



RECORDS OPERATING PROCEDURE

R.O.P. NUMBER

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SCOPE

All Departments

EFFECTIVE

March xx, 2009

SUBJECT

Development of Records Retention Schedules

Purpose

To standardize methods for establishing and maintaining retention schedules for all City records. In accordance with NAC 239.155, it is not permissible in Nevada to destroy any record produced by a local government entity unless it is covered by a schedule. Any record not covered by a schedule must be maintained until it is scheduled. The City Records Management Committee, the City Council, and the State Archivist must approve schedules.

Scope

All City of Las Vegas Employees

Procedures

Responsibility

Action

1. Department

- 1a. Works with Enterprise Records Management (ERM) Division of the City Clerks Office to identify the records series arising from the departments business processes and the period of time each record series is needed to support its associated business activities.
- 1b. Reviews department Records Retention Schedules, at least every two years, to determine which schedules require revision.
- 1c. Recommends new or revised records schedules.

2. ERM

- 2a. Researches statutory and regulatory requirements related to each record series.
- 2b. Generates draft records retention schedule for department head review and approval.
- 2c. Submits draft schedule to Records Management Committee for review and approval.

3. Records Management Committee

- 3a. Reviews and adopts proposed records retention schedules.

Note: If the proposed schedule recommends a retention for a record series that is not currently included in the State of Nevada Local Government Records Manual, the schedule will be forwarded to the State Archivist for approval.

4. ERM

- 4a. Forwards proposed schedules not currently included in the State of Nevada Local Government Records Manual to the State Archivist for approval.

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5. State Archivist	5a. Reviews proposed records retention schedule and approves/denies retention periods. <i>Note: All of these approvals must be in place before the schedules are implemented.</i>	
6. ERM	6a. Revises and updates master records retention schedule and distributes to departments for inclusion in Recordkeeping Manual. <i>Note: Until all department specific schedules are implemented, the City Records Committee has adopted the set of schedules in the Nevada Local Government Records Manual for interim use. If your department does not yet have an approved set of department schedules, contact the Enterprise Records Management Divisions at 229-6968 for assistance applying the interim schedules to your records.</i>	
Approved:		
Beverly Bridges, CMC, City Clerk		Date