

1 **BILL NO. 2019-5**

2 **ORDINANCE NO. 6683**

3 AN ORDINANCE TO AMEND LVMC 2.60.070 TO ADOPT THE MOST RECENT VERSIONS OF THE
4 NEVADA LOCAL GOVERNMENT RECORDS MANAGEMENT PROGRAM MANUAL AND
5 RELATED LOCAL GOVERNMENT RECORDS RETENTION SCHEDULES, AND TO PROVIDE FOR
6 OTHER RELATED MATTERS.

7 Proposed by: LuAnn D. Holmes, City Clerk

8 Summary: Amends LVMC 2.60.070 to adopt the
9 most recent versions of the Nevada Local
10 Government Records Management Program
11 Manual and related Local Government Records
12 Retention Schedules.

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

15 SECTION 1: Title 2, Chapter 60, Section 70, of the Municipal Code of the City of Las
16 Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

17 **2.60.070:** (A) A record may be disposed of only in accordance with the records retention
18 schedule that has been approved for records of that type.

19 (B) [The following documents are hereby adopted by the City:

20 (1) "Nevada Local Government Records Program Manual," as adopted by the
21 Division of State Library and Archives on June 26, 2007, and subsequently amended on February 9, 2010;
22 and

23 (2) "Local Government Records Retention Schedules," as adopted by the
24 Division of State Library and Archives on June 26, 2007, and as subsequently amended on August 28,
25 2008, February 9, 2010, and June 27, 2012.] The City hereby adopts the "Local Government Records
26 Management Program Manual" and the "Local Government Records Retention Schedules" in the versions
of those documents that have been adopted most recently by the Nevada State Library, Archives and Public
Records Division of the Nevada Department of Administration. The respective retention periods that are
established in those documents shall be the minimum periods for which the records of the City, other than
judicial records and other documents of the Municipal Court, must be retained.

1 (C) The City may establish periods of retention longer than those designated by the
2 State for any particular class of record. Further, the City may establish retention schedules for any record
3 not addressed by the State's schedules. Any schedule proposed to be established pursuant to this Subsection
4 (C) shall be submitted to the City Clerk for approval. Thereafter, the City Clerk shall submit the same to
5 the City Council for its approval. Such approval shall be accomplished by ordinance.

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

12 SECTION 2: If any section, subsection, subdivision, paragraph, sentence, clause or phrase
13 in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by
14 any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the
15 remaining portions of this ordinance or any part thereof. The City Council of the City of Las Vegas hereby
16 declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase
17 thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs,
18 sentences, clauses or phrases be declared unconstitutional, invalid or ineffective.

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1 The above and foregoing ordinance was first proposed and read by title to the City Council
2 on the 6th day of February, 2019, and referred to a committee for recommendation;
3 hereafter the committee reported favorably on said ordinance on the 17th day of April,
4 2019, which as a regular meeting of said Council; that at said regular meeting, the
5 proposed ordinance was read by title to the City Council and adopted by the following
6 vote:

7 VOTING "AYE": Councilmembers Anthony, Coffin, Fiore and Crear

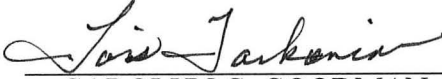
8 VOTING "NAY": None

9 EXCUSED: Mayor Goodman and Councilmember Tarkanian

10 ABSTAINED: None

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APPROVED:



CAROLYN G. GOODMAN, Mayor
Lois Tarkanian, Mayor Pro-Tem

ATTEST:



LUANN D. HOLMES, MMC City Clerk

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

4 PASSED, ADOPTED and APPROVED this 17th day of April, 2019.

5 APPROVED:

6 By Lois Tarkanian
7 CAROLYN G. GOODMAN, Mayor

Lois Tarkanian, Mayor Pro-Tem

8 ATTEST:

9 Luann D. Holmes
10 LUANN D. HOLMES, MMC
City Clerk

11 APPROVED AS TO FORM:

12 Val Steed 1-22-19
13 Val Steed, Date
Deputy City Attorney