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**BILL NO. 2019-5**

**ORDINANCE NO. 6683**

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

Proposed by: LuAnn D. Holmes, City Clerk

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

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

FOLLOWS:

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

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

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

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

(2) "Local Government Records Retention Schedules," as adopted by the Division of State Library and Archives on June 26, 2007, and as subsequently amended on August 28, 2008, February 9, 2010, and June 27, 2012.] The City hereby adopts the "Local Government Records 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.

62

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 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 17<sup>th</sup> day of April, 2019.

5 APPROVED:

6 *Lois Tarkanian*  
7 By \_\_\_\_\_  
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

1 The above and foregoing ordinance was first proposed and read by title to the City Council  
2 on the 6<sup>th</sup> day of February, 2019, and referred to a committee for recommendation;  
3 hereafter the committee reported favorably on said ordinance on the 17<sup>th</sup> 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

11  
12  
13 APPROVED:

14   
15 CAROLYN G. GOODMAN, Mayor

16 **Lois Tarkanian, Mayor Pro-Tem**

17 ATTEST:

18   
19 LUANN D. HOLMES, MMC City Clerk

**AFFIDAVIT OF PUBLICATION**

STATE OF NEVADA)  
COUNTY OF CLARK) SS:

**LV CITY CLERK  
495 S MAIN ST  
LAS VEGAS NV 89101**

**Account # 22515  
Ad Number 0001042589**

RECEIVED  
CITY CLERK

2019 APR 11 A 11:11

Leslie McCormick, being 1st duly sworn, deposes and says: That she is the Legal Clerk for the Las Vegas Review-Journal and the Las Vegas Sun, daily newspapers regularly issued, published and circulated in the City of Las Vegas, County of Clark, State of Nevada, and that the advertisement, a true copy attached for, was continuously published in said Las Vegas Review-Journal and / or Las Vegas Sun in 1 edition(s) of said newspaper issued from 04/04/2019 to 04/04/2019, on the following days:

04 / 04 / 19

**BILL NO. 2019-5**

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Proposed by: LuAnn D. Holmes,  
City Clerk

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

At the City Council meeting of February 6, 2019

BILL NO. 2019-5 WAS READ BY TITLE AND REFERRED TO A RECOMMENDING COMMITTEE

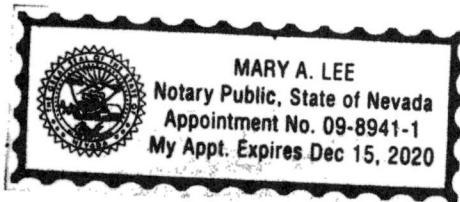
COPIES OF THE COMPLETE ORDINANCE ARE AVAILABLE FOR PUBLIC INFORMATION IN THE OFFICE OF THE CITY CLERK, 2ND FLOOR, 495 SOUTH MAIN STREET, LAS VEGAS, NEVADA

PUB: April 4, 2019  
LV Review-Journal

*Leslie McCormick*  
\_\_\_\_\_  
/s/ LEGAL ADVERTISEMENT REPRESENTATIVE

Subscribed and sworn to before me on this 4th day of April, 2019

Notary *Mary Lee*  
\_\_\_\_\_



**AFFIDAVIT OF PUBLICATION**

STATE OF NEVADA)  
COUNTY OF CLARK) SS:

RECEIVED  
CITY CLERK

**LV CITY CLERK  
495 S MAIN ST  
LAS VEGAS NV 89101**

**Account # 22515  
Ad Number 0001045266**

2019 APR 24 A 11: 33

Leslie McCormick, being 1st duly sworn, deposes and says: That she is the Legal Clerk for the Las Vegas Review-Journal and the Las Vegas Sun, daily newspapers regularly issued, published and circulated in the City of Las Vegas, County of Clark, State of Nevada, and that the advertisement, a true copy attached for, was continuously published in said Las Vegas Review-Journal and / or Las Vegas Sun in 1 edition(s) of said newspaper issued from 04/20/2019 to 04/20/2019, on the following days:

04 / 20 / 19

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Proposed by:  
LuAnn D. Holmes, City Clerk

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

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

VOTING "AYE": Mayor Pro Tem Anthony and Councilmembers Coffin, Fiore and Crear

VOTING "NAY": NONE

EXCUSED: Mayor Goodman and Councilwoman Tarkanian

COPIES OF THE COMPLETE ORDINANCE ARE AVAILABLE FOR PUBLIC INFORMATION IN THE OFFICE OF THE CITY CLERK, 2ND FLOOR, 495 SOUTH MAIN STREET, LAS VEGAS, NEVADA

PUB: April 20, 2019  
LV Review-Journal

*[Signature]*  
\_\_\_\_\_  
LEGAL ADVERTISEMENT REPRESENTATIVE

Subscribed and sworn to before me on this 22nd day of April, 2019

Notary *[Signature]*  
\_\_\_\_\_

