: Proposals, Reports and Results

LRDA Number: 2007- 1649

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.

Leave Requests

LRDA Number: 2007- 1241

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)].

Pre-Prosecution Diversion Program Files

LRDA Number: 2007- 1399

Description:

This record series documents contracts or agreements between the District Attorneys office and defendants wanting to settle cases out of court. This series may contain, but is not limited to, program contract, counseling notes, letter of successful termination, rejection letter, copy of restitution, receipts, admission statement, therapeutic notes, psychological assessments, correspondence, and related documents

Minimum Retention Period:

Six (6) calendar years after the disposition of case.

Legal Citations:

NRS 11.190 (1)(b), NRS 239B.030, 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)).

Procedure Manuals

LRDA Number: 2007- 369

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.

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

LRDA Number: 2007- 67

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.

Receipts for Criminal Reports

LRDA Number: 2007- 165

Description:

This record series documents the payment and cost of purchasing copies of criminal reports.

Minimum Retention Period:

Until annual audit is completed.

Legal Citations:

NRS 354.624

Records Destruction Certificate

LRDA Number: 2007- 69

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)

Records Ordered Sealed by a Court

LRDA Number: 2007- 860

Description:

This record series documents records ordered sealed by a court of record in accordance with state and federal laws. This series may contain, but is not limited to, petition notice, affidavits, data sheets, copy of criminal history, copies of court documents, testimony of law enforcement, testimony of prosecuting attorney, hearing records, records of rehearing, evidence, signed order of the court sealing the records, access logs [detailing the authorized inspection of the records], computer printouts, microfilm, microfiche, and related documents.

Minimum Retention Period:

Retain the sealed record for the same authorized retention period as the equivalent non-sealed record, unless directed otherwise by a court of record.

Legal Citations:

NRS 179.245 to 179.301, NRS 176A.265, NRS 453.3365, NRS 239.125, NAC 239.165 (1)(2)

Legal Notes:

The sealing of a record limits access to the record, but does not normally effect the retention period.

Note:

Non-permanent records in this 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)).

Records Retention Schedule

LRDA Number: 2007- 73

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

Summons and Subpoenas

LRDA Number: 2007- 1281

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.

Legal Citations:

Travel Records - Employee

LRDA Number: 2007- 1258

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)].

Victim Assistance Case Files

LRDA Number: 2007- 1403

Description:

This record series consists of documentation of the assistance efforts provided to crime victims by governmental agencies. This series may include, but is not limited to, duplicates of police reports and court documents as well as attorney's notes, interview notes, correspondence, and victim assistance referrals. In addition to these records the file may contain but is not limited to victims personal information, hearing notices, victim's impact statement, restitution statements, copies of medical reports, crime compensation application, restitution payment records, written notification requests, copies of protection orders, records documenting state action, and additional supporting documentation.

Minimum Retention Period:

Three (3) calendar years after the final disposition of the case.

Legal Citations:

NRS 178.5698, NRS 176.015, NRS 217.480, NRS 176A.120, NRS 176A.430, NRS 200.591, NRS 449.244, NRS 213.040, NRS 62D.440, NRS 11.190 (3)(d), NAC 239.165 (1)(2)

Legal Notes:

This record series contains 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)).

Warrants (copy of court records)

LRDA Number: 2007- 882

Description:

This record series documents written orders of the court. This series may include, but is not limited to, informational documents related to the wanted person, teletypes, subpoena or summons, and other records relevant to the service of warrants. Warrant information usually includes date, court, judge's name, individual's name and date of birth, charge, and related information.

Minimum Retention Period:

Until served, executed, recalled, or cancelled by the court.

Legal Citations:

NRS 248.100, NRS 259.140, 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)].

Writs

LRDA Number: 2007- 169

Description:

This record series documents writs issued from a court or other legally authorized agency or individual. This series may contain, but is not limited to, writs, notices, orders, and similar documents, proof of service, proof of publication, proof of execution, date received, date served, by whom served, how served, date returned, title and number of case, recipient information, correspondence, and related documents.

Minimum Retention Period:

Three (3) calendar years after writ is no longer in effect.

Legal Citations:

NRS 252.110, NRS 266.470, NRS 11.190 (3)(d)

ACKNOWLEDGED BY RECORDS DELEGATE(S) Leissy Green
DATE 11/10/08

REVIEWED BY RECORDS ADMINISTRATOR Sharon E. Kuhns CRM
DATE 11/11/08

APPROVED BY DEPARTMENT DIRECTOR BJ
DATE 11/10/08 JK

Lifecycle Retention Schedule for City Attorney Criminal Division

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	Five (5) fiscal years from the year to which the records pertain
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 153
Record Title	Calendar of Cases
State Required Retention	Thirty (30) days from the date of the schedule
Department Retention	Thirty (30) days from the date of the schedule
On Site Retention	Thirty (30) days from the date of the schedule
Records Center	None
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 1391
Record Title	Case Files: Appealed Cases
State Required Retention	Three (3) calendar years after all appeals are exhausted
Department Retention	Three (3) calendar years after all appeals are exhausted
On Site Retention	Four (4) calendar months
Records Center	Two (2) calendar years and eight (8) months after all appeals are exhausted
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner Secured storage in Records Center NJIC requirement

Lifecycle Retention Schedule for City Attorney Criminal Division

LDRA No	2008 1756
Record Title	Case Files: Domestic Violence -Misdemeanor
State Required Retention	Following disposition of the case, retain for a minimum period of thirty (30) days after the appeals time frame has expired and all appeals have been exhausted.
Department Retention	Three (3) calendar years after the disposition of the case.
On Site Retention	Four (4) months
Records Center	Two (2) calendar years eight (8) months after the disposition of the case.
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner Secured storage in Records Center NJIC requirement
LDRA No	2008 1764
Record Title	Case Files: Driving Under the Influence (DUI)-Misdemeanor
State Required Retention	Following disposition of the case, retain for a minimum period of thirty (30) days after the appeals time frame has expired and all appeals have been exhausted.
Department Retention	Three (3) calendar years after the disposition of the case.
On Site Retention	Four (4) months
Records Center	Two (2) calendar years eight (8) months after the disposition of the case.
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner Secured storage in Records Center NJIC requirement
LDRA No	2007- 1387
Record Title	Case Files: Misdemeanor
State Required Retention	Following disposition of the case, retain for a minimum period of thirty (30) days after the appeals time frame has expired and all appeals have been exhausted
Department Retention	Three (3) calendar years after the disposition of the case.
On Site Retention	Four (4) months
Records Center	Two (2) calendar years eight (8) months after the disposition of the case.
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner Secured storage in Records Center NJIC requirement

Lifecycle Retention Schedule for City Attorney Criminal Division

LDRA No	2007- 158
Record Title	Complaints
State Required Retention	Retain felony complaints for four (4) calendar years from the date of filing. Retain gross misdemeanor or misdemeanor complaints for two (2) calendar years from the date of filing.
Department Retention	Three (3) calendar years after the disposition of the case. Part of case file
On Site Retention	Four (4) months
Records Center	Two (2) calendar years eight (8) months after the disposition of the case.
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner
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 City Attorney Criminal Division

LDRA No	2007- 7
Record Title	Correspondence: Administrative
State Required Retention	Permanent
Department Retention	Permanent
On Site Retention	Permanent
Records Center	Retain Microfilmed records
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 City Attorney Criminal Division

LDRA No	2007- 1730
Record Title	Criminal Citations
State Required Retention	Three (3) calendar years from the date of issuance.
Department Retention	Three (3) calendar years after the disposition of the case. Part of case file
On Site Retention	Four (4) months
Records Center	Two (2) calendar years eight (8) months after the disposition of the case.
Destroy by	Shred
Record Media	Paper copies only
Notes	Confidential or Sensitive Information and should be destroyed in a secure manner Secured storage in Records Center NJIC requirement
LDRA No	2007- 1389
Record Title	Denied Prosecution Files
State Required Retention	As long as administratively useful to the attorneys office.
Department Retention	As long as administratively useful to the attorneys office.
On Site Retention	As long as administratively useful to the attorneys office.
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- 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 City Attorney Criminal Division

LDRA No	2007- 161
Record Title	Dispositions of Cases
State Required Retention	Thirty (30) days from the date of the disposition.
Department Retention	Thirty (30) days from the date of the disposition.
On Site Retention	Thirty (30) days from the date of the disposition.
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- 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

Lifecycle Retention Schedule for City Attorney Criminal Division

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. Retain 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	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

Lifecycle Retention Schedule for City Attorney Criminal Division

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
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- 1399
Record Title	Pre-Prosecution Diversion Program Files
State Required Retention	Six (6) calendar years after the disposition of case.
Department Retention	Six(6) calendar years after the disposition of the case.
On Site Retention	Four (4) months
Records Center	Five(5) calendar years eight (8) months after the disposition of the case.
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 City Attorney Criminal Division

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- 165
Record Title	Receipts for Criminal Reports
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	Recycle & Delete
Record Media	Paper & Electronic
Notes	

Lifecycle Retention Schedule for the City Attorney Criminal Division

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
Record Media	Paper
Notes	
LDRA No	2007- 860
Record Title	Records Ordered Sealed by a Court
State Required Retention	Retain the sealed record for the same authorized retention period as the equivalent non-sealed record, unless directed otherwise by a court of record.
Department Retention	Retain the sealed record for the same authorized retention period as the equivalent non-sealed record, unless directed otherwise by a court of record. Three (3) years
On Site Retention	Retain the sealed record for the same authorized retention period as the equivalent non-sealed record, unless directed otherwise by a court of record. Four (4) months
Records Center	Retain the sealed record for the same authorized retention period as the equivalent non-sealed record, unless directed otherwise by a court of record. Two (2) years eight (8) months
Destroy by	Shred
Record Media	Paper
Notes	The sealing of a record limits access to the record, but does not normally effect the retention period.
LDRA No	Records Retention Schedule
Record Title	Six (6) calendar years after superseded by a changed 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	None
Records Center	Recycle & Delete
Destroy by	Paper & Electronic
Record Media	
Notes	

Lifecycle Retention Schedule for the City Attorney Criminal Division

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	Those that are a part of a case file
Destroy by	Shred & Delete
Record Media	Paper & Electronic
Notes	Some documents included in case files
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- 1403
Record Title	Victim Assistance Case Files
State Required Retention	Three (3) calendar years after the final disposition of the case
Department Retention	Three (3) calendar years after the disposition of the case.
On Site Retention	Four (4) months
Records Center	Two (2) calendar years eight (8) months after the disposition of the case.
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 Attorney Criminal Division

LDRA No	2007- 882
Record Title	Warrants (copy of court records)
State Required Retention	Until served, executed, recalled, or cancelled by the court
Department Retention	Until served, executed, recalled, or cancelled by the court
On Site Retention	Until served, executed, recalled, or cancelled by the court
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- 169
Record Title	Writs
State Required Retention	Three (3) calendar years after writ is no longer in effect.
Department Retention	Three (3) calendar years after writ is no longer in effect.
On Site Retention	Three (3) calendar years after writ is no longer in effect.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	

ACKNOWLEDGED BY RECORDS DELEGATE(S) Cecilia Green
DATE 10/8/08

REVIEWED BY RECORDS ADMINISTRATOR Sharon E. Kuhns CRM
DATE 10/8/08

APPROVED BY DEPARTMENT DIRECTOR [Signature]
DATE 10/8/08

CITY AUDITOR

Accounting Files (office copies)

LRDA Number: 2007- 46

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)].

Budgets: Office / Departmental Copy

LRDA Number: 2007- 52

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

Attendance Records, Employees (office copies)

LRDA Number: 2007- 48

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)].

Contracts and Agreements (office copies)

LRDA Number: 2007- 54

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.

Convenience Copies

LRDA Number: 2007- 1230

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.

Correspondence: General and Inquiries

LRDA Number: 2007- 56

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.

Departmental Regulations, Policies and Procedures

LRDA Number: 2007- 57

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)

Electronic Mail (E-mail)

LRDA Number: 2007- 245

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).

Leave Requests

LRDA Number: 2007- 1241

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)].

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

LRDA Number: 2007- 67

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.

Quality Assurance Review Audits and Reports

LRDA Number: 2007- 1256

Description:

This record series consists of quality control reviews performed by an agency to check the effectiveness of policies and procedures [such as office security, training, safety, personnel, customer relations, emergency and similar procedures]. The files may consist of: investigative reports, checklists, copies of documents involved in the review or audit, staff reviews, copies of policies & procedures, comparison reports, copies of safety manuals, copies of staff training documentation, regular and final reports, related correspondence and similar documentation.

Minimum Retention Period:

Three (3) calendar years from the end of the calendar year to which they 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)].

Records Retention Schedule

LRDA Number: 2007- 73

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 \

Time Cards and Sheets

LRDA Number: 2007- 327

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)].

Travel Records - Employee

Number: 2007- 1528

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 DELEGATES(S) Bonnie Mock
DATE 12/17/08

REVIEWED BY RECORDS ADMINISTRATOR Sharon E. Lohmeyer
DATE 12/23/08

APPROVED BY DEPARTMENT DIRECTOR X Robert K. Lutz
DATE 12-22-08

Lifecycle Retention Schedule for City Auditor

LDRA No	2007- 46
Record Title	Accounting Files (office copies)
State Required Retention	Until resolution of an annual audit
Department Retention	Until resolution of an annual audit
On Site Retention	Until resolution of an annual audit
Records Center	None
Destroy by	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	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	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	Three (3) fiscal years from the 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

Lifecycle Retention Schedule for City Auditor

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

Lifecycle Retention Schedule for City Auditor

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- 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 City Auditor

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- 1256
Record Title	Quality Assurance Review Audits and Reports
State Required Retention	Three (3) calendar years from the end of the calendar year to which they pertain.
Department Retention	Seven (7) calendar years from the end of the calendar year to which they pertain.
On Site Retention	Seven (7) calendar years from the end of the calendar year to which they 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- 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 City Auditor

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	Three (3) fiscal years from the fiscal year to which they 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- 1528
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

ACKNOWLEDGED BY RECORDS DELEGATE(S) Bonnie Dieck

DATE 12/17/08

REVIEWED BY RECORDS MANAGER Sharon E. Kuhns CRM

DATE 12/23/08

APPROVED BY DEPARTMENT DIRECTOR X [Signature]

DATE 12-22-08

OFFICE OF BUSINESS DEVELOPMENT

Accounting Files (Office Copies)

LRDA Number: 2007- 46

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)].

Agreements

LRDA Number: 2007- 753

Description:

This series documents the negotiation, execution, completion, and termination of legal agreements between a improvement district/board and other parties.

Minimum Retention Period:

Six (6) calendar years after termination of agreement.

Legal Citations:

NRS 11.190 (1)(b)

Audit Reports (Office Copies)

LRDA Number: 2007- 49

Description:

This record series documents financial audits, and may include but is not limited to accountants summary, fund statements, statement of revenue, fund balance details, schedules, comments, recommendations, correspondence and related documents.

Minimum Retention Period:

One (1) fiscal year after superseded.

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

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

Budgets: Office / Departmental Copy**LRDA Number: 2007- 52****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.

Budgets: Work Sheets / Papers**LRDA Number: 2007- 53****Description:**

These are papers used to assist in the preparation, review, and decision-making processes for department budget requests. This series may include, but is not limited to, reports, budget instructions, work sheets, spending plans, budget proposals, financial forecasting reports and similar records.

Minimum Retention Period:

Until resolution of an annual audit.

Contracts and Agreements (Office Copies)**LRDA Number: 2007- 54****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.

Convenience Copies**LRDA Number: 2007- 1230****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.

Correspondence: Administrative**LRDA Number: 2007- 7****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.

Correspondence: Complaints**LRDA Number: 2007- 55****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)].

Correspondence: Administrative**LRDA Number: 2007- 7****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.

Correspondence: General and Inquiries**LRDA Number: 2007- 56****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.

Departmental Regulations, Policies and Procedures**LRDA Number: 2007- 57****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)

Economic Development - Client Profiles**LRDA Number: 2007- 1548****Description:**

This series contains files on businesses inquiring into possible location, relocation, or expansion within the city\county. This series may contain, but is not limited to, name of company, company contact, type of business, community brochures and pamphlets, incentive information, newsletters, booklets, publications, correspondence, and similar documents.

Minimum Retention Period:

Review annually, purging valueless, out-dated and duplicated material.

Legal Citations:

NRS 231.069, 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)].

Electronic Mail (E-mail)**LRDA Number: 2007- 245****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, 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).

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

Financial Impact Analysis Records**LRDA Number: 2007- 1529****Description:**

This record series documents the financial analysis of various governmental practices. This series may include, but is not limited to, reports, studies, worksheets, related correspondence and similar records.

Minimum Retention Period:

Three (3) fiscal years from the fiscal year to which it pertains. Review for historical value.

Note:

This series is useful for planning future budget proposals.

Grants: Proposals, Reports and Results

LRDA Number: 2007- 1649

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.

History Files

LRDA Number: 2007- 33

Description:

This record series documents the history of an agency, department, division, or other governmental body, and is usually used as an informational source for the governmental entity. This series may contain, but is not limited to, narratives, artifacts, memorabilia, photos, negatives, slides, audio-visual recordings, subject files, reports, newspaper clippings, scrapbooks, certificates, correspondence, and documents of a similar nature.

Minimum Retention Period:

Permanent.

Leave Requests

LRDA Number: 2007- 1241

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)].

**Property and Equipment, Records and Inventories
(Office Copies)**

LRDA Number: 2007- 67

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.

Records Retention Schedule

LRDA Number: 2007- 73

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

Requisitions / Purchase Orders (Office Copies)

LRDA Number: 2007- 74

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.

Staff Meeting Records

LRDA Number: 2007- 846

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.

Strategic Plan Files**LRDA Number: 2007- 47****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.

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.

Subject Files**LRDA Number: 2007- 75****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.

Technical Reference Files**LRDA Number: 2007- 1254****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.

Time Cards and Sheets**LRDA Number: 2007- 327****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)].

Travel Records - Employee

LRDA Number: 2007- 1528

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 1/15/09

REVIEWED BY RECORDS ADMINISTRATOR

DATE 1-20-09

APPROVED BY DEPARTMENT DIRECTOR

DATE 1-15-09

Debra Hume
Eric D. Walker
Sharon E. Kuhns *AKM*
1/30/09

Lifecycle Retention Schedule for Office of Business 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- 753
Record Title	Agreements
State Required Retention	Six (6) calendar years after termination of agreement.
Department Retention	Six (6) calendar years after termination of agreement.
On Site Retention	Six (6) calendar years after termination of agreement.
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 49
Record Title	Audit Reports (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	

Lifecycle Retention Schedule for Office of Business Development

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	Retain this record series Permanently
On Site Retention	Retain this record series Permanently and
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- 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 & 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	Recycle & Delete
Record Media	Paper & Electronic
Notes	

Lifecycle Retention Schedule for Office of Business Development

LDRA No	2007- 53
Record Title	Budgets: Work Sheets / Papers
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- 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 Office of Business 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 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 Office of Business Development

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	Delete
Record Media	Electronic
Notes	
LDRA No	2007- 1548
Record Title	Economic Development - Client Profiles
State Required Retention	Review annually, purging valueless, out-dated and duplicated material.
Department Retention	Review annually, purging valueless, out-dated and duplicated material.
On Site Retention	Review annually, purging valueless, out-dated and duplicated material.
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- 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 Office of Business Development

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	
LDRA No	2007- 1529
Record Title	Financial Impact Analysis Records
State Required Retention	Three (3) fiscal years from the fiscal year to which it pertains. Review for historical value
Department Retention	Three (3) fiscal years from the fiscal year to which it pertains. Review for historical value
On Site Retention	Three (3) fiscal years from the fiscal year to which it pertains. Review for historical value
Records Center	None
Destroy by	Recycle & Delete
Record Media	Paper & Electronic
Notes	
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

Lifecycle Retention Schedule for Office of Business Development

LDRA No	2007- 33
Record Title	History Files
State Required Retention	Permanent.
Department Retention	Permanent.
On Site Retention	Permanent.
Records Center	Microfilm and paper retained
Destroy by	Shred & Delete when filmed
Record Media	Paper & Electronic & Microfilm
Notes	Put to microfilm when enough records are accumulated
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- 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
Notes	

Lifecycle Retention Schedule for Office of Business 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	Recycle & Delete
Record Media	Paper & Electronic
Notes	
LDRA No	2007- 846
Record Title	Staff Meeting Records
State Required Retention	
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	One (1) calendar year from the date of the meeting
Destroy by	None
Record Media	Delete
Notes	Electronic

Lifecycle Retention Schedule for Office of Business Development

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	
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 Office of Business Development

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	Three (3) fiscal years from the fiscal year to which they 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- 1528
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

ACKNOWLEDGED BY RECORDS DELEGATES(S) <u><i>Debra Hume</i></u> DATE <u>1/15/09</u> REVIEWED BY RECORDS ADMINISTRATOR <u><i>[Signature]</i></u> DATE <u>1-28-09</u> <u>1/30/09</u> APPROVED BY DEPARTMENT DIRECTOR <u><i>[Signature]</i></u> DATE <u>1-15-09</u>	<u><i>Doris L. Walk</i></u> <u><i>[Signature]</i></u> <u><i>[Signature]</i></u>
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