Local Government
Records Retention Schedules

Amended
December 21, 2020

These schedules were adopted in accordance with NRS 239.125 and NAC 239.155,
and supersede all previous versions.

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Section Name	Record Series Title
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Section Name	Record Series Title
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Section Name	Record Series Title
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Section Name	Record Series Title
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Section Name	Record Series Title
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Section Name	Record Series Title
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Section Name	Record Series Title
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	Warrants (copy of court records)
	Work Permit/Cards
	Work Permit/Cards for Prostitutes, All Records
	Work Permits/Cards: Receipts for Work Cards
Law Library	Catalog Records
	Collections of Fines and Fees
	Copy Log
	Narrative Reports
	Register of Borrowers
Parks and Recreation	Application to Become a Park Commissioner
	Applications to Rent or Lease Facilities
	Behavioral Reports
	Construction of Facilities, Proposed or Completed

Section Name	Record Series Title
Parks and Recreation	Contractors, Records of Persons Hired as
	Equipment: Rental Records
	Equipment: Usage Reports
	Equipment: Use Requests
	Park and Facility Inspection Records
	Park/Facility Inventories, Property and Equipment
	Permits Issued for Park or Facility Use
	Programs: Accidents Occurring During a Program Which Result in Personal Injury or Death
	Programs: Descriptions of Programs
	Programs: Participant Registration and Attendance Records
	Programs: Payment Records, Participants
	Programs: Senior Citizens' Program Records
	Schedules for Use of Facilities
	Scholarship Applications
	Statements or Waivers Releasing a Park or Recreation Department from Liability for Personal Injury
	Swimming Pool Operating Records
Personnel	Affirmative Action Program Files
	Alcohol and Drug Testing Records - Negative Results
	Alcohol and Drug Testing Records - Positive Results
	Americans With Disabilities Act (ADA) Compliance Records
	Appeals Files (Disciplinary Actions)
	Apprenticeship Records
	Background Checks/Investigations
	Commercial Drivers License Records
	Continuation of Insurance Benefits (COBRA) Records
	Continuing Education Files

Section Name	Record Series Title
Personnel	Deferred Compensation Plans - Participant Records
	Deferred Compensation Plans - Plan Details
	Disciplinary Records
	Donated Leave Program Records
	EEO Reports
	Eligibility Lists
	Employee Assistance Program Case Files - Required
	Employee Assistance Program Case Files - Voluntary
	Employee Attendance Records
	Employee Development \Training Records
	Employee Directories, Rosters or Indexes
	Employee Handbooks
	Employee Licenses / Certificates
	Employee Medical Records [Except Police Officers and Firefighters]
	Employee Medical Records-Hazard Exposure Records
	Employee Medical Records-Hazard Exposure Records - Lead
	Employee Recognition Program Records
	Employment Contracts
	Evidence of Insurability Files
	Family Leave (FMLA) Records
	Fitness For Duty Files
	Garnishments
	Grievances: Case Files
	Grievances: Hearings
	Grievances: Record on Judicial Review
	Group Health and Life Insurance - Death Claims

Section Name	Record Series Title
Personnel	Group Health and Life Insurance - Employee Records
	Group Health and Life Insurance - Long Term Disability Records
	Group Health and Life Insurance Plans
	Job Advertisements
	Local Government Employee-Management Relations Board - Complaints
	Master Personnel File
	Organizational Climate Studies
	Pay Resolutions for Management and Classified Employees
	Personnel Files - Temporary and Seasonal Employees
	Photo Identification Records
	Position Description Records
	Position Reports
	Reasonable Accommodation Records
	Recruitment Files
	Recruitment Files: Pre-Employment Medical Screenings
	Retirement and Deduction Reports - Public Employees Retirement System (PERS)
	Salary Surveys
	Salary/Wage Schedules
	Seniority Lists
	Sexual Harassment / Discrimination Files
	Supervisor Performance Assessments
	Supervisory Review Records
	Unemployment Insurance Records
	Unemployment Insurance Records - Employer Contribution Records
	Union Contracts
	Unsolicited Applications and/or Resumes

Section Name	Record Series Title
Personnel	Verification of Eligibility for Employment (United States Citizenship and Immigration form I-9)
	Volunteer Worker Records
Planning Commissions / Districts	Annual Reports
	Application for Waiver of Standards
	Distance Separation Analysis Reports
	Facilities Plans
	Master Plan
	Records of Actions Taken Against Commission or District
	Records of Official Actions
	Records of Public Hearings
	Regional Plan
	Reports from Public Utilities
	Resolutions
	Rules for Transactions of Business
	Staff Reports
Public Administrator	Case Files
	Collected Fee Records
	Inventories of Property
Public Defender	Annual Reports
	Appealed Cases
	Office Files and Records - Life and Death Sentences
	Office Files and Records of Adult Clients Represented
	Office Files and Records of Juvenile Clients Represented
Public Guardian	Client Financial Records
	Client/Ward Case Files- Public Guardian & Representative Payee
	Client/Ward Fees Paid

Section Name	Record Series Title
Public Guardian	Client/Ward Personal Property Liquidation Records
	Client/Ward Property Inventory Records
Public Libraries	Acquisition Records
	Applications for Library Card
	Catalog Records
	Children's Internet Protection Act (CIPA) Records
	Daily Sign-In or Sign-Up Records
	Equipment Use Records
	Fines, Overdue Books and other media, Records of
	Fines, Requests for Payment
	Friends of the Library Records
	Interlibrary Loan Requests
	Library Reports
	Program Registration Records
	Reference Request Records
	Returns, Includes Records of Items Returned Through Interlibrary Loans
	Standing Orders
Public Works	Acceptance Letters
	Aerial Photographs
	Alternative Fuel Vehicle Records
	Approval of Payments
	Asbestos Abatement Records
	Barricade Plans
	Bridge and Culvert Files
	Certified Payroll Reports
	Construction Tests, Results

Section Name	Record Series Title
Public Works	Disaster / Damage Reports
	Equipment Maintenance Reports
	Facility Equipment Inspection Files, OSHA Required
	Field Books
	Field Reports, On-Site Inspections: Commercial and Public
	Field Reports, On-Site Inspections: Residential
	Fuel Summary Reports
	Highway/Road Maintenance Schedules
	Intersection Files and Records
	Maps, Plans, and Drawings
	Master Plan and Amendments
	Parking: Fees for Permits
	Parking: Handicapped Permit Applications
	Permits to Work in the Public Right of Way
	Permits, Industrial Waste Discharge
	Plans for Capital Improvement (Rejected, Withdrawn, or Administratively Stopped)
	Project Files - External Agency / Developer
	Projects, Reports of Expenditures
	Property Acquisition Records
	Public Works Project Files
	Refrigerant Usage Log
	Revenue Expenditure Reports
	Sewer Maintenance Records
	Signs and Road Marking Records
	Special Assessment Districts, Files
	Specifications

Section Name	Record Series Title
Public Works	Street Light Records and Plans
	Street Maintenance
	Street Name Changes
	Structure Which is Moved
	Studies
	Subdivision Files
	Tentative Subdivision Files
	Traffic Count Reports
	Traffic Signal Records
	Tree and Plant Files
	Underground Storage Tank (UST) Records
	Underground Storage Tank -Leaking (LUST) Records
	Waste Water Monitoring
	Water Rights, Files and Maps
	Work Orders
Purchasing	Assignment of Vehicles
	Bid Files
	Cancelled Bid Files
	Contract Appeals Files
	Distribution Records
	Excess, Lost and Stolen Property Files
	Labor Prevailing Wage Violations
	Product Recall Records
	Receiving Reports
	Requisitions and Purchase Orders
	Sale of Surplus Goods to the Public, Records of

Section Name	Record Series Title
Purchasing	Supplies
	Vendor Code Requests
	Vendor Files
	Vendor Master List
	Vendor Performance Case Files
	Warranties
Regional Transportation Commission	Allotments of Fuel Tax
	Application for Services - Denied, Incomplete or Withdrawn
	Money Received and Expended, Reports of
	Paratransit Customer Complaints of Regulatory Noncompliance
	Paratransit Customer Records
	Paratransit Customer Service or Policy Complaints
	Planning Files (proposed streets, highways or transportation systems)
	Project Files - Construction
	Project Files - Grants
	Project Review Files
	Property Acquisition Records
	Route Files
	Transportation Studies / Plans
Sanitation District	Air Quality Permits
	Authorization to Discharge Permit
	Consumer Confidence Reports
	Corrective Action Records
	Costs of Construction, Estimated
	Cross-Connection Control and Backflow Prevention Records
	Developer Inspection Reports

Section Name	Record Series Title
Sanitation District	Distribution System Records
	Drawings, Blueprints and Specifications
	Equipment Maintenance and Calibration Records
	Fixture Records
	General Ledger
	Laboratory - Chain of Custody Forms
	Laboratory - Preventive Maintenance Reports
	Laboratory Certifications
	National Pollution Discharge Elimination System Permits (NPDES)
	Operation and Maintenance Manuals
	Oversight Inspections
	Plant Maintenance Records
	Reclaimed Water Permits
	Reservoir Inspections
	Sanitary Survey Records
	Secondary Contaminant Reports
	Sewer Cleaning Records
	Variance and Exemption Records
	Waste Collection and System Operation
	Waste Flow Measurement Readings
	Wastewater Sewage Sludge Application Records
	Water Conservation Plan
	Water Operators Certification File
	Water Project Files
	Water Project Files [Financial Records]
	Water Project Files -Not Needed to Maintain System or Facility

Section Name	Record Series Title
Sanitation District	Water Quality, Reports of Bacteriological Analysis
	Water Quality, Reports of Chemical and Radiological Analysis
	Water Quality, Reports of Lead and Copper
	Water Quality, Statistical Averages
	Water Turbidity Reports
School Districts	Academic Performance - Permanent Records
	Academic Performance - Subsidiary Records
	Alternative High School Programs
	Applications for Free Meals or for Meals at Reduced Prices
	Athletic Activity Records
	Athletics: Travel Expenses
	Behavior Policy/Code of Conduct Records
	Certificated Employees: Admonitions
	Certificated Employees: Appraisals
	Certificated Employees: Authorization for Extra Pay
	Certificated Employees: Credentials
	Certificated Employees: Personnel Notifications, Records of
	Certificated Employees: Requisitions
	Charter School Reports: Enrollment (Statistical)
	Charter School Reports: Fiscal
	Charter School Reports: Program
	Children's Internet Protection Act (CIPA) Records
	Class Record Books and Grade Books
	Classified Employees: Performance Evaluations, Reports, and Response
	Comparative Analysis of Attendance Averages
	Consultants, Out-of-District Authorization and Payments

Section Name	Record Series Title
School Districts	District Attendance and Enrollment
	Emergency Contact File
	Enrollment and Attendance Records
	Fact-Finding Material and Expenditures
	Federal Programs: Audit Reports
	Federal Programs: Breakfast Program Records
	Federal Programs: Lunch Programs, Reports
	Federal Programs: Special Milk Programs
	Federal Programs: Summer Food Program
	Federal Survey Cards, Eligible
	Federal Survey Cards, Ineligible
	Federal/State Returns (941, NIC, PERB)
	Field Trip Authorizations/Parental Permissions
	Financial Surveys
	GEAR UP Grant - Administrative Files
	GEAR UP Grant Records
	GEAR UP- Scholarship Payment Files
	GEAR UP Scholarship Student Eligibility Records
	Gun-Free Schools Act Records
	Health Inventory
	Kindergarten Entry Assessment
	Notice of Intent to Homeschool Form
	Occupational Injuries and Illnesses
	Out-of-School-Time Program Records
	Performance Evaluations of School Principals and Administrators
	Promotion Lists (K-6)

Section Name	Record Series Title
School Districts	Psychological Evaluations of Pupils
	Pupil Release Records
	School Bus Driver's Records
	School District Sponsored Charter Schools (Approved)
	School District Sponsored Charter Schools (Denied)
	Special Education Records
	Surplus Food Reports
	Teachers and other Licensed Personnel: Evaluations
	Teachers: Instructional Plans
	Teachers: Register of Pupils
	Teachers: Request for Hearing on Suspension
	U.S. Dept of Agriculture Commodity Reports
	Zone Exception, Requests for
Social Services	Adoption Case Files
	Adult Protective Services Case File
	Child Care Facilities Files
	Child Fatality or Near Fatality Public Disclosure Notices
	Child Welfare Services - Child Fatality
	Child Welfare Services - Medical Assessment
	Child Welfare Services - Sexual abuse cases and/or cases that have been referred to a District Attorney for criminal prosecution
	Child Welfare Services- Clinical Assessment
	Child Welfare Services- No Court Case Filed
	Child Welfare Services-Court Case Filed
	Client Case Files - Economic Assistance
	Client Case Files - Social Services
	Clients' Appointment Slips

Section Name	Record Series Title
Social Services	Complaints, Unlicensed Child Care Facilities
	Denied Adoption Files
	Eligibility Files
	Family Preservation Case File - Not Sexually Abused
	Family Preservation Case File - Sexually Abused
	Family Preservation Program Recipient Files
	Foster Care Licensing Files
	Homemaker Program: Client Case Files
	Homemaker Program: Provider List
	Homemaker Program: Time Sheets
	Hospital Bills Accepted for Payment
	Incentive Payments
	Subsidized Transportation Program Records
Utilities Owned by a Local Government	Agreement/Application for Service Files
	Annual Reports
	Customer Deposits, Records of
	Customer Histories
	Delinquent Accounts
	Energy Trading Records
	Fraudulent Accounts
	Meter History Records
	Meter Readings
	Meter Testing Reports
	Rate Schedules
	Utility Advertising
	Utility Facilities

Section Name	Record Series Title
Utilities Owned by a Local Government	Utility Forecast Reports
	Utility Ledger
	Utility Revenue Summaries
Zoning	Administrative Adjustment Files
	Architectural Supervisions
	Board of Adjustment
	Boundary Line Adjustment Files
	Conditional / Special Use Permits
	Environmental Impact Studies
	Maps of Parcels, Final Maps and Aerial Maps
	Names of Streets and Changes of Street Names
	Subdivisions
	Temporary Use Permits
	Vacations
	Zoning Case Files
	Zoning Violation Records

Nevada Local Government Retention Schedule

Administrative Records

Accreditation Records

LRDA Number 20070787

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents compliance with the standards and guidelines outlined by professional accreditation programs. Records may include but are not limited to accreditation application, annual compliance reports, records documenting rules and regulations, records documenting standard operating procedures, general or special orders, internal reports, forms, correspondence, and other supporting documentation and backup material. This series may also include a formal written assessment statement of the agency's compliance or noncompliance and subsequent follow-up reports.	Retain certificate/final report of accreditation Permanently. Retain other documents and backup material related to the accreditation process for the length of the current accreditation cycle plus an additional one (1) calendar year or for the period required by the accrediting entity, whichever is longer. If not accredited retain all records for a minimum period of one (1) calendar year from the date of notification of non-accreditation.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	42 CFR 493.55 to 493.63, NRS 449.445, NRS 459.500, NRS 394.241, NRS 388A.366, NRS 289.510, NAC289.310, NAC 652.320, NAC 450B.570, and others.	

Activity Reports

LRDA Number 20071558

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These reports document the program or primary activities and accomplishments of various local government units for the previous year. They are often compiled from monthly, quarterly or other activity reports. This series may include but is not limited to reports, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents. These types of reports are usually statistical in nature and should not contain personally identifying, confidential or restricted information.	Retain annual activity reports permanently. Retain other activity and statistical reports (not scheduled elsewhere) for two (2) calendar years from the year created.	If there is personally identifying, confidential or restricted information in this record series that information must be protected from public disclosure and the non-permanent records containing that information must be destroyed in a secure manner that will prevent its reconstruction.	NRS 239.0105, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	This record series is useful for planning and budgeting, reference, performance monitoring, program justification, position justification and similar uses.

Administrative Records

Administrative Hearing Files

LRDA Number 20121869

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents administrative hearings/appeals usually performed by individual departments addressing specific actions. Files may contain but are not limited to notices, citations, motions, pleadings, supporting documents, decision documents, and related correspondence. Note**These are not Public Hearing Files [LRDA# 2007-0011] which are to be retained permanently.	Three (3) calendar years from the date of the decision.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(a)(d), NAC 239.165	None.

Annexations of Property

LRDA Number 20070176

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the governmental annexation of areas into municipal boundaries. This series may include but is not limited to annexation petitions, annexation agreements, copies of annexing and zoning ordinances for the property, annexation maps, surveys, staff reports, census reports, franchise notices, service plans, certifying statements, supporting documentation, and related correspondence.	Permanent.	None	NRS 268.570 to 268.670, NRS 318.261 to 318.272, NRS 269.650 to 269.652 and others.	This series is used to fulfill legal requirements and document the acquisition process.

Annual Audit Plan Files

LRDA Number 20101771

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the annual plan for auditing agencies and governmental departments based on need, risk assessment, or rotational review requirements. The files may contain but are not limited to annual plan, revisions to the plan, summary sheets, staff reports, calculations, analysis, developmental findings, recommendations, related correspondence and similar documents.	Six (6) calendar years from the date the plan was submitted as finalized	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (1)(b)	None

Administrative Records

Applications and Resumes for Appointive Positions - Appointed

LRDA Number 20070256

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains applications and/or resumes submitted by individuals seeking appointive positions, who were appointed and may contain but is not limited to name, address, phone or contact number, social security number, job skills, employment history, education and similar documents.	Add to Master Personnel File.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii), 29 CFR 1602.31, NRS 239B.030, NAC 239.165 (1)(2)	None.

Applications and Resumes for Appointive Positions - Not Appointed

LRDA Number 20070257

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains applications and/or resumes submitted by individuals seeking appointive positions, who were not appointed and may contain but is not limited to name, address, phone or contact number, social security number, job skills, employment history, education and similar documents.	Four (4) years after position is filled.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1981, 28 USC section 1658, 42 USC section 405 (c)(2)(C)(viii), 29 CFR 1602.31, NRS 239B.030, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Board and Commission Volunteer Interest Forms

LRDA Number 20071553

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests to be a volunteer on a local government board or commission. Forms often contain name, address, contact information, title of the board or commission, category of interest, conflict of interest statement, related correspondence and similar information.	If appointed: Retain for a minimum period of three (3) calendar years from the separation of service. If not appointed: Retain one (1) calendar year from the date an appointment is made.	This record series may contain confidential or sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Administrative Records

Boards, Commissions, Councils, Committees, Offices and Task Force Records

LRDA Number 20071242

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the governmental administration, activities, and history of organized committees, boards, councils, offices and task forces whether temporary or continuous. The purpose of these entities may involve advising, investigating, planning, recommending, compiling, summarizing and similar activities. Records may include but are not limited to: agendas, original minutes of public meetings, meetings and workshops, interim and final reports, news articles and other informational documents, any other material compiled or created by the entity that is not scheduled elsewhere, associated documentation and related correspondence.	Permanent.	The minutes of closed meetings may contain confidential information. See NRS 241.035 (2)(a)(b)(c) for details.	NRS 241.010 to 241.035, The Open Meeting Law Manual (Office of the Attorney General), NAC 239.850	None

Calendars

LRDA Number 20101769

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records are kept to document and facilitate the routine planning and scheduling of meetings, appointments and similar activities. Series may include calendars, appointment books, diaries, journals, daily planners, and similar records with routine content. Records may be in hardcopy and/or electronic format.	Retain calendars of elected officials, directors, department heads, appointed/key staff for a minimum period of one (1) calendar year from the end of the calendar year to which the record pertains. Retain calendars of supporting staff until no longer administratively useful.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Administrative Records

Cemetery Records

LRDA Number 20070027

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the administration and management of local government owned or operated cemeteries. This series may include but is not limited to lists of names and maps of grave locations, deeds, purchase information on lots and burials, deed register, interment and disinterment registers, burial permit, death certificate, plot index records and logs, section maps, certificates of perpetual care, state licensing and reporting documentation, related correspondence and similar documents.	Permanent.	This record series may contain confidential or sensitive information.	NRS Chapter 452, NRS 239B.030, NRS 205.4617	None.

Census of Government and Survey of Government Employment

LRDA Number 20070051

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are voluntary reports and/or surveys submitted to the U.S. Census Bureau detailing governmental organization, public employment, and governmental finances.	Two (2) years after reports submission to U.S. Census Bureau.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Certificate of Transfer - Recipient Department or Office

LRDA Number 20161941

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the receipt and transfer of legal custody of governmental records from an originating department or office to a local governmental entity. Series may include but is not limited to transfer certificates or forms, deeds of gift, accession materials, related correspondence, and similar documents.	Retain for the same authorized retention period as the records being transferred.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NAC 239.041, NAC 239.061, NAC 239.101, County or Municipal Code	None

Administrative Records

Certificate of Transfer - Transferring Department or Office

LRDA Number 20161940

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to transfer legal custody (See NAC 239.041) of local government records from an originating department or office to another entity (such as an archives, museum, library, state or federal agency, etc...). Series may include but is not limited to: transfer certificate or form, transfer receipt from recipient, related correspondence, and similar documents.	Six (6) calendar years from the date of transfer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NAC 239.041, NAC 239.061, NAC 239.101, County or Municipal Code	None

Charter Records

LRDA Number 20070028

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records relating to the adoption, amendment or repeal of charters or provisions of the charter.	Permanent.	None	NRS 267.010 to 267.140	None

Citizen Awards

LRDA Number 20070029

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents awards presented to citizens in honor of their civic contributions. This series may include but is not limited to award nominations, award certificates, background information on the honoree, lists of past recipients, presentation or ceremony records, photographs, audio-visual recordings, correspondence and related documents.	Two (2) calendar years from the year to which it pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Committee Records, Ad Hoc

LRDA Number 20071243

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the establishment, organization, membership, policies, activities, and accomplishments of ad hoc (internal, interagency, advisory, etc.) committees. These types of committees are usually formed for a specific and often temporary function, usually on an informal basis. These types of committees do not always produce minutes, but this series may contain agendas, original minutes, media articles, newsletters, reports, summaries, notes, related correspondence and similar documents.	If the ad hoc committee falls under the definition of a "Public Body" as described in NRS 241.015 (3) retain this series Permanently. If the ad hoc committee does not fall under the definition of a "Public Body" retain this series for three (3) calendar years from the date of the record.	If this series contains any confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 241.015 (3), NRS 241.035, The Open Meeting Law Manual (Office of the Attorney General), NRS 11.190 (3)(d), NAC 239.850	The determination on whether a ad hoc committee is a "Public Body" and subject to the open meeting law should be made by your agency legal counsel.

Administrative Records

Committee/Board Records-External Agencies

LRDA Number 20081760

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records received from or provided to external committees/boards for informational purposes only.	Retain for as long as administratively useful.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None.	None.

Community Histories

LRDA Number 20070030

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of narrative histories of the community prepared for special events, reference and other informational purposes. This series may include but is not limited to narrative reports, artifacts, memorabilia, photographs, maps, brochures, guides, pamphlets, and other documents which provide a "snapshot in time" of the community.	Permanent.	None	None	None

Complaints

LRDA Number 20070055

Description	Minimum Retention Period	Disposition	Legal Citations	Note
The record consists of complaints not scheduled elsewhere. The record 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, associated documentation and related correspondence. Correspondence includes any format of communication no matter what the device it is created in or on (email, social media, letters, memos etc.) related to the complaint.	Three (3) calendar years after response or resolution.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)	None.

Administrative Records

Confidential Address Program Records

LRDA Number 20200004

Description	Minimum Retention Period	Disposition	Legal Citations	Note
The Nevada Confidential Address Program (CAP) is a program that helps victims of domestic violence, sexual assault, human trafficking and/or stalking from being located by the perpetrator through public records. The program provides a fictitious address and confidential mail forwarding services to individuals and families across Nevada.	Retain this information for no longer than needed to provide program services or for the period of 4 years after approval as required by law.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 217.462 to NRS 217.471, NAC 239.165	NRS 217.464 - A governmental entity or provider of a utility service who receives a request pursuant to this subsection shall not maintain a record of the confidential address of the participant, unless: The governmental entity or provider of a utility service is required to maintain the confidential address of the participant by federal, state or local law; or (b) The provision of service by a provider of a utility service is impossible without maintaining the confidential address of the participant. If a governmental entity or provider of a utility service maintains a record of the confidential address of a participant pursuant to paragraph (a) or (b), the governmental entity or provider of a utility service must maintain and use the confidential address of the participant only to the extent as required by federal, state or local law or as necessary to provide a utility service.

Contracts and Agreements

LRDA Number 20070474

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents products and services provided to a governmental entity for a specified cost and period of time. This series may contain but is not limited to lease/rental agreements, service contracts, contracts for program services, copies of bid documents, copies of legal notices, related correspondence, and similar documents.	Six (6) fiscal years from the termination/completion of the contract or agreement.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b)	None

Administrative Records

Cooperative Agreements

LRDA Number 20071024

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents cooperative agreements between political subdivisions for performance of any government function. Such agreements may include but are not limited to purchasing, the furnishing or exchange of personnel, equipment, property or facilities of any kind, or the payment of money.	If the agreement is for more than $25,000: Retain permanently. If the agreement is for $25,000 or less: Retain for a minimum period of six (6) fiscal years after the agreement is terminated.	If this series contains confidential, restricted or sensitive information, that information should be protected from disclosure or if the agreement is for $25,000 or less destroyed in a secure manner that will prevent its reconstruction.	NRS 277.045, NRS 277.110, NRS 11.190 (1)(b)	If it is reasonably foreseeable that a political subdivision of this State will be required to expend more than $25,000 to carry out such an agreement, the agreement must be by formal resolution or ordinance of the governing body of each political subdivision included, and must be spread at large upon the minutes, or attached in full thereto as an exhibit, of each governing body.

Correspondence: Executive

LRDA Number 20070007

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records not duplicated elsewhere that contain executive level correspondence (emails, social media, letters, memos, etc...) documenting the entities functions, pattern of action, policies and achievements. Correspondence may pertain to but is not limited to budgeting and financial, decisions, official positions, planning, directing, policy and rulemaking, prominent; celebrated and/or noteworthy achievements, formal announcements, awards and/or events.	Permanent.	None	None	None

Correspondence: Routine Business

LRDA Number 20141919

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of correspondence (emails, social media, letters, memos, etc.) that is work related and deals with the day-to-day office administration and activities. Examples may include but are not limited to internal correspondence, external correspondence from various individuals, companies, and organizations requesting information pertaining to the agency business, and other routine inquiries.	One (1) calendar year from the date of the correspondence.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	If you have questions on whether a request for information is routine correspondence or a public records request, it is recommended to treat it as a public records request.

Administrative Records

Correspondence: Transitory

LRDA Number 20070056

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of correspondence (emails, social media, letters, memos, etc.) that do not document core functions or activities of an agency or department and do not require an official action. Examples may include but are not limited to general announcements including meeting reminders, notices of upcoming events, informational copies (cc or bcc) of correspondence which do no document administrative action, follow-up or suspense (tickler), transmittal letters that do not add information to the transmitted material or attachments, requests for routine information or publications provided to the public by the agency which are answered by standard form letters, spam, junk mail, unsolicited vendor mail, and personal/non-work related mail.	Retain only as long as the record holds value to the agency.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	It is recommended this type of correspondence be retained for no longer than thirty (30) days.

Delegation of Authority Records

LRDA Number 20071280

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records are used to authorize, assign authority for and verify approval of various governmental actions. The files may contain but are limited to list or documents of individuals who have been delegated authority to verify approvals for purchasing, grant authorized entry to restricted areas, to grant use of vehicles or equipment, to perform personnel actions, to grant authorization for access to computers and computer systems, etc.; as well as all supporting documentation required to establish such an authorization and verification process	Three (3) fiscal years from the date authorization was withdrawn.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii) [SSN] and NRS 205.4617 (Identity Theft), NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Departmental Regulations, Policies and Procedures

LRDA Number 20070057

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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.	Six (6) calendar years after superseded or abandoned officially.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b)	Review for historical value.

Administrative Records

Directives of Manager

LRDA Number 20070008

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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.	Permanent.	None	None	None

Employee Suggestion Forms

LRDA Number 20071238

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents "employee suggestions", "good ideas" , "action needed" and similar agency programs.	Until no longer administratively useful	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Final Plan for Capital Improvement

LRDA Number 20070009

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the planning of projects for the physical improvement or new construction of buildings, parks, structures, warehouses, communication & utility facilities and similar local government owned or controlled facilities. This series may include but is not limited to drawings, maps, blueprints, renderings, financial estimates, budget reports, fee schedules, related correspondence and similar documents.	Permanent.	This record series may contain confidential or restricted information.	NRS 354.59801, NRS 239C.090, NRS 239C.210	None

Financial Impact Analysis Records

LRDA Number 20071529

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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.	Three (3) fiscal years from the fiscal year to which it pertains. Review for historical value.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	This series is useful for planning future budget proposals.

Administrative Records

Fleet GPS Monitoring Reports

LRDA Number 20101775

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains data created by Global Positioning System (GPS) units placed in local government owned or leased fleet vehicles in order to monitor their use and to discourage their misuse. Information in these reports may include the vehicle ID number as well as the date, time, location, and time spent performing government business while using the vehicle.	One (1) calendar year from the end of the calendar year to which the report pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 482.5536	None.

Generators of Hazardous Waste Records

LRDA Number 20071704

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the requirements for generators of hazardous waste to produce records and reports in accordance with state and federal law or regulation. This series may contain but is not limited to hazardous waste shipment manifests, biennial reports, exception reports, records documenting test results/waste analysis, inspection reports, variances, storage container labeling reports, related correspondence and similar records.	Three (3) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	40 CFR Part 262, 40 CFR 262.40, 40 CFR 268.7, NRS 459.550, NRS 459.3822, NAC 444.8655 to 444.8688	None.

Gift and Donation Records

LRDA Number 20071568

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents gifts and donations to the local governmental entity. This series may contain but is not limited to donor information, copies of wills, bequest documents, endowment documents, trust documents, acknowledgement letters, award guidelines, records documenting conditions or restraints of gift or contribution, letters and agreements of gift, gift disclosure, donation forms, donation lists, deeds, related correspondence and similar documents.	Retain for a minimum period of six (6) calendar years following the expenditure of funds, expiration of agreement, or in accordance with the terms of the gift or donation, whichever is longer.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NRS 239B.030, NRS 205.4617	None.

Administrative Records

Gift Disclosures

LRDA Number **20071658**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents gift disclosures in accordance with state law.	Six (6) fiscal years after the date on which the disclosure was filed.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 281A.400 , NRS 281A.420, Nevada Ethics in Government Manual	None

Grant Records- Annual, Special, and Final Narrative Reports

LRDA Number **20200011**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the awarding of funds from federal government, state government, private organizations, private benefactors, and similar sources to local governmental entities. Records may include but are not limited to: annual, special, and final narrative reports, associated documentation, and related correspondence.	Retain annual or final narrative reports (if applicable) permanently.	If this series contains any confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	2 CFR 200.333, NRS 205.4617, NAC 239.165 (1)(2)	

History Files

LRDA Number **20070033**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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, copies of legislative bills, artifacts, memorabilia, photos, negatives, slides, audio-visual recordings, subject files, reports, newspaper clippings, scrapbooks, certificates, correspondence, and documents of a similar nature.	Permanent.	None	None	None

Administrative Records

In Memorial Records

LRDA Number 20081752

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents gifts or donations to memorialize individuals or events and are often associated with special programs such as adopt a tree, donor brick, exemplary public service, friends of the library, 911 remembrance and similar programs. This series may contain but is not limited to honoree information, donor information, acknowledgement letters, program information, letters and agreements of gift, disclosure forms, donation forms, copies of plaques, placement maps, accounting documents, reports, log books, forms, related correspondence and similar documents.	Permanent.	None	None	None

Interlocal Contracts

LRDA Number 20181979

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents interlocal contracts between political subdivisions for performance of any government function. Such interlocal contracts may include but are not limited to the joint and cooperative use of hospitals, road construction and repair equipment, county and city personnel, equipment and facilities, including sewer systems, drainage systems, street lighting systems, fire alarm systems, sewage disposal plants, playgrounds, parks and recreational facilities, fire-fighting and fire-protection equipment for the protection of property and the prevention and suppression of fire, joint and cooperative use of law enforcement agencies, the joint use or operation of a system of public transportation and such other facilities or services as may and can be reasonably used for the promotion and protection of the health and welfare of the inhabitants of this State.	If the interlocal contract is for more than $25,000: Retain permanently. If the interlocal contract is for $25,000 or less: Retain for a minimum period of six (6) fiscal years after the contract is terminated.	If this series contains confidential, restricted or sensitive information, that information should be protected from disclosure or if the interlocal contract is for $25,000 or less destroyed in a secure manner that will prevent its reconstruction.	NRS 277.080 to NRS 277.180, NRS 11.190 (1)(b), NAC 239.165	NRS 277.180: If it is reasonably foreseeable that a public agency of this State will be required to expend more than $25,000 to carry out an interlocal contract, the contract must set forth fully the purposes, powers, rights, objectives and responsibilities of the contracting parties, be ratified by appropriate official action of the governing body of each party to the contract as a condition precedent to its entry into force, if an agency of this State is a party to the contract, be approved by the Attorney General as to form and compliance with law, and be in writing.

Administrative Records

Jury Duty, Exemption Requests

LRDA Number **20070620**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents requests for jury duty exemption or excuse.	One (1) calendar year from the date of request.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 6.020 to 6.030	None

Key and Keycard Records

LRDA Number **20070078**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the issuance of keycards to agency staff to enable access to agency buildings and sites. Records may include but are not limited to key inventories, key issue forms, key replacement records, and key disposal records.	Three (3) calendar years after key/keycard is turned in.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Legal Notices - Non-Open Meeting Law

LRDA Number **20200012**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents compliance with state laws requiring public notice of governmental activities. This series may include but is not limited to: Affidavits of Publication, Certificates of Mailing, Affidavits of Posting, Public Hearing Notices, other required public or legal notices, associated documentation, and related correspondence.	If the statutory notification requirement is not related to an open meeting or public hearing, retain for five (5) calendar years from the last date of publication of the notice.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.		

Legal Opinions

LRDA Number **20071115**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains formal opinions rendered by the Attorney Generals office, District Attorney's office or other legal counsel. Opinions document the rationale for local government policies and help maintain consistency in related issues. Information usually includes date, department requesting opinion, and the text of the opinion.	Permanent.	None	None	None

Administrative Records

Legislative Relations Records

LRDA Number 20070034

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series may be used to review and/or plan a local government's position on impacting legislative actions. This series may include but is not limited to bill review and tracking forms, opinion requests, bill tracking reports, copies of pending or approved legislation, notes, memorandum, related correspondence and similar documentation. Information in this series may also be used in lobbying efforts and recommending legislative changes.	As long as administratively useful to the agency.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.59803	Review for historical value.

Lobbyist Forms

LRDA Number 20071659

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document lobbyist and lobbyist employer activities. This series may include but is not limited to expenditure reports, registration statements, supplementary registration statements, termination records, guidelines, related correspondence and similar documents.	Five (5) fiscal years from the date of filing.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 218H.500	None

Logs

LRDA Number 20200009

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document the status of work functions and reports not scheduled elsewhere. The records may include but are not limited to: mail logs, telephone logs, lists and schedules used to monitor work functions, associated documentation, and related correspondence.	Retain for one (1) calendar year from the end of the calendar year in which the log was created.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Mailings: Mailing and Distribution Lists

LRDA Number 20070063

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is usually a list of names and addresses compiled for various mailings, such as billings, notifications, community outreach, and other administrative purposes.	Until superseded by a new or revised list.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Administrative Records

Mailings: Records of Mailing

LRDA Number **20070070**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Documentation of mailing dates, content of mailings, and addressees for mailing sent by the local government for various purposes.	One (1) calendar year from date of mailing.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Mailings: Undeliverable Mailings

LRDA Number **20070072**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Mailings (excluding mailed ballots) sent by local governments that were returned as undeliverable.	One (1) calendar year after the matter referenced in mailing is concluded.	None	NRS 278.0217	None

Membership of Boards and Commissions

LRDA Number **20070281**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the membership of boards, commissions, councils, and similar organized bodies. Records may include but are not limited to copies of oath of office forms, appointment and commission forms, related correspondence and supporting documentation.	Permanent.	None	NRS 282.010, NRS 232A.010 to 232A.020, NRS 283.030	None

Microfilm Quality Control Records

LRDA Number **20071359**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents that microfilm produced by or for governmental entities conforms to the specifications required by NRS 239.051(2). Records in this series may include but are not limited to microfilmed records lists, microfilm reel indexes, service bureau transmittals, film inspection reports, security copy depository transmittals, camera/processor/duplicator inspection reports, equipment and operator logs, related correspondence, and similar documents.	Retain this record series for the same retention period as related microfilm.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 239.051(2), NAC 239.635 to 239.638, NAC 239.763	None

Administrative Records

Mission Statement

LRDA Number 20071301

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the mission statement of a local governmental entity and its divisions, sections, offices and branches listing it's goals and objectives.	Until superseded with an updated or amended statement.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Museum Records

LRDA Number 20101776

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document the acquisition, and ownership of materials in museums, local history collections, and similar repositories owned and/or operated by local governments. Records may include but are not limited to exhibit files, temporary custody forms, collection catalogs, gift or deed forms, acquisition forms, collection permits, inventory forms, loan forms, specimen catalogs, deaccession records, records of purchases, records of loans and/or trades, and similar documents.	Permanent	This record series may contain confidential or sensitive information.	NRS 205.4617	None.

Naming of Local Government Buildings/Facilities Files

LRDA Number 20141908

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the naming of local government owned buildings and/or facilities and may contain but is not limited to naming requests, application forms, opinion surveys, copies of contracts, naming rights lease agreements, enterprise fund records (if applicable), lease agreement renegotiation and renewal records, copies of agenda items, approvals, related correspondence, and similar records.	Permanent.	None	NRS 266.275, 244.30701, NRS 450.810, NRS 338.200, County and Municipal Code	None

Nevada Acknowledgement of Ethical Standards for Public Officials

LRDA Number 20141885

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document the filing of the Acknowledgement of Ethical Standards form by all elected and appointed public officials. The record may contain but is not limited to Nevada Acknowledgement of Ethical Standards form and related correspondence.	Three (3) years from the date of submission to the Nevada Commission on Ethics.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 281A.500, NRS 11.190 (3)(d)	The Nevada Commission on Ethics is the office of record for this record series.

Oaths

LRDA Number 20081768

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents constitutional and loyalty oaths administered to elected officials/officers, firefighters, marshals, teachers or other licensed employees, non-elected or non-appointed staff, board and commission members, and others required to take the oath of office as prescribed by law.	Permanent.	None	NRS 282.010, NRS 253.020, NRS 281.030, NRS 391.080, NRS 142.010, and others.	None

Occupational Safety: First Aid Records

LRDA Number 20071325

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the single treatment and any follow up visit for the purpose of observation of minor scratches, cuts, burns, splinters and other injuries which do not ordinarily require medical care. Such treatment and any follow up visit for the purpose of observation are considered first aid, even if the treatment or visit is provided by a health care provider (NAC 618.5506). The records may contain incident report of minor injuries, first aid log, supply requests, supply expenditure reports, first-aid kit inspection reports, and similar documentation.	One (1) calendar year from the end of the calendar year to which they pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1904.7 (b)(5)(ii), 29 CFR 1904.4	First aid injuries, as defined by 29 CFR 1904.7 (b)(5)(ii), do not have to be reported to OSHA (See also 29 CFR 1904.4). These records do not fall under the provisions of HIPAA (Health Insurance Portability and Accountability Act, 42 U.S.C. § 1320d et seq.) -- see the definition of "protected health information" found in 45 CFR 164.501.

Occupational Safety: Hazard Communication Program

LRDA Number 20071706

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the Hazard Communication Program established in accordance with federal law and may include but is not limited to a written Hazard Communication Program, written information produced and received by the agency on hazardous material (including first-aid bulletins), training documentation, emergency first aid procedures, related correspondence and similar documents.	Three (3) calendar years from the creation or receipt of material or supersession of the written Hazard Communication Program.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1910.1200(e)(f)(g) and (h)),	None

Occupational Safety: Hazardous Material Safety File

LRDA Number 20070064

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to provide information on hazardous materials stored, manufactured or used by the agency as part of the Hazard Communication Program. This series includes material safety data sheets (MSDS) and a listing of hazardous material in the workplace.	Thirty (30) calendar years from the creation or receipt of material.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1910.1200 (a)(e)(f)(g) and (h)	None

Occupational Safety: Occupational Noise Exposure Measurement Record

LRDA Number 20121837

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of studies and measurements of the noise levels employees are exposed to by location or job classification. This series may include but is not limited to measurement of background sound pressure reports, monitoring reports, risk management assessments, related correspondence, and similar information used to support the possibility of exposure.	Two (2) calendar years from the date of the record.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1910.95 (m)(3)(i)	None

Occupational Safety: OSHA Citation Postings

LRDA Number 20101780

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are the postings of citations required to be posted by federal law/regulation.	Keep posted until the violation has been abated or closed, or for three (3) working days, whichever is longer.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1903.16	None

Occupational Safety: OSHA Files

LRDA Number 20071552

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the activities of local governmental agencies in administering federal and state requirements for Occupational Safety and Health. The files may contain but are not limited to various OSHA forms and reports, instructional booklets, announcements and notices, instructional form letters, memos, correspondence, and related documents.	Five (5) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1904.29, 29 CFR 1904.33, NAC 239.165 (1) (2)	None.

Occupational Safety: OSHA Inspection and Violation Files

LRDA Number 20101779

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents citations received due to OSHA inspections and/or complaints about safety issues. The files may contain but are not limited to complaints, inspections, conferences, reviews, consultations, OSHA citations, abatement documentation, supportive documentation, and related correspondence.	Five (5) calendar years from the date of the inspection or abatement or closing of the citation, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 USC section 651, 29 CFR Part 1903	None

Occupational Safety: OSHA Notices Postings

LRDA Number 20101781

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are the notices required to be posted by federal law/regulation and usually includes OSHA Notices, State approved OSHA notices, Copy of the federal Occupational Safety and Health Act, and similar notices.	Keep posted until the notice has been superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1903.2, 29 USC section 651, 29 CFR Part 1903	None

Occupational Safety: Personal Protective Equipment (PPE) Records

LRDA Number 20071700

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the authorization and acquisition of specialized safety devices and clothing for employees working in hazardous situations. This series may include but is not limited to employer hazard assessments, equipment selection records, defective and/or damaged equipment reports, PPE request forms, authorization forms, PPE training and written certification records, copies of purchase orders, manufactures warranties, related correspondence and similar documents	Three (3) calendar years after the disposal of the protective equipment.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1910.132 to 1910.138, NRS 11.190 (3) (d), NRS 11.190 (4) (e)	If this record series contains employee hazard exposure or employee medical records those records must be retained in accordance with those record series found in Personnel Section. (See Employee Medical Records and Employee Medical Records - Hazard Exposure)

Occupational Safety: Records and Reports of Safety Committees

LRDA Number 20070297

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents safety committees established to promote a safe work environment for employees. This series may include but is not limited to safety plans, policies and procedures, safety and health training records, safety committee meeting records, vulnerability assessments, reports on inspections conducted by safety officers, staff reports, attendance reports, correspondence, and related documents.	Three (3) calendar years from the date of the report or record.	Portions of this record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 618.295, NAC 618.538 to 618.544, NRS 239C.210, NAC 239.165 (1)(2)	None.

Occupational Safety: Respirator Fit Test

LRDA Number 20121838

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document qualitative and quantitative fit tests administered to employees. Information includes name or identification of the employee tested, type of fit test performed, specific make, model, style, and size of respirator tested, date of test, and the pass/fail results for Qualitative fit test (QLFT) or the fit factor and strip chart recording or other recording of the test results for Quantitative fit test. (QNFT)	Retain until the next fit test is administered.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1910.134 (m) (2) (ii)	None

Occupational Safety: Respiratory Protection Program Records

LRDA Number 20121839

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document Respirator Protection Program's established in accordance with federal law. Records may include but are not limited to worksite-specific procedures, equipment inspections, program evaluations and assessments, correspondence, and related documents.	Two (2) calendar years after revised or superseded.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1910.134 (c)(1), NRS 11.190 (4)(e)	None

Occupational Safety: Workers' Compensation Claim Files - Insurer Copy

LRDA Number 20071423

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the recording and reporting of occupational injuries and illnesses. This series may include but is not limited to employee name, social security number, employers report of industrial injury or occupational disease, workers compensation claim forms, reports from health care providers, copies of OSHA reports and forms, written determinations, ratings performed by any physician or chiropractor, copies of bills and payment vouchers, records of all compensation paid to the injured employee and all payments made to any other person in connection with the claim, copies of payroll documents, legal correspondence, communication log, review or appeal documents, and any other forms or correspondence which pertain to the claim.	Six (6) calendar years after the death of the injured employee.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, NRS Chapters 616A to 617, NAC 616C.070, NAC 616C.088, NRS 11.190 (1)(b), NAC 239.165 (1)(2)	The determination of who is legally considered the "Insurer" (as defined in NAC 616C.070) should be addressed by your agency legal counsel.

Occupational Safety: Workers' Compensation Claims File - Agency Copy

LRDA Number 20071424

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the recording and reporting of occupational injuries and illnesses. This series may include but is not limited to employee name, social security number, employers report of industrial injury or occupational disease, workers compensation claim forms, reports from health care providers, copies of OSHA reports and forms, written determinations, ratings performed by any physician or chiropractor, copies of bills and payment vouchers, records of all compensation paid to the injured employee and all payments made to any other person in connection with the claim, copies of payroll documents, legal correspondence, communication log, review or appeal documents, and any other forms or correspondence which pertain to the claim.	Three (3) calendar years from the closure, resolution or cancellation of the claim or case.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1320d-2, 42 USC section 1320d-6, NRS Chapters 616A to 617, NRS 11.190 3(d), NAC 239.165 (1)(2)	The long term retention of this record series is the responsibility of the "Insurer". The determination of who is legally considered the "Insurer" (as defined in NAC 616C.070) should be addressed by your agency legal counsel.

Open Meeting Law: Agendas - Annotated

LRDA Number 20071638

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is a summary document listing all the items discussed during public meetings and the action taken on those items. This series is not the official/final agenda which are retained permanently as part of the official meeting minutes.	One (1) calendar year after the year in which they were created.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 241.035	None

Open Meeting Law: Hearings - Notice of Public Hearing

LRDA Number 20070010

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the posting of notices of public hearings. Usually includes information on date, time, place and location of hearing, list of locations where notice has been posted, agenda, and related records.	Five (5) calendar years from the date of the meeting.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 241.020	None

Open Meeting Law: Hearings - Records of Hearing

LRDA Number 20070011

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents hearings usually conducted as part of the regulatory process and/or hearings on proposed rules and changes, and the conclusions reached. This series may include but is not limited to agenda, testimony, public comment, forms, reports, conclusions reached, minutes, correspondence, and related records.	Permanent.	None	NRS 241.035	None

Open Meeting Law: Legal Notices

LRDA Number 20071717

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents compliance with state laws requiring public notice of governmental activities. This series may include but is not limited to: Affidavits of Publication, Certificates of Mailing, Affidavits of Posting, Public Hearing Notices, other required public or legal notices, associated documentation, and related correspondence.	Five (5) calendar years from the date of the meeting.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 241.020, NRS 241.035, NRS 293C.187, NRS 293.203, NRS 293.253, NRS 354.596, and others.	None

Open Meeting Law: Meeting Notification Lists

LRDA Number 20070065

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of listings kept of persons who have requested advance notification of all meetings or meetings with specific content.	Until superseded by a new or revised list.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 241.020 (3)(b)(c)	A request for notice lapses 6 months after it is made. The public body shall inform the requester of this fact by enclosure with, notation upon or text included within the first notice sent. It is the requester's responsibility to inform the governmental entity if they wish to continue receiving meeting notifications after the 6 month period has elapsed.

Open Meeting Law: Minutes of all Boards, Commissions, Committees and Councils

LRDA Number 20070107

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These minutes are the official record of the proceedings of regularly scheduled, special and emergency meetings. They include the date, time, and meeting place, members present and absent, "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken, the names of citizens who appeared and the substance in brief of their testimony, any other information that any member requests be entered in the minutes" in accordance with NRS 241.035. This series may include but is not limited to meeting notice and agenda including amendments, committee packets, minutes, and any supplemental materials presented during the meeting which were requested by a member of the public body or a member of the public to be included with the minutes.	Permanent.	The minutes of closed meetings may contain confidential information. See NRS 241.035 (2)(a)(b)(c) for details.	NRS 241.015, NRS 241.020, NRS 241.035 (1)(d)(e), NRS 241.035, Open Meeting Law Manual (Office of the Attorney General), NAC 239.850	None.

Open Meeting Law: Posting Requests Received from Public Bodies

LRDA Number 20141894

Description	Minimum Retention Period	Disposition	Legal Citations	Note
In accordance with NRS 241.020 (3)(a), public meeting notices must be posted at the principal office of the public body or, if there is no principal office, at the building in which the meeting is to be held, and at not less than three other separate, prominent places within the jurisdiction of the public body. This series documents posting requests received by local governmental entities for and in behalf of public bodies and may include but is not limited to notice of meeting and agenda.	Retain the posting until the date of the meeting or if the meeting is cancelled the date of cancellation.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 241.020, NRS 241.035	The public body that is holding the meeting has the obligation to retain the official record of posting (See NRS 241.020 and NRS 241.035). These records should be retained until the date of the meeting as proof of compliance for and in behalf of the public body which requested the posting.

Open Meeting Law: Recordings of Meetings

LRDA Number 20070109

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of recordings of the proceedings of regularly scheduled, special, and emergency meetings and may also be used to transcribe, verify, and correct the minutes of public meetings. The written minutes may be taken from these recordings, transcribed, corrected as needed, and presented to the meeting body for approval. This record series includes audio and /or audio/visual recordings.	Recordings must be transcribed into written minutes. Dispose of the recording three (3) year after the adjournment of the meeting and following transcription.	The recordings of closed meetings may contain confidential information. See NRS 241.035 (2)(a)(b)(c) for details.	NRS 241.035 (1), NRS 241.035 (4)(a), NRS 241.030	For additional information on public meetings See the Open Meeting Law Manual (Office of the Attorney General).

Administrative Records

Open Meeting Law: Speaker/Comment Cards

LRDA Number 20071640

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains information cards of citizens requesting to speak at public meetings. The substance of the remarks made by the public are included in the meeting minutes.	Retain until minutes of the associated meeting are created and approved.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 241.035 (1)(d)	None

Open Meeting Law: Supplemental Material

LRDA Number 20141907

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records consist of the supplemental material used during a meeting of a public body which was not requested to be included with the minutes.	One (1) calendar year from the adjournment of the meeting.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 241.035 (1)(d)(e)	None

Ordinances and Resolutions

LRDA Number 20071676

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents ordinances and resolutions issued by local governments and may contain but is not limited to notice of filing, proof of publication, proof of posting, supporting documentation relating to preparation, drafting, passage, and implementation of the ordinance or resolution, date of adoption or passage, applicable signatures, related correspondence and similar documents. This series includes documentation related to ordinances or resolutions which have been repealed, revoked, or amended.	Permanent.	None	NRS 266.105 to 266.118, NRS 244.095 to 244.115, NRS 269.155	None

Administrative Records

Organizational Charts

LRDA Number 20070285

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of organizational charts that show lines of authority and responsibility within and between the various departments of the local government.	Until modified, superseded, or no longer created.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Parking Permits, Employee

LRDA Number 20070988

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the application and issuance of employee parking permits.	Until updated or cancelled.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Passport Transmittals

LRDA Number 20101773

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series provides verification that passport documents have been completed, documentation verified, and the information has been transmitted to the US Passport Office. Information may include date received, applicant's personal information, date transmitted, and similar data.	Two (2) calendar years from the end of the calendar year to which the record pertains.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	22 CFR 51.22, NRS 205.4617, NAC 239.165	None.

Administrative Records

Performance Audits by External Agencies (Non-Financial)

LRDA Number 20121835

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of quality control audits performed by external (usually regulatory) agencies. Audits may be used to assess effectiveness, economy, and efficiency of specific programs or functions, verify compliance with legal requirements, document internal control and compliance policies and procedures, and may include recommendations for improvement. Records in this series may include but are not limited to investigative reports, checklists, copies of documents involved in the review or audit, studies, questionnaires, staff training documentation, recommendations, regular and final reports, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they pertain, or for the period required by the regulatory agency, whichever is longer. Review for historical value.	Portions of this record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Permission to Use Municipal Logo

LRDA Number 20141906

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains documentation authorizing the use by others of trademarked municipal logos. Records may include but are not limited to application for use, terms and conditions, approval forms, use permit, related correspondence, and similar records.	Six (6) calendar years from the expiration of the use permit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b)	Review for historical value.

Personal Information Security Breach Notification Records

LRDA Number 20161926

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents data collectors actions following the discovery or notification of a breach of sensitive and/or personally identifying information it collects, stores, or maintains. Records may include but are not limited to breach investigative records, documentation of the notification process, and related correspondence.	Six (6) calendar years from the conclusion of the breach notification process.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 603A.010 to 603A.920, 45 CFR 164.400 to 164.414, NRS 11.190 (1) (a), NRS 11.190 (3)(d), NRS 41.1345	NRS 603A.030- Data collector defined. Data collector means any governmental agency, institution of higher education, corporation, financial institution or retail operator or any other type of business entity or association that, for any purpose, whether by automated collection or otherwise, handles, collects, disseminates or otherwise deals with nonpublic personal information.

Petitions Submitted to Governing Body (Not Election Related)

LRDA Number 20101834

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of petitions submitted to local government bodies (councils, boards, districts, etc...) to express the opinions of the signers. These types of petitions are often used to express satisfaction or dissatisfaction with actions taken or under consideration by the governing body.	Two (2) calendar years after response or action by the governing body.	Portions of this series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.4617, NRS 241.035, NAC 239.165	Although these types of petitions are usually informational and may require no action, a summary of the petition should be retained in the governing bodies meeting minutes.

Photo Release Forms

LRDA Number 20121846

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of release forms signed by citizens, local government employees, visitors granting permission to use their likeness in official publications, on local government websites, at local government sponsored activities/events, and other non-commercial uses.	Three (3) calendar years after photo/image is no longer in use.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 597.790 (2)(g), NRS 597.790 (3)	None

Presentation Materials

LRDA Number 20101831

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of materials created for use in presentations, demonstrations, classes, or seminars. This series may include but is not limited to slides, overheads, flip charts, handouts, and similar material. This series does not include commercially available materials.	Retain for as long as administratively useful.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Press/Media Releases

LRDA Number 20070853

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains copies of press/media releases issued from the department, agency, or key personnel. This series may contain but is not limited to originals or copies of press releases, publicity files, audio and/or video recordings, informational flyers, notes, charts, graphs, correspondence, and related documents.	Retain media/publicity release files determined by the agency to be of historical value permanently. Retain other press release/publicity files for as long as administratively useful.	This record series should not contain confidential or restricted information and the non-permanent records may be destroyed in a non-secure manner such as deleting or recycling.	None	It is recommended that non-permanent press/media releases be retained for no longer than two (2) years.

Administrative Records

Proclamations

LRDA Number 20070013

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the special recognition of local government events, activities, and/or persons.	Permanent.	None	None	None

Property and Equipment, Records and Inventories (office copies)

LRDA Number 20070067

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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, manufactures model and serial number, fiscal reports related to original cost, value, commodity codes, memos, correspondence and other related records.	One (1) fiscal year after superseded.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Property Management: Building Protection Systems Records-Agency Copy

LRDA Number 20081755

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the service/maintenance of fire extinguishers, fire alarm systems, sprinklers, fire suppression systems, emergency lighting systems, exit signs, smoke detectors and similar systems. Series may include but is not limited to inspection records, maintenance reports, service logs, copies of bids and contracts for service, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year to which the record pertains..	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 477.033, NRS 239C.210, NAC 239.165 (1)(2)	None.

Property Management: Burglary and/or Vandalism, Reports of

LRDA Number 20071710

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents burglary and/or vandalism of local government equipment and/or property and may contain but is not limited to police reports, damage reports, witness statements, insurance information, related correspondence and similar documents.	Three (3) calendar years from the date of last action.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(b), NAC 239.165 (1)(2)	None.

Property Management: Pest Control (Extermination) Records

LRDA Number 20071747

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document pest control programs and the local government use of pesticides and may contain but is not limited to extermination logs, pesticide application record (showing kind and quantity used, dosage rate, method of application, target organism, area, date and time of application and employee name), incident reports, exterminator (contractor) reports, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1910.141(a)(5), NRS Chapter 586, NRS Chapter 555, NRS 11.190 (3)(d), NRS 11.190 (4)(e)	Application logs do not contain medical information. For "Employee Medical Records-Hazard Exposure Records"- See LRDA # 2007-1289 in the Personnel Section.

Property Management: Renting or Leasing of Local Government Building Space

LRDA Number 20200003

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the renting or leasing of local government building space to other entities such as retailers, restaurants, bars, gift shops, lounges, and similar businesses. Records may contain but are not limited to name and addresses of lesser and lessee, description of property or equipment, rent or lease cost, letters of credit, security deposit information, operating permits, purpose for which property may be used, terms and conditions, lease renewal documents, accounting records, memorandums, associated documentation, and related correspondence.	Six (6) fiscal years after the date of renewal, termination, completion, or cancellation of the rental or lease agreement.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 494.090, NRS 496.090, County and Municipal Code	None.

Property Management: Security Camera Recordings

LRDA Number 20071749

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series consists of security camera recordings created to record activities inside and outside of public buildings.	Seven (7) days or for the period needed to review recordings, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Administrative Records

Property Management: Security Records

LRDA Number 20071279

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents security programs provided for governmental buildings and grounds. Records in this series may include but are not limited to personnel identification (photograph) records, security activity reports, incident reports, crime reports, vehicle files, visitor control log, inspection reports, key accountability records, investigation reports, security logs, correspondence, and related records.	Three (3) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 239C, NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None.

Proposed Legislation Records

LRDA Number 20070039

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records created by governmental agencies for the purpose of proposing legislation. This series may contain but is not limited to research information on proposed legislation, fiscal notes, summaries, estimated cost reports, impact statements, correspondence, and other information documenting the proposed legislation.	As long as administratively useful to the agency.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Public Records Requests

LRDA Number 20101782

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records document requests for public records and provide a record of agency responses. Records may include but are not limited to request logs and/or request forms and response letters, legal citations for redaction or denial, and orders to grant or deny request. Excludes copies of the records which are the subject of the public records request.	Three (3) calendar years from the end of the calendar year in which the response was completed.	If this record series contains confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 239.001, NRS 239.010 to 239.012, NRS 603A.040, NRS 205.4617, NRS 11.190(3)(d)	"Nevada Public Records Act: A Manual for State Agencies" provides guidance local governments may wish to incorporate into their own public records policies and procedures.

Administrative Records

Purchase, Sale or Transfer of Real Property Files

LRDA Number 20101777

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents transactions for the purchase, sale, or trade of land, buildings or other real property by local governmental entities. Records may include but are not limited to public/legal notices, property information, disclosure statements, appraisal reports, bids/purchase offers, copies of acceptance or rejection notices, financial records, legal documents, meeting minutes and exhibits, copies of deeds, bill of sale or transfer, copies of purchase orders, related correspondence and similar documents.	Permanent	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 244.2795 to 244.282, NRS 268.059 to 268.062, NRS 205.4617, NRS 11.190 (1)(b)	If the financial transaction is summarized in the file the financial records themselves may be purged from the records six (6) calendar years from the final close of the sale.

Quality Assurance Recordings

LRDA Number 20121847

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These recordings (usually telephone) are used to document customer service calls and may be used for staff training and development purposes.	Thirty (30) days from the date of the recording.	These recordings may contain confidential or sensitive information and should be destroyed in a secure manner. (See NAC 239.165 (1)(2)).	None	None.

Quality Assurance Review Audits and Reports

LRDA Number 20071256

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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, audit workpapers, studies, questionnaires, copies of safety manuals, copies of staff training documentation, regular and final reports, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Administrative Records

Records Destruction Certificate

LRDA Number **20070069**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the destruction of records in accordance with approved retention schedules.	Three (3) calendar years from date the records were destroyed	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	None

Records of Formal Negotiations

LRDA Number **20070012**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents negotiations between the governing body or the governing body's representative and employee representatives. This series may include but is not limited to copies of expired contracts, negotiation notes, letters of agreement, arbitration findings, cost analyses, management counter proposals, negotiation updates, newspaper clippings, press releases, minutes, audio/video recordings, related correspondence and similar records.	Permanent.	Portions of this record series are not subject to the open meeting law (NRS 288.220).	NRS 288.140 to 288.220	None.

Records Retention Schedule

LRDA Number **20070073**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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, Archives and Public Records Administrator.	Six (6) calendar years after superseded by a changed schedule	This record series does not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NAC 239.155	None

Reports Required by Law/Regulation

LRDA Number 20141900

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are reports (not scheduled else ware in the Local Government Records Management Program Manual) which are required by law or regulation to be submitted to governing bodies, state or federal agencies, Legislative Counsel Bureau/Legislature, or the Governor.	Five (5) calendar years from the submission of the report.	If this series contains any confidential, restricted or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	Various State/Federal Laws and Regulations	The office of record for this series is usually the entity receiving the report.

Requisitions / Purchase Orders (office copies)

LRDA Number 20070074

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to purchase equipment, supplies, and or products for local governments and may include but is not limited to copies of purchase order forms, vendor invoices, worksheets, terms and conditions forms and related correspondence.	Until resolution of annual audit.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Resignations of Elective and Appointive Officials

LRDA Number 20070290

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents resignations of elected and appointive officials and may contain but is not limited to letter of resignation, oath of office, related correspondence and similar documents.	One (1) calendar year after resignation is effective.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 283.030, NRS 245.130	None

Restricted Document Log (Homeland Security Act)

LRDA Number 20071246

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the access granted to "Restricted Records" and contains information on the date access was granted, the individuals name, a photographic form of identity, the name of his/her employer, citizenship status, and the purpose for accessing the restricted documents	Three (3) calendar years from the end of the calendar year to which it pertains.	This record series must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.010 thru 239C.270 (Homeland Security Act) - NAC 239.165 (1)(2)	This log is NOT a "Public Record" per NRS 239C.220 and 239C.230 (2).

Risk Management: Accident Reports

LRDA Number 20071712

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents accidents involving departmental vehicles or equipment. Reports may contain but are not limited to date and time of accident, location of accident, type of accident, narrative reports regarding circumstances, parties involved, injury reports, copies of medical treatment reports, property damage reports, vehicle damage reports, witness statements, copies of police reports, departmental forms, notes, photos, correspondence, and related documents.	Three (3) calendar years following resolution or settlement of any claims or legal actions, or from the accident date if no legal action or damage results.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 12.080, NRS 12.105, NAC 239.165 (1)(2)	None.

Risk Management: Emergency Action Plan

LRDA Number 20101783

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents emergency action plans used to coordinate activities during emergencies. Information may include but is not limited to procedures for reporting a fire or other emergency, emergency evacuation plans (including type of evacuation and exit route assignments), physical security plans, environmental control plans, records documenting employee alarm systems, emergency action plan training records, plan reviews, related correspondence, and similar documents.	Five (5) calendar years after revised or superseded.	This series may contain confidential/restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1910.38, NRS 239C.090, NRS 239C.220, NAC 239.165	None.

Risk Management: Insurance Policies

LRDA Number 20070062

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the terms and conditions of insurance policies between the local government and insurers. Types of insurance may include liability, property, motor vehicle, flood, and others. Records usually include policies, endorsements, rate change notices, agent of record, related correspondence and similar documents. This series does not include Group Health and Life Insurance policies which are scheduled in the Personnel Section.	Six (6) calendar years after policy expires.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NRS 11.190 (3)(d)	None

Risk Management: Insurance: Claims

LRDA Number 20070061

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document various types of liability claims filed against the local government. These include personal injury, property damage, motor vehicle accident, false arrest, and others. Records often include reports, photographs, summaries, reviews, notices, audio and videotapes, transcriptions of recorded statements, memoranda, correspondence, and related documents.	Three (3) fiscal years after final settlement of claim	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Risk Management: Job Safety Analysis

LRDA Number 20161936

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the process of identifying and analyzing potential hazards in job tasks. Records may include but are not limited to Job Safety Analysis form and any related correspondence and similar material.	Three (3) years after superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	None

Risk Management: Liability Release Forms

LRDA Number 20071672

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents individual liability release forms required for participation in various programs/activities offered by local governmental departments during the year. This series usually consists of event specific liability forms, participant information, contact information, signature of participant or parent/legal guardian, emergency contact information, and similar information.	Three (3) calendar years from the date of the event.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239B.030, NAC 239.165 (1)(2)	None.

Risk Management: National Flood Insurance Program (CRS) Records

LRDA Number 20141901

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records relating to the Federal Emergency Management Administration's Community Rating System (CRS) program which allows for discounted flood insurance rates for communities that exceed minimum national flood protection standards. Records may include but are not limited to application, CRS certification forms, recertification and modification forms, flood insurance rate map (FIRM) determination forms, elevation certificates, verification visit documents, public outreach information, hazard disclosures, related correspondence and similar documents.	Retain the application and verification visit documentation until no longer participating in the program. Retain other records in this series for a minimum period of three (3) calendar years from the date of recertification or supersession.	Local governments must recertify annually and undergo in-depth program review/verification every five years.	FEMA-National Flood Insurance Program Community Rating System-CRS Record Keeping Guidance, 42 U.S.C. section 4104 (c)(d), 2 CFR 200.333, NRS 11.190 (3)(d)	Review for historical value.

Risk Management: Property Insurance Inspection Reports

LRDA Number 20161931

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records are used for risk analysis purposes and consist of reports from Independent Loss Control Insurance Inspections. The record may include but is not limited to property/building life safety and fire system reviews, facility condition analysis reports; seismic bracing reviews, related correspondence, and similar documentation	Three (3) calendar years from the date of the report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239C.090	None.

Risk Management: Red and Amber Light Permits

LRDA Number 20101772

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents red and/or amber light permits issued by the Nevada Highway Patrol for local governmental vehicles. Series may contain application for permit, permit log or lists, copies of accounting records, related correspondence and similar documents.	One (1) fiscal year after expiration of the permit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 484A.490	Permits expire on June 30 of each calendar year.

Risk Management: Smog Inspections

LRDA Number 20121882

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents emission inspections of local government owned/operated vehicles.	Retain until superseded by a new inspection.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 445B.700 to 445B.845, NAC 445B.575 to 445B.601, NAC 445B.737 to NAC 445B.774	None.

Risk Management: Vehicle Maintenance Records

LRDA Number 20070079

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the maintenance and repairs of local government owned or leased vehicles. Series is used to provide a maintenance and repair history and may include but is not limited to work order number, dates, maintenance or repair performed, mileage of vehicle, problem type, warranty information, driver's name, and action taken.	Life of the vehicle (plus three years if the vehicle was involved in an accident)	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Risk Management: Vehicle Visual Inspections

LRDA Number 20141897

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents visual inspections of local government owned vehicles for conditions that could affect driver safety. These inspections are usually done by the driver prior to vehicle operation. Series may include but is not limited to pre and/or post inspection report or checklist, related correspondence and similar documents.	If an unsafe condition is found: Retain for a minimum period of three (3) calendar years from the date of repair or correction. If no unsafe conditions are found: Retain until a subsequent vehicle inspection is performed.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Seal and Logo Records

LRDA Number 20070040

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records pertaining to the creation and establishment of the municipal logo, seal and other similar graphic or symbolic representations of the local government.	Permanent.	None	None	None

Special Event and Celebration Records

LRDA Number 20070041

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents local government sponsored special events and celebrations. This series may include but is not limited to event planning information, cost studies, promotional material, speeches, dedications, public attendance summaries, final reports, correspondence, and related records. May also include routine documentation related to implementing the promotion and organization of the event. These often include lists, rosters, correspondence, volunteer information, and related records.	Retain records which document significant aspects of the event Permanently. Retain other records related to the event for a minimum period of two (2) fiscal years from the year to which it pertains.	This record series should not contain confidential or restricted information and the non-permanent records may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Special Study Report Files

LRDA Number 20121878

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents special studies produced under the direction of governing bodies, department managers, courts, elected officials, but not required by law or regulation. Files may contain but are not limited to reports, exhibits, supporting documentation and related correspondence.	Three (3) calendar years from the completion or termination of the study. Review for historical value.	If this record series contains confidential, restricted, or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None.

Specialized or Local Ethics Committee

LRDA Number 20141902

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents specialized or local ethics committees established to complement the functions of the State Commission on Ethics. Records may include but are not limited to code of ethical standards, hearing records, agendas, minutes, motions, deliberations, opinions, interpretations, correspondence, and supporting documentation.	Permanent.	Each request for an opinion submitted to a specialized or local ethics committee, each hearing held to obtain information on which to base an opinion, all deliberations relating to an opinion, each opinion rendered by a committee and any motion relating to the opinion are confidential unless: The public officer or employee acts in contravention of the opinion; or the requester discloses the content of the opinion. (NRS 281A.350 (4)(a)(b))	NRS 281A.350	None

Staff Meeting Records

LRDA Number 20070846

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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.	Retain only as long as the record holds value to the agency.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	It is recommended these records be retained no longer than one (1) year.

Strategic Plan Files

LRDA Number 20070047

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents detailed plans (methods) for accomplishing program goals. This series may include but is not limited to records documenting the development and establishment of agency goals and objectives, planning documents, laws and regulations, activity reports, statistical reports, related correspondence and similar records.	Three (3) calendar years from the date superseded. Review for historical value.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	This series may contain historically significant information on the development and modification of agency strategic plans.

Summons and Subpoenas

LRDA Number 20071281

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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.	One (1) calendar year from the date of the scheduled appearance or cancellation of the summons or subpoena.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Surveys, Polls, and Questionnaires

LRDA Number 20070076

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document public opinion on various issues, actions, and concerns. This series may include but is not limited to surveys, polls, questionnaires, summaries, abstracts, related correspondence, and similar information.	Retain for as long as administratively useful to the agency.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Telecommunication System Management Records

LRDA Number 20071360

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the creation, modification, and disposition of local government telecommunications systems. Records in this series may include but are not limited to equipment records, Federal Communications Commission records, repair order forms, system planning records, telecommunications maintenance contracts and service agreements, service orders, related correspondence, and similar documents.	Retain service agreements/maintenance contracts for a minimum period of six (6) calendar years after expiration or fulfillment of all terms of the agreement or contract, whichever is later. Retain other telecommunication system records for the life of the system.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b)	None

Administrative Records

Telephone Logs

LRDA Number 20071008

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a listing or log of telephone calls made and similar telephone activity reports.	90 days from last entry.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Trademarks, Trade Names and Service Marks Files

LRDA Number 20121861

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the trade names, trademarks and service marks registered with the Secretary of State in accordance with state law. The files may contain but are not limited to application, specimen of mark and/or name, copy of certificate of registration, correction documentation, renewals, receipt for fee payment, checks, cancellation documentation and related correspondence.	Three (3) calendar years after the expiration or cancellation date of the registration.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 600.240 to 600.390, NRS 11.190 (3)(d)	The Nevada Secretary of State is the office of record for this record series. The registration of a mark is effective for 5 years from the date of registration.

Trust Fund for Retirement Benefits (NRS 287.017)

LRDA Number 20121868

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the establishment of trust funds for the future retirement of local government employees and their spouses and dependents. Series may contain but is not limited to Board of Trustee records, trust statements, contribution records, enrollment forms, actuarial records, employee/spouse/dependent files, audit reports, investment records, contracts and agreements, financial reports, various forms, related correspondence and similar records.	Retain Board of Trustee records, audit reports, statement of trust records permanently. Retain employee, spouse/dependent files for a minimum period of thirty (30) years from the close of file. Retain other records included in this series for a minimum period of six (6) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 287.017, NAC 287.776, NAC 287.788, NRS 11.190 (1)(b), NAC 239.165	None.

Unmanned Aerial Vehicle (UAV) Certificate of Waiver or Authorization (COA)

LRDA Number 20200007

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for exemption under the Special Authority for Certain Unmanned Systems. The Special Authority for Certain Unmanned Systems (49 USC Section 44807) grants the Secretary of Transportation the authority to use a risk-based approach to determine whether an airworthiness certificate is required for a drone to operate safely in the national airspace system. Under this authority, the Secretary may grant exemptions to the applicable operating rules, aircraft requirements, and pilot requirements for a specific operation on a case-by-case basis. Records may include but are not limited to petition for exemption and supporting material, grant of exemption, Certificate of Waiver or Authorization (COA), various FAA forms, associated documentation, and related correspondence.	Three (3) calendar years from the date of expiration, supersession, revocation, or cancellation of the Certificate of Waiver or Authorization.	If this record series contains confidential or restricted information that information must be destroyed in a secure manner that will prevent its reconstruction.	49 USC Section 44806, 49 USC Section 44807, 14 CFR 11.81, 14 CFR 107.200 to 14 CFR 107.205, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165	Certificates of Waiver or Authorization generally terminate two (2) years from the date of a valid grant of exemption.

Unmanned Aerial Vehicle (UAV) Recordings

LRDA Number 20181946

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series may consist of recorded images, sound waves, odors, and associated data captured by Unmanned Aerial Vehicles (UAV). Public agencies which have registered an UAV with the Department of Public Safety may operate the UAV for one or more of the following public purposes: fire services, emergency medical services, protection of a critical facility that is public property, search and rescue operations, preparation for, response to and recovery from emergencies and disasters, communications relay and delivery, surveying and mapping, inspection of public land and infrastructure, inspection and testing of hazardous materials, inspection and evaluation of natural resources, inspection and evaluation of wildlife, inspection and evaluation of agricultural and environmental conditions, training of employees of a public agency, research and development of unmanned aerial vehicles, maintenance and testing of unmanned aerial vehicles, air quality testing, and evaluation of meteorological conditions.	Retain event recordings under the records series they relate to for the same retention period required for that equivalent record. Non event recordings that may contain personally identifiable information (PII) not be retained for more than one-hundred eighty (180) days.	If this record series contains confidential or restricted information that information must be destroyed in a secure manner that will prevent its reconstruction.	Presidential Memorandum: Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties in Domestic Use of Unmanned Aircraft Systems, Privacy Act of 1974 (5 U.S.C. 552a), NRS 493.115, NRS 493.118, NAC 493.100, NRS 239C.090, NRS 239C.210, NAC 239.101, and others.	In accordance with NRS 493.020 "Public agency" means an agency, office, bureau, board, commission, department or division of this State or a political subdivision of this State other than a law enforcement agency.

Unmanned Aerial Vehicle (UAV) Registration Records

LRDA Number 20200005

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the registration of Unmanned Aerial Vehicles (UAV's) with the Nevada Department of Public Safety in accordance with state law. Records may include but are not limited to completed registration form, UAV photos, associated documentation, and related correspondence.	Six (6) calendar years from the expiration or non-renewal of the registration.	If this record series contains confidential or restricted information that information must be destroyed in a secure manner that will prevent its reconstruction.	14 CFR107.13, 14 CFR 91.203, NRS 493.112 to NRS 493.118, NAC 493.100, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 11.190 (4)(e)	The Federal Aviation Administration (FAA) maintains aircraft registrations permanently. See FAA retention schedule N1-237-04.3.

Unmanned Aerial Vehicle (UAV) Remote Pilot Certificates

LRDA Number 20200006

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the issuance of UAV Remote Pilot Certificates by the Federal Aviation Administration (FAA). Records may include but are not limited to: remote pilot in command application, initial knowledge test results, various FAA required forms, background check information, Remote Pilot Certificate, renewal records, recurrent knowledge training results or certification, related correspondence, and similar information.	Three (3) calendar years from the date of expiration, non-renewal, revocation, or voluntary surrender of the certificate.	If this record series contains confidential or restricted information that information must be destroyed in a secure manner that will prevent its reconstruction.	14 CFR 107.53 to 14 CFR 107.79, NRS 493.115 to NRS 493.118, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165	In accordance with the FAA's Small UAS (UAV) Rule (part 107) Remote Pilot Certificates are valid for two (2) years.

BLM Project Records

LRDA Number 20101784

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents projects involving federal Bureau of Land Management and may include request for assistance forms, project activity reports, financial documents, memos, related correspondence, and similar documents.	Three (3) fiscal years following the expiration of the project.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	2 CFR 200.333, 43 CFR 1880, NRS 11.190 (3)(d), NAC 239.165	Review for historical value.

Emission Inventory Studies and Reports

LRDA Number 20101786

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These reports are designed to support criteria pollutant studies, plans, and/or state implementation plans and are usually geared towards specific point sources.	Permanent	This record series usually does not contain confidential or restricted information.	42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B	None

Emission Reduction Program Records

LRDA Number 20101789

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents programs designed to reduce harmful pollutants. The programs are designed to reduce harmful emissions from Carbon Monoxide, Ozone, PM10, PM2.5, VOC, Nitrogen Oxide, Carbon Dioxide, HAPs, etc. and may be included as a component of the State Implementation Plan. Records may include program reports, studies, guidelines, proposals, grant requests, related correspondence and similar documents. Programs may include, but are not limited to, Voluntary Vehicle Repair Program, Lawn Mower Exchange Program, Off-Road Vehicle Diesel Retrofit Program, Truck Stop Electrification Program, Gas Cap Exchange Program and similar programs.	For programs linked to State Implementation Plan- Retain this series for five (5) calendar years after superseded or withdrawn. For programs not linked to the State Implementation Plan- Retain for five (5) calendar years after expiration of program.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B	Review for historical value.

Endangered Species Act (ESA) Section 10 Records

LRDA Number 20141895

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents permits received from the U.S. Fish and Wildlife Service for activities which would otherwise be prohibited by the ESA. Permits may be for scientific purposes, enhancement of propagation or survival, or for incidental taking of wildlife and may authorize a single transaction, a series of transactions, or a number of activities over a specific period of time. Records used in the permitting process may include but are not limited to application forms, Habitat Conservation Plans, implementation agreements, funding plans, draft National Environmental Policy Act analysis, safe harbor agreements, candidate conservation agreements, copies of financial records, related correspondence, and similar records.	Ten (10) calendar years from the expiration or revocation of the permit	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	50 CFR 17.22, 50 CFR 17.32, 50 CFR 17.62, NRS 244.386, NAC 321.418	The office of record for this series is the U.S. Fish & Wildlife Service. Section 10 of the ESA is designed to regulate a wide range of activities affecting plants and animals designated as endangered or threatened, and the habitats upon which they depend.

Enforcement Actions

LRDA Number 20101788

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the issuance of Notices of Violation (NOV) and resolution of enforcement action. Records may include notice of violation, evidentiary documents, response forms, tracking forms, stipulations, hearing officer reports, orders, waivers, findings, penalty payment plans, photos, audio/visual records, related correspondence, and similar documents.	Six (6) calendar years from the date of final resolution.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B, NRS 11.190 (1)(a)	Review for historical value.

Landfill Records

LRDA Number 20071595

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents municipal landfill operations. This series may include but is not limited to applications, permits, operating records, compliance reports, plans (engineering, operating, contingency, sedimentation, erosion control, etc.), hydrogeological reports, inspection reports, gas monitoring reports, ground-water monitoring reports, regulations and standards, results of various samples, training records, remediation plans, cost estimates, financial assurances, closure and post-closure care plans, and related documents.	Permanent.	None	40 CFR 258, NRS 444.558, NRS 444.580	None

Air Quality and Environmental Management

Nevada CAPP/PTAH Files

LRDA Number 20071612

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains documents related to Chemical Accident Prevention Programs (CAPP) and Plans to Abate Hazards (PTAH). The files may contain but are not limited to registration documents, operating procedures, hazard assessments, process hazard analysis, training procedures, equipment maintenance procedures, safety reviews, incident reports, corrective action reports, copies of reports and/or forms submitted to regulatory agencies, related correspondence, and similar documents.	Five (5) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 459.380 to 459.3874, NAC 459.952 to 459.95528, NRS 459.3822, NAC 459.95523, NAC 239.165 (1)(2)	None

Permit Files-Stationary Source

LRDA Number 20101787

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series pertains to stationary sites emitting air pollutants. Records may include applications, permits, inspections, enforcement corrective action orders, copies of notices of violation, compliance hearing records, performance tests, copies of emission reports, certification reports, ownership change records, financial reports, forms, memos, related correspondence, and similar documents.	Twenty (20) calendar years after site closure.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B, NRS 11.190 (1)(a)	Review for historical value.

State Implementation Plan (SIP) and related studies

LRDA Number 20101785

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents air quality reports and studies performed as part of the State Implementation Plan (SIP). Records may include but are not limited to implementation plans, carbon monoxide studies, modeling data plans, ozone reports, transportation plans, air toxics studies, attainment demonstration plans, milestone achievement reports, and similar reports and/or studies.	Five (5) calendar years after superseded or withdrawn.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B	Records in this series may also be found incorporated in whole or part, into County Code, Health District Code, State and/or Federal Law. Review for historical value.

State Implementation Plans (SIP) - Transportation Plans

LRDA Number 20101791

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains information used in developing plans to achieve national ambient air quality standards through a reduction of vehicle miles of travel. Records consist of transportation control plans, conformity determinations, studies, employer incentive plans, strategy papers, copies of emissions standards, meeting notices, concurrence requests, related correspondence and similar records. Final transportation control plans become part of state implementation plans (SIPs).	Five (5) calendar years after superseded or withdrawn.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	Clean Air Act section 176 (c)(4)(E), 40 CFR 51.390, 40 CFR 93.100 to 93.129	Review for historical value.

Vacant Land Monitoring Reports

LRDA Number 20101790

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to monitor vacant lands, unpaved parking lots, unpaved roadways and similar areas within the city/county. Records may include inspection reports, enforcement records, complaints, related correspondence and similar supporting material.	Three (3) calendar years from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(a)(b)(d)	Review for historical value.

Airports

Activity Reports

LRDA Number 20070112

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of records documenting various indicators of activity associated with local government owned or operated airports. Subjects may include arrivals and departures, type of aircraft served, number of passengers, amount of cargo, amount of fuel use, activities of related operations such as restaurants, gift shops, car rental outlets, as well as others. These types of reports are usually statistical in nature and should not contain personally identifying, confidential or restricted information.	Retain annual activity reports Permanently. Retain other activity and statistical reports (not otherwise scheduled in this section) for three (3) calendar years from the year created.	If there is personally identifying, confidential or restricted information in this record series that information must be protected from public disclosure and the non-permanent records containing that information must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)	This record series is useful for planning and budgeting, reference, performance monitoring, program justification, position justification and similar uses.

Airport Aid Program Grantees: Affirmative Action Plans

LRDA Number 20070122

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records in this series document specific and result-oriented procedures used to achieve equal employment opportunity. This series may include but is not limited to affirmative action plans, compliance reports, statistical reports, employment reports, and related records.	Three (3) fiscal years, or for the period during which the federal financial assistance is made available, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	14 CFR 152.415	None

Airport Aid Program Grantees: Reports not transmitted to the Federal Aviation Administration

LRDA Number 20070123

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains reports that enable the FAA Office of Civil Rights to ascertain if there has been compliance with the non-discrimination in airport aid program. The series may include but is not limited to compliance reports, statistical reports, correspondence and related records.	Three (3) fiscal years or for the period during which the Federal financial assistance is made available, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	14 CFR 152.415	None

Airports

Airport Certification Manuals or Specifications

LRDA Number **20070114**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents certifications, licenses, or permits from the Federal Aviation Administration (FAA) or other Federal or State agencies. Records in this series may include but are not limited to certification applications, airport certification manuals, operating procedure manuals, facility and equipment descriptions, responsibility assignments, self inspection plans, maintenance manuals, and any documentation bearing directly on the issuance or renewal of licenses.	Retain certification manuals or specifications Permanently. Retain other records related to certification two (2) calendar years after expiration.	This record series may contain confidential or restricted information. Records not retained permanently must be destroyed in a secure manner that will prevent reconstruction of the information.	14 CFR 139.203 to 139.205, 14 CFR 139.301, NRS 239C.090, NRS 11.190 (4)(e), NAC 239.165 (1)(2)	None..

Airport Emergency Documentation Records

LRDA Number **20070119**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series of records may include but is not limited to alerts (all stages), reports and records of emergencies, reports of property damage, reports of sick or injured persons and similar documents.	Three (3) calendar years from date of last action.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 11.190 (3)(d), NRS 11.190 4(e), NAC 239.165 (1)(2)	None.

Airport Emergency Planning Records

LRDA Number **20070118**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the development and maintenance of airport emergency plans, created to minimize the possibility and extent of personal injury and property damage in the event of an emergency.	Retain records described in 14CFR 139.325 - Permanently.	This record series contains confidential or restricted information.	49 CFR 1520.5, 14CFR 139.325, 239C.090	None.

Airports

Airport Fueling Agent Inspections

LRDA Number 20071373

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents established standards for protecting against fire and explosions in storing, dispensing, and otherwise handling fuel, lubricants, and oxygen at the airport. These standards cover facilities, procedures, and fueling personnel training. This series may contain but is not limited to inspection reports, training reports, records documenting fire safety in mobile fuelers, fueling pits, fueling cabinets, fuel farms and storage areas, storage area access reports, corrective action records, reports submitted to the FAA, the fire code of the public body having jurisdiction over the airport, related correspondence and similar documents.	Two (2) calendar years from the date of the inspection.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	14 CFR 139.321, NRS 11.90 (4)(e), NAC 239.165 (1)(2)	None.

Airport Law Enforcement Activity Records

LRDA Number 20071377

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents various types of security actions taken by the airport as described in 49 CFR 1542.221. This series may include documents showing the number and type of firearms, explosives, and incendiaries discovered during any passenger screening process, and the method of detection of each; the number of acts and attempted acts of piracy; the number of bomb threats received, real and simulated bombs found, and actual bombings on the airport; the number of detentions and arrests made, name, address, and the immediate disposition of each individual detained or arrested, the type of deadly or dangerous weapon, explosive, or incendiary confiscated, and the identification of the aircraft operator or foreign air carrier on which the individual detained and/or arrested was screened, or was scheduled to be a passenger.	Three (3) calendar years from date of last action.	This record series may contain confidential or restricted information. This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	49 CFR 1542.215 to 1542.221, NRS 11.190 3(d), NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2)	None.

Airports

Airport Project Records

LRDA Number 20071378

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document airport construction projects. This series may contain but is not limited to engineer's project notes, inspection reports, as-built drawings, land use maps, drainage and pavement drawings, airport layout plans, master plan maps, aerial photographs, topography maps, standard maps, property surveys, land use policy plans, project details, studies, reports, notes, correspondence and related documents.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090	None.

Daily Log of Control Center

LRDA Number 20070117

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the daily activities of an airport control center. This series may include but is not limited to information on weather conditions, arrivals and departures, type of aircraft served, number of passengers, amount of cargo, amount of fuel used, planned or special events in or around the airport, correspondence and similar records.	Two (2) calendar years from date of record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	49 CFR 1520.5, NAC 239.165 (1)(2)	None.

Escort Log

LRDA Number 20070120

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is a log of individuals who do not have unescorted access authority, and must be escorted into secure or other areas of the airport.	Six (6) month from date of log.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Airports

Federal Aid to Airport Records

LRDA Number 20070121

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer grants of funds from the federal government for airport planning and engineering, or airport development. This series may include but is not limited to airport layout plans, preliminary plans and specifications, invoices, cost estimates, payrolls, vouchers, cancelled checks or warrants, receipts, and similar records.	Three (3) fiscal years after the date of the final grant payment.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	14 CFR 151.55	None

Navigational Facilities Maintenance and Operation Records

LRDA Number 20071376

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the maintenance and operation of various types of airport navigational equipment. Examples include non-directional radio beacon facilities, instrument landing system facilities, simplified directional facility, distance measuring equipment, VHF marker beacons, interim standard microwave landing system, microwave landing system, and others. May also include maintenance manuals, meter readings, adjustment records, facility maintenance logs, radio equipment operation records, technical performance records, various forms, copies of reports submitted to the FAA and related documents.	Six (6) calendar years after equipment is permanently removed from service.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	14 CFR 171.13, 14 CFR 171.33, 14 CFR 171.53, 14 CFR 171.117, 14 CFR 171.163, 14 CFR 171.213, 14 CFR 171.275, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Noise Compatibility Planning Records

LRDA Number 20070125

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the development of a noise compatibility program to moderate the impact of noise in areas surrounding airports. This series may include but is not limited to studies, reports, noise exposure and other maps, hearing records, public statements and similar records.	Retain records described in 14 CFR 150.23 (e)- Permanently. Retain other records related to noise abatement and control for two (2) calendar years after program approved.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	14 CFR 150.23 (e)	None

Airports

Notices to Airmen (NOTAM)

LRDA Number 20070127

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the notification of air carriers of changes in airport conditions. Subjects may include airway changes, chart corrections, facility changes, procedural changes, flight advisories and restrictions, construction information, maintenance information, special notices, and related records.	Two (2) calendar years after notice is removed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Parking Positions for Aircraft

LRDA Number 20070129

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series details the parking positions for aircrafts using municipally owned or operated airports.	Six (6) months after superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Passenger Facility Charges (PFC)

LRDA Number 20070130

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the imposition of FAA approved Passenger Facility Charges (PFC), to finance eligible airport related projects. This series may include but is not limited to application, written competition plan, notice to air carriers, project descriptions, project justifications, detailed financial plans, meeting notes and minutes, accounting records, audit files, correspondence, and related records.	Three (3) calendar years after completion of project.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	14 CFR 158 (Appendix A to Part 158 -#10), 14 CFR 158.61 to 158.71	None

Security Program Records

LRDA Number 20070131

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the objectives, methods, and procedures, designed to prevent or reduce illegal activities or interference with civil aviation. This series may include but is not limited to airport description, maps, master security plan, access control information, training programs, incident management procedures, procedures for public advisories, law enforcement personnel information, contingency plans and related records.	Retain program records described in 49 CFR 1542.103 permanently. Retain other security program records for a minimum period of two (2) calendar years after they have been superseded.	This record series contains confidential or restricted information. Records to be disposed must be destroyed in a secure manner that will prevent reconstruction of the information.	49 CFR 1542.103, NRS 239C.090, NAC 239.165 (1)(2)	None.

Self-Inspection Program Records

LRDA Number 20070133

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents daily, (except as required by the airport certification manual or airport certification specifications or as a result of unusual conditions) inspections that show conditions found, and all corrective actions taken. Series may include but is not limited to inspection procedures, daily inspection reports, daily maintenance log, lists of equipment used in conducting safety inspections, facility information, and related records.	One (1) calendar year from the date of the inspection.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	14 CFR 139.327, NAC 239.165 (1)(2)	None.

Animal Control

Animal Permit and License Records

LRDA Number 20071715

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents permits and/or licenses issued to pet owners, kennel or wildlife exhibit operators, and other persons in accordance with state law and local ordinance.	Two (2) calendar years from the renewal, denial or expiration of the permit or license.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 244.359, NRS 266.325, NRS 205.4617, NAC 239.165 (1)(2)	None.

Bite Reports

LRDA Number 20070136

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the investigations of animal bites. This series may include but is not limited to case number, information on person bitten, incident information, treatment given, animal type, results of investigation, correspondence and similar documents.	Two (2) calendar years from the date of the report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 244.359, NAC 441A.020, NAC 441A.425	None

Communicable Disease Reports

LRDA Number 20071379

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of reports of actual or suspected rabies, anthrax, brucellosis, or other reportable communicable diseases of animals or humans submitted by veterinarians or other personnel employed by an animal shelter to a local health authority and/or rabies control authority.	Five (5) calendar years after reports submission to health authority and/or rabies control authority.	This record series may contain confidential and/or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 441A.410, NAC 441A.150, NAC 441A.225, NAC 441A.410 to NAC 441A.445, NAC 239.165 (1)(2)	None

Counter Receipts / Logs

LRDA Number 20070137

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Receipts and other records related to financial transactions at animal control offices or shelters. This series may include but is not limited to receipts or reports documenting license fees, impound and boarding fees, registration fees, euthanasia fees, release fees, and similar documents.	One (1) fiscal year following an audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Animal Control

Dog License Forfeits

LRDA Number **20070139**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents monies collected in advance to encourage pet owners to license and vaccinate their pets. Licenses are required yearly, and if the pet owner did not license their pets in the last year the money is forfeited to animal control.	One (1) fiscal year following an audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 205.4617, NAC 239.165 (1)(2)	None.

Euthanasia License Records

LRDA Number **20071283**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document the annual registration process required to purchase and dispense controlled substances in accordance with state and federal law. These substances are used in the euthanasia of sick, injured or unwanted animals. This series usually includes the application, supporting documentation, the license and related correspondence.	Three (3) years after the expiration of license.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	21 CFR 1304.04, NRS 453.246, NRS 11.190 (3)(d)	None

Lost and Found Records

LRDA Number **20070149**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of cards or forms completed by pet owners to help match lost pets with animals in the custody of animal control. This series may include but is not limited to owners name and address, and name of and description of pet, location, date and time, and related information.	Six (6) months from the date of the card or form.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Medical Records, Animal Control

LRDA Number **20071452**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the medical history of animals in the care of animal control. This series may include but is not limited to records which document an animal's past medical history, medical treatment records or logs, vaccination history, lab test notes and results, quarantine information, correspondence and similar related documents.	Four (4) calendar years from the date of last service.	This record series may contain confidential information (NAC 441A.412) which must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 441A.410, NAC 441A.410 to 441A.440, NAC 239.165 (1)(2)	None

Animal Control

Pet Impound Records

LRDA Number 20070142

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document all animals received by animal control. This series may contain but is not limited to description of animal, source, medical and/or shot records, release information, final disposition and related records.	Two (2) calendar years from the date of final disposition.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 574.055	None

Rabies Vaccination Certificate Records

LRDA Number 20071380

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents certificates of rabies vaccinations performed by veterinarians. The certificate may include the name and address of the owner of the animal, a description of the animal, including the name, age, sex, breed, color and weight of the animal, the date the vaccination was administered, the product name of the vaccine used, the lot number of the vaccine, the date the animal is due for revaccination based on the duration of immunity provided by the vaccine (according to its label), the number on the rabies vaccination tag issued, the name, address and license number of the veterinarian, the signature of the veterinarian who administered the vaccine, and related documents	Three (3) calendar years from date of issuance.	The record of the certificates of vaccinations against rabies maintained by the rabies control authority is confidential (NAC 441A.412) and may be disclosed only to an animal control authority or health authority or pursuant to a court order.	NRS 441A.410, NAC 441A.410, NAC 441A.440, NAC 441A.412, NAC 239.165 (1)(2)	This record series must be destroyed in a secure manner that will prevent reconstruction of the information.

Records Relating to the Use, Storage and Disposition of Sodium Pentobarbital

LRDA Number 20070144

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the use, storage, and disposition of sodium pentobarbital used in the euthanasia of sick, injured or unwanted animals. This series may contain but is not limited to weekly stock verifications, beginning and ending inventory each time the drug is removed from secure storage, identification of the animal on which it was used, the amount administered, signature of person administering the drug, notes on waste, notes on disposal of expired or unwanted sodium pentobarbital, security information, reports, correspondence and related records.	Four (4) calendar years from the date of the record.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	21CFR 1304.03, 21CFR 1304.04, NAC 638.535	None

Animal Control

Reports of Injured Animals

LRDA Number 20070145

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents reports of injured animals picked up and/or treated by animal control. This series may contain but is not limited to information on type of animal, owners (if known) name and address, location, type of injury, if a wild animal-location of capture, action taken, treatment, disposition, associated costs, correspondence and related records.	Two (2) calendar years from the date of the report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Violation Notices to Owners

LRDA Number 20070146

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents violation notices issued to animal owners for infractions of local ordinances (not having a license, allowing pet to run at large, no rabies vaccinations, annoyance, etc.). This series may contain but is not limited to case number, reason for action, activity cards or notices, license number, owner's name and address, violation, ordinance number, date and time, correspondence, and related records.	Two (2) calendar years from the close of the case, or from the date of last action.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 574.055, NRS 171.17751, NRS 205.4617, NAC 239.165 (1)(2)	None.

Assessors

Additional Tax Due and Valuation Notices

LRDA Number 20070468

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to notify property owners of disqualification of specially assessed property or errors made in the valuation process. This series may include but is not limited to notice to property owners, records documenting taxes assessed, reason for disqualification or change, appeal forms, supporting documentation and related correspondence.	Six (6) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 250.110 to 250.180, NRS 11.190 (1)(b), NRS 11.190(3)(d), NRS 360.280, NRS 361.044, NRS 205.4617, NAC 239.165 (1)(2)	None.

Affidavits of Tax Exemption

LRDA Number 20070081

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents affidavits filed by war veterans, disabled veterans, surviving spouses, the blind and other qualifying individuals or organizations for real and/or personal property tax exemption. This series may include but is not limited to applications, questionnaires, annual renewals, applicable forms and supporting documentation, related correspondence and similar documents.	Three (3) fiscal years after last claimed. Annual renewals may be purged from the record one (1) fiscal year after the fiscal year for which the renewal pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 361.080, NRS 361.085, NRS 361.090, NRS 361.091, NRS 361.044, NRS 250.110 to 250.180, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Appraisal Records

LRDA Number 20070082

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents information on the appraisal and assessment of real property. This series may contain but is not limited to taxpayers name, property address, lot number, legal description including acreage, improvements, assessed valuations for land and improvements, factoring worksheets, information on age and condition, copies of building permits, notes, correspondence and related records.	Six (6) fiscal years following a new appraisal.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 361.260, NRS 250.110 to 250.180, NRS 361.044, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 205.4617, NAC 239.165 (1)(2)	None.

Assessors

Assessment Appeals

LRDA Number 20070089

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents appeals by taxpayers for reconsideration of the assessed value and or classification of their property. This series may include but is not limited to appeal form, meeting notification, documentation to support value, final decision, and directions for further appeal.	Six (6) fiscal years after final decision.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 361.044, NRS 250.110 to 250.180, NRS 11.190 (1)(b), NRS 11.190(3)(d), NAC 239.165 (1)(2)	None.

Assessment Rolls and/or Tax Lists

LRDA Number 20070083

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Official record of assessments on all properties in the county. This series may include but is not limited to information on property owner, address, legal description, code area, property class, assessed value, real market value, taxes levied and any changes made since previous tax roll.	Permanent.	At the written request of a taxpayer some information in this record series may be confidential.	NRS 361.044	None.

Business Personal Property Statements

LRDA Number 20071321

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the business equipment / assets in the possession of business owners as of July 1. This is usually a sworn statement or declaration documenting all the business equipment / assets in the businesses possession, the total acquisition costs including any shipping and installation charges, any equipment / assets leased or loaned, any personal property improvements and a statement of the physical location of each asset. This series may also include copies of lease agreements, depreciation statements, assessor forms, supporting documents, related correspondence and similar information.	Six (6) fiscal years from the fiscal year to which the statement pertains	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 361.265, NRS 11.190 (1)(b), NRS 11.190 3(a)(d), NRS 250.110 to 250.180, NRS 360.280, NRS 361.044, NRS 205.4617, NAC 239.165 (1)(2)	None

Assessors

Change of Address Form

LRDA Number 20071227

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains change of mailing address forms. Information may include but is not limited to name of property or business owner, address change form, parcel number, Tax ID number, effective date, old location and/or mailing address (if applicable), new location and/or mailing address (if applicable), any other required information and the signature of person requesting change.	One (1) calendar year from the end of the calendar year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 250.110 to 250.180, NRS 360.280, NRS 361.044, NRS 205.4617, NAC 239.165 (1)(2)	None.

County Board of Equalization Records

LRDA Number 20071681

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the actions of County Boards of Equalization and may contain but is not limited to assessment appeal forms, complainant supporting documentation, Assessor's appraisal forms and supporting documentation, worksheets, copies of various forms, studies, photos, exhibits, hearing records, legal notices, minutes, recordings, related correspondence, findings and final decisions.	If this series is retained permanently by the County Clerk- Retain until final determination of the Board. If not retained by the County Clerk- Retain permanently.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 361.334 to 361.365, NRS 11.190 (1)(a)(b), NRS 11.190 (3)(d)	The County Clerk or designated deputy is the clerk of each panel of the County Board of Equalization. (NRS 361.340 (6))

Court Orders and Affidavits, Confidential Taxpayer

LRDA Number 20101792

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of court orders authorizing the assessor's office to block all personal information on property belonging to taxpayers. Series may include court order, affidavit on property, checklists, printouts of information, changes to existing information, release affidavits, removal of confidential information request, related correspondence and similar documents.	Six (6) calendar years after no longer active.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 250.130 to 250.170, NRS 11.190 (1)(a), NRS 205.4617	None.

Assessors

Declarations of Value

LRDA Number 20071718

Description	Minimum Retention Period	Disposition	Legal Citations	Note
The Declaration of Value is a form prescribed by the Nevada Tax Commission to provide information with regard to the transfer of real property.	Five (5) calendar years from the date of receipt.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 375.060, NAC 375.180	None

Escrow Confirmation Reports

LRDA Number 20070084

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These types of reports are used to document changes of property ownership to Title and/or Mortgage Companies.	One (1) fiscal year from date of report.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 250.110 to 250.180, NRS 360.280, NRS 361.044, NRS 205.4617	This series has also been used to verify sewer use changes.

Maps

LRDA Number 20070086

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains maps that show the size, shape and boundary of every land parcel in the County. This series also includes all updates to the maps.	Permanent	This record series may contain confidential or restricted Information.	NRS 361.189, NRS 239C.210	None.

Assessors

Property Tax Abatement Records

LRDA Number 20181976

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the partial abatement of property taxes for primary residential or residential rental property. Series may include but is not limited to property tax abatement claim forms, annual claim notices, determination of applicability of partial abatement, appeal forms, related correspondence, and similar records.	Six (6) fiscal years after the abatement is no longer claimed on the property. The abatement claim forms may be purged from the record one (1) fiscal year after receipt of a new claim form.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b), NRS 361.471 to NRS 361.4735, NAC 361.6055 to NAC 361.609, NAC 239.165	NAC 361.6055-A county assessor shall receive claims for primary residential abatements and residential rental abatements and identify each parcel or other taxable unit of property for which such a claim is received, and before delivering the tax roll to the county tax receiver each year, determine whether each parcel or other taxable unit of property designated on the tax roll is eligible for a primary residential abatement, eligible for a residential rental abatement, eligible for a general abatement, or ineligible for any of those partial abatements of property taxes.

Ratio Studies

LRDA Number 20071315

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to update appraisal values between reappraisals of property. This series may include but is not limited to sales data cards, sales verifications, sales ratio report and supporting documents. Information on report may include property sales by neighborhood or reappraisal areas, ratio of sales to property values, previous study statistics, individual sales listings and similar data.	Six (6) fiscal years from the date of the study.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (1)(b), NRS 11.190 (3)(d)	Review for historical value.

Receipts for Payment of Personal Property Tax

LRDA Number 20070088

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are receipts showing bill number, taxpayer's name, amount of tax, date paid, and allocation of monies collected.	Five (5) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 250.110 to 250.180, NRS 360.280, NRS 361.044, NRS 205.4617, NAC 239.165 (1)(2)	None.

Assessors

Reports to Nevada Department of Taxation

LRDA Number 20071793

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents various reports submitted to the Nevada Department of Taxation in accordance with state law and regulation. Reports may include segregation reports, appraisal reports, valuation reports, reappraisal reports, statistical reports, and other reports required by the department.	Six (6) calendar years after reports are submitted to Nevada Department of Taxation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 361.390, NRS 361.044, NAC 361.144 to 361.151, NRS 11.190 (1)(B), NRS 11.190 (3)(D)	None.

Special Assessments

LRDA Number 20071519

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents special assessments for ditches, bridges, sewers, sidewalks, streets, ornamental lighting, and similar improvements. This series may include but is not limited to information on taxing districts, property owners, nature of improvements, lot and parcel number, copies of resolution assessing special taxes, assessment rate, payment records and reports, related correspondence, and similar records.	Six (6) fiscal years after payment of assessment.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 250.110 to 250.180, NRS 360.280, NRS 361.044, NRS 205.4617, NAC 239.165 (1)(2)	Review for historical value.

Trip Permits

LRDA Number 20181974

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents trip permits to allow the movement of manufactured homes, mobile homes or commercial coaches upon the highways or roads of this state. The trip permit authorizes movement over the highways and roads for not more than five (5) consecutive working days following the date of issuance. Records may include but are not limited to applications and supporting documentation, permit information, proof of payment of fees and applicable taxes, and similar records.	Three (3) fiscal years from the end of the fiscal year in which the permit was issued.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(a)(d), NRS 489.611 to NRS 489.661	NRS 489.631 (2) -The county assessor shall, within 10 days after issuing the trip permit, forward a copy of the application to the Manufactured Housing Division, to the assessor of the county where the manufactured home, mobile home or commercial coach will be located, unless the manufactured home, mobile home or commercial coach is to leave this state, for use by the operator of the vehicle moving the manufactured home, mobile home or commercial coach and the operator shall keep a copy of the application in his or her possession at all times during the movement, and to the owner of the manufactured home, mobile home or commercial coach.

Attorney

Attorney General Opinions

LRDA Number 20071388

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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.	As long as administratively useful.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	Review for historical value.

Calendar of Cases

LRDA Number 20070153

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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.	Thirty (30) days from the date of the schedule.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Case Files Felony: Where Defendant Sentenced to Life or Death Penalty

LRDA Number 20071384

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document felony cases wherein the defendant was sentenced to life imprisonment or death. This series may contain but is not limited to case number, defendant information, most recent charging document, declaration in support of a warrant/summons or the arrest report, original District Attorney documents such as notes and requests for prosecution, and other documents that are not likely to be available from local law enforcement or the Clerk of Court. May also contain copies of police reports, presentence reports, complaints, investigation records, offense reports, motions, witness lists, subpoenas, FBI reports, photographs, exhibits, court records, verdict, sentence, and related correspondence.	Retain for Lifetime of Defendant or when Defendant presumed dead at age one hundred (100), whichever is sooner.	This record series may contain confidential and/or sensitive information.	NRS Chapter 252, NRS 178.750, NRS 200.030, NRS 200.366	None

Attorney

Case Files: Appealed Cases

LRDA Number 20071391

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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.	Three (3) calendar years after all appeals are exhausted.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)	Retain permanently cases determined by the District Attorney to be of historical significance.

Case Files: Domestic Violence -Misdemeanor

LRDA Number 20081756

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document misdemeanor domestic violence cases prosecuted by the district 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, presentence report, complaints, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents.	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.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 200.485, NRS 33.018, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	The majority of the information contained in the misdemeanor case file are copies of records originated by police agencies and the court of jurisdiction. In the event that the file must be recreated, the information can be obtained from the police agency and the court.

Case Files: Domestic Violence-Felony

LRDA Number 20081758

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document felony domestic violence cases prosecuted by the district 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, presentence report, complaints, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents.	Following disposition of the case, retain for a minimum period of seven (7) calendar years after the appeals time frame has expired and all appeals have been exhausted.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 200.485, NRS 33.018, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	None

Attorney

Case Files: Driving Under the Influence (DUI)-Felony

LRDA Number 20081757

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document felony 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, presentence report, 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.	Following disposition of the case, retain for a minimum period of seven (7) calendar years after the appeals time frame has expired and all appeals have been exhausted.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 484.3792, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	None.

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

LRDA Number 20081764

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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.	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.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 484.3792, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	The majority of the information contained in the misdemeanor case file are copies of records originated by police agencies and the court of jurisdiction. In the event that the file must be recreated, the information can be obtained from the police agency and the court.

Attorney

Case Files: Felony

LRDA Number 20071383

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document felony cases wherein the defendant was not sentenced to life imprisonment or death. This series may contain but is not limited to case number, defendant information, most recent charging document, declaration in support of a warrant/summons or the arrest report, original District Attorney documents such as notes and requests for prosecution, and other documents that are not likely to be available from local law enforcement or the Clerk of Court. May also contain but is not limited to copies of police reports, presentence reports, complaints, investigation records, offense reports, motions, witness lists, subpoenas, FBI reports, photographs, exhibits, court records, verdict, sentence, and related correspondence.	Following disposition of the case, retain for a minimum period of seven (7) calendar years after the appeals time frame has expired and all appeals have been exhausted.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(a), NAC 239.165 (1)(2)	Retain permanently cases determined by the District Attorney to be of historical significance.

Case Files: Gross Misdemeanor

LRDA Number 20071498

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These case files document gross misdemeanor cases filed and prosecuted by the District Attorney's office. This series may contain but is not limited to case number, defendant's name, social security number, date of birth, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, complaints, investigation records, DUI documents, citations, offense reports, presentence report motions, witness lists, subpoenas, FBI reports, photographs, exhibits, attorneys' notes, correspondence, and related documents.	Six (6) calendar years after the disposition of the case.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(a), NAC 239.165 (1)(2)	None

Attorney

Case Files: Juvenile

LRDA Number 20071401

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents juvenile cases in which the City / District Attorney (or other legal counsel) is a party and may include but is not limited to incident reports, copies of law enforcement reports, copies of investigation reports, citations, complaints, referrals, psychological evaluations, juvenile counselor case summaries and recommendations, juvenile social histories, attorney case notes, opinions, court petitions, orders, motions, affidavits, answers, agreements, stipulations, confessions, witness statements, criminal records of the accused, copies of court documents, dispositions, verdicts, correspondence, and other supporting documents relative to the case.	Six (6) calendar years after the juvenile reaches the age of majority.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 62E.620 (8), NRS 62H.010, NRS 62H.220 (3), NRS 11.190 (1)(a), NAC 62H.520, NAC 239.165 (1)(2)	None

Case Files: Misdemeanor

LRDA Number 20071387

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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, presentence report, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents.	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.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 484.3792, NRS 11.90 (3)(d), NAC 239.165 (1)(2)	The majority of the information contained in the misdemeanor case file are copies of records originated by police agencies and the court of jurisdiction. In the event that the file must be recreated, the information can be obtained from the police agency and the court.

Attorney

Child Support Case Files

LRDA Number 20071393

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer enforcement actions taken by the District Attorney's office in child support services as required by federal and state statute. This record series may contain but is not limited to application for child support enforcement services, background interviews, copies of legal documents (court orders, service of process, stipulations, determinations, etc.), locator records, determination of paternity documents, wage, earnings and withholding statements, documents from financial institutions, documents from other states, support payment and related accounting records, copies of computer reports, related correspondence and similar documents.	Three (3) calendar years after the final closure of case.	Records in this record series have been declared confidential by 42 USC s.654 (26), NRS 125B.055, NRS 125B.170, NRS 422.290, NRS 425.3855, NRS 425.400 and NRS 425.405 and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 651, 42 USC section 654 (26), NRS 125B.055, NRS 125B.170, NRS 422.290, NRS 425.3855, NRS 425.400 NRS 425.405, NRS 11.190 (3)(d), Division of Welfare and Supportive Services-Support Enforcement Manual, NAC 239.165 (1)(2)	These case files provide documentation for processing and collecting child support, and provide assurance funds due the state are identified and collected.

Child Support Compliance Statements from Licensing Agencies

LRDA Number 20070154

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of statements from licensing agencies (governmental entities which issue business licenses, boards or commissions which issue occupational or professional licenses, certificates or permits etc.) submitted to the Department of Health and Human Services, Division of Welfare and Supportive Services in accordance with NRS 425.395.	Three (3) calendar years from the date of statement.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NRS 425.395, NRS 125B.055, NAC 239.165 (1)(2)	None

Attorney

Child Support Payment Reports

LRDA Number 20071395

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the collection of child support payments and may contain but is not limited to child support withholding information, collection and disbursement reports, monthly payment reports, accounts receivable reports, reimbursement reports, collections reports, process reports, related correspondence and similar documents.	Three (3) calendar years after submission of report to the Division of Welfare and Supportive Services.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 302.15, 45 CFR Part 74, 45 CFR 75.361, NRS 125B.160 to 125B.170, NRS 11.190 3(d), NRS 422.290, Division of Welfare and Supportive Services-Support Enforcement Manual, NAC 239.165 (1)(2)	The central office of Support Enforcement, Division of Welfare and Supportive Services is the office of record for this series.

Child Support Reports

LRDA Number 20071397

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of periodic or requested reports prepared for or provided to support enforcement, program area offices, and District Attorney's offices from the Department of Health and Human Services - Welfare and Support Services Division.	As long as administratively useful to the District Attorneys office.	Portions of this record series which contain recipient names are confidential per NRS 422.290, and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 422.2749, Division of Welfare and Supportive Services-Support Enforcement Manual, NAC 239.165 (1)(2)	None

Child Support Statistical Reports

LRDA Number 20071394

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains statistical reports printed either on a regular basis or upon request and are used to administer and monitor Child Support Enforcement Programs. These types of statistical reports may include but are not limited to case characteristics, hearing statistics, five quarter reports, program expenditure reports, program effectiveness reports, office effectiveness reports, reports documenting annual effectiveness, statistical reports documenting annual collections and cost effectiveness, financial monitoring reports, program monitoring reports, activity reports [identifies worker statistics by activity, such as number of cases initiated, case contacts, etc.], paternity establishment reports, locate activity reports, and similar reports.	Three (3) fiscal years from the end of the fiscal year to which they pertain, or from the date report is submitted to Welfare and Support Services Division of the Department of Health and Human Services (if applicable). This record series should be reviewed for historical value before disposal.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 302.15, 45 CFR 74.53, NRS 11.190 (3)(d), Division of Welfare and Supportive Services-Support Enforcement Manual, NAC 239.165 (1)(2)	Records in this series hold significant historical value as they contain evidential value of the functions and activities of child support enforcement programs.

Child Welfare: Appellate Case Files

LRDA Number 20181996

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of child welfare cases on appeal. Records may include but are not limited to notice of appeal, applicable case file, pleadings, transcripts, attorney work product, orders, memos, related correspondence, and similar documents.	Three (3) calendar years from the disposition of the case.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432B.380, NRS 432B.340, NRS 432B.406, NRS 200.508, NRS 432B.510, NRS 432B.515, NRS 62H.025, NAC 239.165.	None.

Child Welfare: Case Files

LRDA Number 20181993

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents child welfare cases other than sexual abuse, child fatality cases, or termination of parental rights. Records may include but are not limited to investigative reports, law enforcement reports, petition (charging document), referrals, psychological or psychiatric evaluations, clinical reports, medical reports, attorney case notes, opinions, motions, oppositions, affidavits, stipulations, records obtained from other jurisdictions, photographs, related correspondence, and similar documents.	Six (6) calendar years from the disposition of the case.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432B.380, NRS 432B.340, NRS 432B.510, NRS 432B.515, NRS 62H.025, NAC 239.165	None

Attorney

Child Welfare: Sexual Abuse and Child Fatality Case Files

LRDA Number 20181994

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of sexual abuse and child fatality case files. Records may include but are not limited to investigative reports, law enforcement reports, petition (charging document), referrals, psychological or psychiatric evaluations, clinical reports, medical reports, attorney case notes, opinions, motions, oppositions, affidavits, stipulations, records obtained from other jurisdictions, photographs, related correspondence, and similar documents	Fifty (50) calendar years from the disposition of the case.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432B.380, NRS 432B.340, NRS 432B.406, NRS 200.508, NRS 432B.510, NRS 432B.515, NRS 62H.025, NAC 239.165	None

Child Welfare: Termination of Parental Rights (TPR) Case Files

LRDA Number 20181995

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records related to the termination of parental rights and may include but is not limited to petitions, notices, hearing records, orders, and similar documents.	Retain until after case is adjudicated.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 128, NAC 239.165	None

Civil Cases

LRDA Number 20070155

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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, presentence report, copies of planning documents; engineering documents; and financial records, related correspondence and similar records.	Six (6) calendar years after disposition of the case.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(a), NAC 239.165 (1)(2)	None

Attorney

Civil Forfeiture and Asset Seizure Files

LRDA Number 20071400

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents cases involving seizure of assets for civil forfeiture. This series may contain but is not limited to police reports, attorney notes, legal pleadings and notices, descriptions and pictures of property and/or cash, copies of court documents, correspondence, and related documents.	Six (6) calendar years after disposition of the case.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(a), NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)	None

Complaints

LRDA Number 20070158

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents legal complaints and usually consist of written statements of the essential facts constituting the public offense charged and supporting documentation.	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.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190, NRS 171.085, NRS 171.090, NRS 171.102, NRS 252.110, NRS 266.470, NAC 239.165 (1)(2)	None

Denied Prosecution Files

LRDA Number 20071389

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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.	As long as administratively useful to the attorneys office.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.4617, NAC 239.165 (1)(2)	None

Dispositions of Cases

LRDA Number 20070161

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the result of cases prosecuted or defended by the District Attorney/ City Attorney's office.	Thirty (30) days from the date of the disposition.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 252.110, NRS 266.470	None

Attorney

Fraudulent Check Diversion Program Files

LRDA Number 20081754

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents contracts or agreements between the District Attorneys office and defendants wanting to pay back bad checks. This series may contain but is not limited to program contract notes, restitution, receipts, admission statement, correspondence and related documents.	Two (2) fiscal years after the no-issue memo has been generated.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.130 to 205.134, NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)	None

Fugitives from Justice Case Files (Other Jurisdictions)

LRDA Number 20081753

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains information on subjects who have outstanding warrants in jurisdictions outside of Nevada. Case file may include but is not limited to copies of police reports, warrant, photographs, identification hearing record, extradition request, correspondence and related documents.	Thirty (30) days after the disposition of the case.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None.

Grand Jury Reports

LRDA Number 20071402

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents Grand Jury reports or transcripts received by the District Attorney's office. This series may contain but is not limited to transcripts of the Grand Jury proceedings (which may include information gathered from affidavits, investigations, witness statements, evidence viewed), presentment or indictment information (documenting the charge or charges, case number, defendant personal information), and the action taken.	Six (6) calendar years after report is received by the District Attorney's office.	Portions of this record series may be confidential or restricted (NRS 172.245) and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 172.005 to NRS 172.305, NRS 6.110 to NRS 6.145, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	This series may also include information gathered while inspecting the condition and management of public prisons (located within the county) such as tour date, facility name, and any findings of the grand jury.

Attorney

Improper Governmental Action Case Files

LRDA Number 20181998

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of records related to investigations conducted pursuant to NRS 289.110.	For investigations which lead to the filing of criminal charges: Move to the applicable criminal case file. For investigations which do not lead to the filing of criminal charges: Retain for one (1) calendar year after the completion of the investigation.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 289.110, NAC 239.165	NRS 289.110 (6) “Improper Governmental Action” means any action taken by an officer or employee of a law enforcement agency, while in the performance of the officer’s or employee’s official duties which is in violation of any state law or regulation.

Opinions

LRDA Number 20070163

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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.	Permanent.	None	NRS 252.110, NRS 266.470	None

Pre-Prosecution Diversion Program Files

LRDA Number 20071399

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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, restitution, receipts, admission statement, therapeutic notes, psychological assessments, correspondence, and related documents.	Six (6) calendar years after the disposition of case.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b), NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)	None

Attorney

Receipts for Criminal Reports

LRDA Number **20070165**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment and cost of purchasing copies of criminal reports.	Until annual audit is completed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Record Sealing Petition Case Files

LRDA Number **20181997**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of petitions by individuals seeking to have their records sealed. Records may include but are not limited to petitions, oppositions, criminal history records, orders, processing paperwork, and related correspondence.	Upon receipt of Order to Seal Records or one (1) calendar year from last court date related to petition.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 179.245 to 179.301, NRS 176A.265, NRS 453.3365, NAC 239.165	None.

Requests for Opinions

LRDA Number **20070167**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for legal opinions from agency legal counsel, city or district attorney, or other legal authorities.	Two (2) calendar years from the answer of the request.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Attorney

Victim Assistance Case Files

LRDA Number 20071403

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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 attorneys 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.	Three (3) calendar years after the final disposition of the case.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	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)	None

Witness Compelling Case Files

LRDA Number 20181999

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of compelling petition files created in the process of compelling witnesses found in Nevada who are required to testify in criminal proceedings in other jurisdictions. Records may include but are not limited to identifying and location information on witnesses, petitions, orders, related correspondence, and court documents from other jurisdictions.	One (1) calendar year from the date of the order compelling witness to testify in other jurisdiction, or from the denial of the compelling order.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 1.466, NRS 34.470, NRS 50.165 to NRS 50.205, NAC 239.165	None.

Writs

LRDA Number 20070169

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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.	Three (3) calendar years after writ is no longer in effect.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 252.110, NRS 266.470, NRS 11.190 (3)(d)	None

Auditor

Accounts Payable

LRDA Number 20070090

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records documenting local government expenditures. Series may include but is not limited to computer reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipts, canceled checks or warrants, and similar records.	Five (5) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.290, NAC 239.165 (1)(2)	None.

Accounts Receivable (Revenue)

LRDA Number 20070091

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents revenues collected or owed by vendors, citizens, organizations, governments, and others to be credited to accounts. Also documents billing and collection of moneys. Series may include but is not limited to copies of reports, receipts, invoices, awards, logs, lists, summaries, adjustments, statements, and similar records.	Five (5) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.290, NAC 239.165 (1)(2)	None.

Annual Audits

LRDA Number 20070092

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents annual audits of the financial position of the local government conducted by auditors in accordance with statutory requirements described in NRS 354.624. Subjects usually include accounting principles and methods, the accuracy and legality of transactions, accounts, etc., and compliance with requirements, orders, and regulations of other public bodies pertaining to the financial condition or operation of the local government. Information includes accountant's summary, combined financial statements, schedules, balance sheet details, comments, recommendations, and related data.	Three (3) fiscal years from the fiscal year to which the record pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Auditor

Annual Statement to State Controller

LRDA Number 20071654

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consist of an annual statement submitted to the State Controller showing the indebtedness of the county, the amount of cash in the county treasury, a careful estimate of the value of all property owned by the county, the aggregate value of the real and personal property in the county, (as shown by the last assessment roll) stating each separately, the rate of taxation in such year in the county and the number of registered voters, and the amount of taxes assessed, stating the portion, if any, which was delinquent.	Five (5) fiscal years from the date statement is submitted to the State Controller.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Auditors Policy and Procedures Manual

LRDA Number 20071299

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These types of manuals document the policies, procedures, rules, and regulations governing the auditing process and may contain policy statements, auditing standards and controls, state, federal, and local guidelines, laws and regulations, and similar documents.	Six (6) calendar years after superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 1(b)	Review for historical value.

Fee books

LRDA Number 20070095

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Record of all fees collected, showing amount, from whom collected, for what purpose collected and date of collection.	Five (5) fiscal years from last entry.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 251.030	None

Auditor

Monthly Statement to Governing Body

LRDA Number **20070096**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the amount of outstanding warrants against and the available balance in each county, state and special fund, together with an analysis of revenues and expenditures for the previous quarter by account and fund.	Five (5) fiscal years from the fiscal year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.290	None

Tax Deeds

LRDA Number **20070097**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the conveyance of property to purchasers of real property sold for delinquent taxes. This series may include but is not limited to information on the total amount of all the delinquent taxes, penalties, interest and administrative costs which were paid for the execution and delivery of the deed, the year for which the property was assessed and sold to the county at preliminary sale, a full description of the property and the name of grantee, correspondence, and similar documents.	Five (5) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.290, NAC 239.165 (1)(2)	None.

Treasurer's Receipts (duplicates)

LRDA Number **20070098**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is documentation received from the County Treasurer on the source and amount of all receipts, apportionments to, payments from, and balances in all funds established under NRS 354.604.	Five (5) fiscal years from the end of the fiscal year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.290, NRS 354.604	None

Building and Safety

Addresses in Subdivisions

LRDA Number 20070171

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents home and building addresses in subdivided land.	Until superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Affidavits of Non-Use

LRDA Number 20070172

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of sworn statements that property is not currently in use.	Until property in use.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Applications for Temporary Placement of Trailer

LRDA Number 20070179

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the application process for temporary placement of trailers, may include but is not limited to application, fee schedule, receipts, related correspondence and similar documents.	One (1) calendar year from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Building Master Record

LRDA Number 20071587

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains the official copy of the issued building permit, the certificate of occupancy, and all permit related information including but not limited to name of contractor, location of work, contractor licensing information and scope of work performed. May also contain permit site plans, subcontractor information, owner builder exemption statement, related correspondence and similar documents.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210	None.

Building and Safety

Building Trades Occupational Licensing Records

LRDA Number 20071411

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series may contain, but is not limited to, applications for master license or licenses, examinations, references, continuing education information, child support compliance statements, copies of licenses or permits or record of their issuance, copies of licensing documents from other regulatory or licensing boards and/or commissions, and similar records relating to the issuance of occupational (master) licenses to construction contractors and other members of the building trades, including electricians, plumbers, carpenters, welders, etc.	Three (3) calendar years from the expiration, cancellation, revocation, or denial of the license.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii) [SSN], NRS 425.395, NRS 624.240, NRS 624.268, NRS 11.190 3(d), NAC 239.165 (1)(2)	None.

Buildings, Record of Street Addresses

LRDA Number 20070184

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the street address of buildings within the local government's emergency service area.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.210	None.

Cancelled Plans

LRDA Number 20121871

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains drawings, maps, plans, blueprints, and supporting documents submitted for permit review which are subsequently cancelled due to various reasons.	One (1) calendar year from the date of cancellation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None	None.

Code Interpretations

LRDA Number 20071576

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains records detailing interpretations of Building and Fire Safety Codes approved by the Building Official. May include back-up material clarifying interpretation.	Permanent.	None	NRS 278.0115	None

Building and Safety

Code Violation Records

LRDA Number 20070186

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents property maintenance code violations and may include but is not limited to photographs, on-site inspection notes, copies of ordinances, violation notices, orders to appear, correction notices, proof of correction, correspondence and related documents.	For violations retain three (3) calendar years after correction of violation. For alleged, but unfounded violations retain one (1) calendar year after determination that zoning ordinances have not been violated.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Customer Tickets (Call Before You Dig)

LRDA Number 20101794

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of tickets, faxes, and similar documents showing underground equipment/utilities.	Six (6) calendar years from date of the ticket.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 455.110 to 455.115	None

Daily Logs of Inspections, Code Enforcement

LRDA Number 20071557

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains logs kept by Code Enforcement Officers detailing various inspections of potential property maintenance code violations.	One (1) calendar year after the calendar year in which log is generated.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Demolition Records

LRDA Number 20071588

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains records relating to the demolition and clearance of buildings deemed unfit for occupancy and condemned, and may include but is not limited to demolition orders, inspection reports, notices to property owners, correspondence, and any related court documents.	Three (3) calendar years after the date of demolition.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Building and Safety

Dust Control Permits

LRDA Number 20071593

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the issuance of dust control permits for construction activities including surface grading and trenching.	Three (3) calendar years after the expiration of the permit, or for the period required by local ordinance, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Fire and Life Safety Files

LRDA Number 20070190

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains records which document all the necessary code requirements and operational restrictions placed upon a building or structure.	Permanent.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Inspection Records

LRDA Number 20071412

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents on-site building or residential inspections and is used to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with adopted building codes, and all other building standards adopted by the local government. This series may contain but is not limited to inspection requests, information on owner, location of property, location of structure, type of construction, applicable codes, statement of restrictions, daily inspection logs, inspector's notes and remarks, code violation reports, correction reports, inspector's signature, associated documentation, and related correspondence. This series includes periodic, special, and final inspections.	Ten (10) calendar years after the completion of the improvement or project.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 278.570 to NRS 278.589, NRS 278.0233 to NRS 278.0237, NRS 11.190 (1)(b), NRS 11.202, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Inspection Reports, Fire Damage

LRDA Number 20070192

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains inspection reports of buildings/structures which have been damaged by fire and may contain but is not limited to: inspection reports, owner/occupier information, associated documentation, and related correspondence.	Ten (10) calendar years from the date of inspection.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.202	None

Inspections of Mobile Home Parks

LRDA Number 20070194

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains inspection reports of mobile home parks and may contain but is not limited to inspection report, owner/occupier information, related correspondence, and similar documents.	Two (2) calendar years from date of inspection.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Inspector's Daily Logs

LRDA Number 20071555

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series usually consists of detailed logs kept by inspectors of information relating to daily building code inspections.	One (1) calendar year after the calendar year in which log is generated	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Moved Buildings

LRDA Number 20070197

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains documents related to buildings which have been moved.	Two (2) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Building and Safety

Performance Bonds

LRDA Number **20070198**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains information on performance bonds posted by individuals/entities which protect local governments from financial loss should a contractor fail to perform a contract in accordance with its terms and conditions.	One (1) calendar year after the contract is completed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 339.015 to 339.065	None

Permits - Application File

LRDA Number **20071570**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of records required for building permit applications including but not limited to permission letters, change of ownership or contractor letters, HOA approval letters, permit checklists, copies of ownership documents, fee refunding records and copies of permits issued by other entities.	One (1) calendar year from the end of the calendar year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None	None.

Permits - Cancelled Permits

LRDA Number **20071571**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents building permit applications or permits which have been cancelled due to various reasons.	One (1) calendar year after cancellation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None	None.

Permits - Design and Construction File, Commercial or Public Structures

LRDA Number 20071572

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series includes structural files for any building not classified as “Group R” in the International Building Code, and any structure on or related to the subject property. The structural file consists of tests and calculations directly related to the structural integrity or technical components of the structure. This series may contain but is not limited to Code Modification Requests, Field Density Testing Reports, Field Submitted Structural Tests and Structural Info from Inspection, Final Grading Reports, Finished Floor Elevation Certificates, Geotechnical Reports, Correspondence from Geotechnical Engineer, Pad Certification Reports, Post Tension Stressing Certificate, Special Inspection (QAA) Reports, Structural Calculations, Structural Checklist, Truss Calculations, related correspondence, and similar documents.	Final Inspection Approved-Retain for life of structure. If Disaster Occurs -Retain six (6) calendar years after the calendar year in which a disaster involving the structure occurs. If Permit Expires-Retain three (3) calendar years after the calendar year in which the permit for the plans expires.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	This series also includes plans for all properties classified as mixed-use, all hotels and motels, and all high-rise buildings

Permits - Design and Construction File, Residential Structures

LRDA Number 20071573

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series includes structural files for any building classified as “Group R” in the International Building Code (not including hotels, motels, and any high-rise structure), and any structure on or related to the subject property. The structural file consists of tests and calculations directly related to the structural integrity or technical components of the structure. This series may contain but is not limited to Code Modification Requests, Field Density Testing Reports, Field Submitted Structural Tests and Structural Info from Inspection, Final Grading Reports, Finished Floor Elevation Certificates, Geotechnical Reports, Correspondence from Geotechnical Engineer, Pad Certification Reports, Post Tension Stressing Certificate, Special Inspection (QAA) Reports, Structural Calculations, Structural Checklist, Truss Calculations, associated documentation, and related correspondence.	Final Inspection Approved - Retain ten (10) calendar years after the final inspection is approved. If Permit Expires - Retain three (3) calendar years after the calendar year in which the permit for the plans expires. If structure destroyed prior to final inspection approval - Life of structure.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.202, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Building and Safety

Plans for Commercial and Public Structures

LRDA Number 20070205

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series usually contains maps, plans, blueprints, specifications and similar documents submitted with applications for building and construction permits. This series includes plans for any structure not classified as “Group R” in the International Building Code, and any structure on or related to the subject property.	Life of the building or six (6) calendar years after a disaster involving the building.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NRS 11.190 (1)(b), NAC 239.165 (1)(2)	None.

Plans for Residential Structures

LRDA Number 20070206

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series usually contains maps, plans, blueprints, specifications, and similar documents submitted with applications for building and construction permits. This series includes plans for any building classified as “Group R” in the International Building Code (not including hotels, motels, and any high-rise structure), and any structure on or related to the subject property, associated documentation, and related correspondence.	Ten (10) calendar years after final inspection approval.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.202, NAC 239.165 (1)(2)	None.

Plans: Checkers, Records of Persons Reviewing Plans and Blueprints

LRDA Number 20070203

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the plan review process and may contain but is not limited to copies of maps, plans, blueprints, specifications, application for permit, internal forms, related correspondence, and similar documents.	Three (3) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Building and Safety

Plot Plans

LRDA Number 20070207

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of scale drawings of property that shows the size and configuration of the property and the size and location of manmade features which currently exist on the property. This series is usually used when seeking permits to make physical changes to the property.	Twenty-five (25) calendar years after the calendar year in which the Certificate of Occupancy is issued or the final inspection is made.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Residential Pool and Spa Files

LRDA Number 20121870

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for construction or remolding (improvement) of residential pools, spas and similar swimming/bathing related structures. This series may include but is not limited to applications, forms, plans, drawings, manufacturers specification information, technical documents, inspection records, testing results, letters of approval or denial of permit, related correspondence, and similar documents.	Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190(3)(d), NRS 11.190 (4)(e)	None

Sewer Taps

LRDA Number 20070216

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the application for and issuance of sewer tap permits and connections between specific properties and the municipal utility system.	Twenty-five (25) calendar years from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Temporary Power Service Records

LRDA Number 20070174

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents requests for temporary power and may include but is not limited to application for service, fee schedule, receipts, related correspondence and similar documents.	One (1) calendar year from termination of service.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Temporary Power, Requests

LRDA Number 20070219

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for temporary power usually for construction, special event and similar activities.	One (1) calendar year from the end of the calendar year to which the records pertain	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Business Licenses and Permits

Business License Appeal Hearing Records

LRDA Number 20101796

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents appeals by license holders or applicants for adverse decisions. This series may include hearing record, copies of investigative records, supporting documentation, related correspondence and similar documents.	Three (3) calendar years from the final resolution of the appeal.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 205.4617, NRS 244.335 (8), NRS 268.095 (8), County Code, City Code, NAC 239.165	None.

Business License Applications-Rejected/Denied

LRDA Number 20101795

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains applications for business licenses which were rejected/denied. Series may contain but is not limited to applicant's personal and financial history, background investigations, various forms, rejection letter, notifications, requests for information, releases, related correspondence, and similar documents.	One (1) calendar year from the date of the final decision.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.4617, NAC 239.165 (1)(2), NRS 244.335 (8), NRS 268.095 (8), County Code, City Code	None.

Business License Audit Reports

LRDA Number 20141890

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents financial and compliance audits performed by Business Licensing Departments. Records may include but are not limited to the business licensee’s financial statements, income statements, general ledger reports, charts of accounts, sales journals, register summaries, sales invoices, z-tapes, federal income tax returns, state sales and use tax returns, copies of bank statements, copies of policies & procedures, compliance reports, comparison reports, audit workpapers, recommendations, audit findings, and related documents.	Three (3) fiscal years from the end of the fiscal year to which they pertain, or for the period required by Municipal or County Code, whichever is longer.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Municipal and County Codes, NRS 268.095, NRS 244.33507, NRS 244.335 (8), NRS 11.190 (3)(d), NAC 239.165	None.

Business Licenses and Permits

Business Licenses – Renewals

LRDA Number 20181984

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents business licenses renewed and may contain but is not limited to completed renewal application, copies of superseded licenses and renewal applications, license fee documentation, proof of payment, related correspondence, and similar documents.	One (1) calendar year from the end of the calendar year in which the license was renewed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 268.095 (8), NRS 244.335 (8), NRS 266.355, NRS 269.170, NAC 239.165	None.

Business Licenses- Applications

LRDA Number 20070221

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents business licenses issued and may contain but is not limited to application packet, business license/registration forms, list of requirements, copies of completed forms from licensee, license fee information, proof of payment, related correspondence, and similar documents.	One (1) calendar year after the cessation of business.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2), NRS 268.095 (8), NRS 244.335 (8)	None.

Financial Investigations

LRDA Number 20141891

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents financial investigations of businesses seeking licensing. This series may contain but is not limited to business financial questionnaires, investigation program information, investigation findings and reports, financial statements, accountant spreadsheets, loan documents, bank statements and similar documents which support sources of business funding, related correspondence and similar documents.	Retain the business financial questionnaire, investigation program information, and the investigation report for a minimum period of One (1) calendar year after the cessation of business. Other records in this series may be purged at the completion of the investigation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Municipal or County Code, NRS 244.33507, NRS 268.095 (8), NRS 244.335 (8), NAC 239.165	None.

Business Licenses and Permits

Investigations

LRDA Number 20070224

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents background investigations usually performed as part of the licensing process. This series may contain but is not limited to release forms, reports from the State of Nevada Criminal History Repository, reports from FBI records, authorizations, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 268.095 (8), NRS 244.335 (8), NAC 239.165 (1)(2)	None.

Liquor and Gaming Licenses

LRDA Number 20070229

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents liquor and gaming licenses issued and renewed and may contain but is not limited to application packet, business license forms, copies of state forms, list of requirements, license fee information, proof of payment, related correspondence, and similar documents.	One (1) calendar year after license is renewed, terminated or expires.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NAC 239.165 (1)(2)	None.

Lists of and Requests for Changes of Information

LRDA Number 20070232

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents lists of and requests for changes of information, such as business location changes, business name changes, officer changes, mailing address changes, and similar changes.	One (1) calendar year from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Master List of Businesses Licensed

LRDA Number 20070226

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are computer listings of all licensed businesses operating within the city/county.	Until superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Business Licenses and Permits

Notices to Renew License

LRDA Number 20070233

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are notices sent to businesses to renew business licenses. This record series may also include computer generated reports or lists which document the notification process.	One (1) fiscal year from the end of the fiscal year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Out of Business Files

LRDA Number 20070227

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of the licensing files for businesses that have gone out of business or are no longer doing business in Nevada. This series may contain but is not limited to out of business reports, copies of business license applications, copies of renewal forms, license fee information, audit reports, amendments to licenses (if any), related correspondence and similar documents.	Retain the out of business files of businesses of historical significance to the local government or community permanently. Retain the out of business files of non-historical businesses for one (1) calendar year after the cessation of business.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Receipts for Collection of Taxes on Lodging, Liquor and Gaming

LRDA Number 20070234

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the collection of taxes on lodging, liquor and gaming and may contain but is not limited to copies of bills, receipts, accounting reports, related correspondence and similar documents.	Until annual audit is completed	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Records of Gross Receipts Reported by Gaming Establishments

LRDA Number 20070235

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to document gaming revenue for licensing fees and/or taxing purposes.	Ten (10) fiscal years from the end of the fiscal year to which the records pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 463.390 -463.395	None

Business Licenses and Permits

Reports of Hotels, Motels and Campgrounds

LRDA Number 20070238

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to document hotel, motel and campground revenue for licensing fees and/or taxing purposes.	Six (6) fiscal years from the end of the fiscal year to which the records pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Temporary Licenses or Permits

LRDA Number 20070231

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents licenses or permits for temporary events such as firewood sales, pumpkin sales, Christmas tree sales, concerts, outdoor festivals, carnivals, arts and crafts shows and similar temporary events.	Three (3) calendar years from the expiration of the license or permit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)	None.

Waivers

LRDA Number 20070239

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the waiving of licensing or permit fees and the reason for the waiver.	Six (6) fiscal years from the end of the fiscal year to which the records pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (1)(b), NRS 11.190 (3)(d)	None

Applications to Solicit Money

LRDA Number 20070258

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents applications for permits to solicit money and may contain but is not limited to application, personal or business information, supporting documents, and related correspondence.	Four (4) fiscal years from expiration of the permit.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (2)(c), NAC 239.165 (1)(2)	None.

Bonds (Construction)

LRDA Number 20070265

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents performance and payment bonds required by contracting bodies for public works or public improvement projects.	One (1) calendar year after the contract is completed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 339.015 to 339.065	NRS 339.055: Actions on payment bonds: Venue; limitation of actions. Every action on a payment bond as provided in NRS 339.035 shall be brought in the appropriate court of the political subdivision where the contract for which the bond was given was to be performed. No such action may be commenced after the expiration of 1 year from the date on which the claimant performed the last of the labor or furnished the last of the materials for the payment of which such action is brought.

Claims Against a City

LRDA Number 20070268

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents various types of insurance claims filed against local government. Claims include personal injury, property damage, motor vehicle accident, and others. Series may include but is not limited to insurance claim forms, hospital, physician, ambulance and medication bills, death and birth certificates, reports, photographs, summaries, reviews, notices, audio and videotapes, transcriptions of recorded statements, memoranda, correspondence, and related documents used in processing the claim.	Three (3) fiscal years after resolution.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

City Clerk

Filings of all items required by law to be filed with the City Clerk

LRDA Number 20070271

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records filed with the city clerk and may contain but is not limited to Annexation files; Assessment rolls; Bonds and oaths of city officials; Certificates of title; City official's reports; Deeds to property owned by the city; Final plans for capital improvements; Land use maps; Meeting minutes and agendas; Membership lists of boards or commissions; Ordinances; Proclamations; Public hearing notices and records; Resolutions; and any other record required or permitted by law to be filed with the city clerk.	Permanent, unless otherwise stated in this schedule.	Some records in this record series may contain confidential and/or sensitive Information.	NRS 266.425, NRS 266.480, NRS 241.035, NRS 270.040, NRS 268.490, NRS 239B.030, NRS 205.4617	None.

Financial Disclosure List

LRDA Number 20070275

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of a list of each public officer who is required to file a statement of financial disclosure. On or before December 1 of each year, this list is submitted electronically by the City Clerk to the Commission on Ethics and to the Secretary of State.	One (1) calendar year from the submission of the list.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 281.574 to 281.575, NRS 281.573	The Financial Disclosure Statements themselves are retained by the Secretary of State.

Financial Statements of Solicitors of Money

LRDA Number 20070276

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of financial statements of solicitors of money.	Four (4) fiscal years from date of statement	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (2) (c), NAC 239.165 (1)(2)	None.

Franchise Agreements

LRDA Number 20070277

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents franchises granted by the city to public utilities, communications, transportation or other individuals or entities. This series may include, but is not limited to, applications, record of negotiations, franchise bonds, consumer surveys, reports and related correspondence.	Six (6) fiscal year after termination of franchise agreement.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.90 (1)(b)	Review for historical value.

Leases

LRDA Number 20070278

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains copies of leases for property or equipment leased by the city. Series usually shows the name and addresses of lesser and lessee, description of property or equipment, rent or lease cost, purpose for which property may be used, conditions or terms, renewal documents, memorandums, supporting documentation, related correspondence, and similar documents.	Six (6) fiscal years after expiration of the lease.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NRS 11.190 (3)(d)	None

Proposed Expenditures

LRDA Number 20070287

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents proposed expenditures and may contain but is not limited to financial reports, staff reports, budget information, expenditure requests, related correspondence and similar documents.	Six (6) fiscal years from the end of the fiscal year to which the report pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.59801	None

Sister City Programs

LRDA Number 20071264

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the participation of the city in sister programs with cities in other countries. This series may include but is not limited to documentation of selection of sister city, administration of the program, exchange visits, photographs, correspondence, and related documentation.	Permanent.	None	None	None

Solicitation Permits, Receipts

LRDA Number 20070292

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents receipts for solicitation permits.	Until annual audit is completed	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Examinations: Applicants Records

LRDA Number 20070102

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents examinations administered by the entity to screen job applicants and the applicants who passed, failed, and/or were eligible to participate. This series may include but is not limited to date of exam, position tested for, name of applicant, actual test questions, applicant's answers, score sheets, and eligibility lists.	Two (2) calendar years from the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NAC 239.165 (1)(2)	None.

Report of Oral Ratings

LRDA Number 20070108

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents oral qualification appraisal examinations, which may be used to evaluate experience, training or education, and other factors that relate to the knowledge and abilities required to perform the work of a position or class.	Two (2) calendar years from the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NAC 239.165 (1)(2)	None.

Transcripts of Hearings of Civil Service Board Involving Appeals

LRDA Number 20070110

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are transcripts of hearings involving appeals of an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction in force) against an employee. This series may include but is not limited to a the proposed adverse action with supporting papers, statements of witnesses, employee's reply, hearing notices, reports, and decisions, reversal of action, record of appeal, correspondence and related documents.	Two (2) calendar years after determination of appeal.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NAC 239.165 (1)(2)	None.

Conservation Districts

Conservation District Files

LRDA Number 20121862

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the creation and accomplishments of Nevada's 28 Conservation Districts. Records may include but are not limited to petition for organization of district and supporting documents, program or project identification, work plans, annual reports, budget documents, final financial documents, minutes of meetings, agendas, election folders, charter and map files, various logs, petition for discontinuance, related correspondence, and similar documents	Five (5) calendar years from the date the records are submitted to the Department of Conservation and Natural Resources.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS Chapter 548, NAC Chapter 548, NRS 241.035, NRS 11.190 (3)(d)	Annual reports including financial information must be submitted to the State Department of Conservation and Natural Resources. (NAC 548.030, NAC 548.080)

Constable

Dockets

LRDA Number 20070334

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents individual court cases and may contain entries on papers filed, court actions, judgments, and similar documents.	Dockets must be retained in accordance with the retention periods found in the "Local Courts Records Retention Manual" adopted by the Nevada Supreme Court.	None	"Local Courts Records Retention Manual" - Nevada Supreme Court, NRS 239.110 (4)	None

Mistakes and Refunds

LRDA Number 20070339

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents credits or refunds for the overpayment of fines or fees.	Until annual audit is completed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Record of Evictions

LRDA Number 20070336

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents eviction proceedings and may contain but is not limited to execution affidavit, tenant affidavit, order, copies of court documents, date notice served, summary notice, date of eviction, related correspondence, and similar documents.	Six (6) calendar years from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(a)	None

Record of Notices of Eviction

LRDA Number 20070337

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of the receipt and service or return of eviction notices.	90 days after date of service or return	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Constable

Revocation Files

LRDA Number 20070341

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the revocation and/or forfeiture of bail and may include but is not limited to legal notices, receipts, related correspondence and similar documents.	Six (6) calendar years from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(a)	None

Unserved Papers

LRDA Number 20070342

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of court related documents which for various reasons were unable to be served.	90 days after date received.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Convention and Visitor Authorities

Advertising (including audio and visual materials)

LRDA Number 20070471

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to document promotions, advertising campaigns and public relations efforts. Records may include but are not limited to programs, schedules of events, passes, newsletters, news clippings, paste-ups, drawings, copies of ads, photographs, slides, videotapes, sound recordings, scripts, posters, brochures, flyers, related correspondence, and similar documents.	Six (6) fiscal years from the end of the fiscal year to which the records pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (1)(b)	Review for historical value.

Bookings

LRDA Number 20070473

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents arrangements with recreation boards/convention authorities/visitors bureaus for use of facilities, goods or services.	Three (3) fiscal years from the end of the fiscal year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Convention Calendar

LRDA Number 20071564

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a calendar of scheduled conventions distributed to hotels, motels, media, transportation companies, and similar entities.	One (1) calendar year from the end of the calendar year to which the record pertains	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Gaming and Room Tax Records: Duplicate (original filed by county)

LRDA Number 20070477

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents gaming and room tax proceeds distributed to fair and recreation boards and convention authorities/bureaus to promote convention and tourism business.	Three (3) fiscal years from the end of the fiscal year to which the records pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	None

Convention and Visitor Authorities

Gaming and Room Tax Records: Original (taxing authority)

LRDA Number 20070476

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents gaming and room tax proceeds distributed to fair and recreation boards and convention authorities/bureaus to promote convention and tourism business.	Six (6) fiscal years from the end of the fiscal year to which the records pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (1)(b)	None

Marketing Records

LRDA Number 20121842

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents and administers local government sponsored marketing programs. Information may include but is not limited to promotions, sweepstakes, tracking information, information requests, screenshots, website information, related correspondence and similar documents.	Six (6) calendar years from the calendar year to which the documents pertain.	Portions of this record series may contain confidential or sensitive information and those portions should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b), NAC 239.165	Review for historical value.

Press Kits

LRDA Number 20071562

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series usually contains information on shopping, dining, lodging, gaming, getting married, area attractions, area history, facts and figures.	Until superseded or no longer in use.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Reservations

LRDA Number 20070482

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents activities scheduled for tourist and convention facilities.	Three (3) fiscal years from the end of the fiscal year to which the records pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	None

Cooperative Extension Programs

Cooperative Extension Program Reports

LRDA Number 20071560

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the program activities and accomplishments of cooperative extension programs. These types of reports are usually compiled on a weekly, or monthly basis with a summary report created annually. This record series may contain but is not limited to narrative of various activities, records documenting participation in activities, achievements files, events files, awards files, enrollment reports, program information, statistics, fundraising records, notes, correspondence and related documents.	Retain annual reports Permanently. Retain other activity/program reports for a minimum period of two (2) calendar years from the year created.	This record series should not contain confidential or restricted information and the non-permanent records may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Enrollment Cards:4 H Club

LRDA Number 20070347

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents enrollment in 4H clubs.	One (1) calendar year from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Guidelines Pertaining to the Civil Rights of Employees of and Participants in Cooperative Extension Programs

LRDA Number 20070345

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These guidelines incorporate a single set of principles which are designed to assist employers, labor organizations, employment agencies, and licensing and certification boards to comply with requirements of Federal law prohibiting employment practices which discriminate on grounds of race, color, religion, sex, and national origin.	Until superseded	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1607.4	None

Records of Accident Insurance Provided to Participants in Special Programs

LRDA Number **20070351**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents insurance coverage of various participants in cooperative extension program activities. They are usually arranged chronologically by year and may include but are not limited to name of insurance company, roster of insured members, insurance waivers, signature of parents, correspondence and similar documents.	Ninety (90) days after policy expires.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Coroner / Medical Examiner

Autopsies: Protocol

LRDA Number **20070354**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the methods and practices used by coroners/medical examiners performing an autopsy.	Permanent.	This record series may contain confidential or sensitive information.	NRS 259.050, NRS 432B.407	None.

Autopsies: Reports

LRDA Number **20070355**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the examination of an individual to determine cause of death.	Permanent.	This record series may contain confidential or sensitive information.	NRS 259.050, NRS 432B.407	None.

Case Files

LRDA Number **20070356**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents investigations into the manner and cause of an individual's death. This series may include but is not limited to preliminary report of death, report of death, identification records, notification of family records, autopsy authorizations, autopsy waiver requests, reports of field investigations, body diagrams, copies of police reports, copies of medical records, copies of fire department or EMS reports, copies of hospital reports, examination records, consultation reports, accident reconstruction reports, laboratory requests, laboratory reports and results, autopsy reports, subpoenas and other material relating to a proceeding of a court, evidence logs, evidence receipts, photographic evidence, receipts for personal property, authorizations to release a body to next of kin or mortuary, worksheets, checklists, certificate of death, and related correspondence.	Permanent.	This record series may contain confidential or sensitive information.	NRS 244.163, NRS 259.050, NRS 432B.407	None.

Coroner / Medical Examiner

Decedent Personal Property Records

LRDA Number 20071485

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of an inventory of the money and/or personal property which may have been found on or about a deceased individual.	Three (3) fiscal years after the inventory, money and/or property is delivered to the County Treasurer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 259.150 to 259.180, NRS 11.190 (3)(d)	The coroner is required by law to inventory in the presence of at least one witness any money or personal property which may have been found on or about a deceased individual, unless taken from his possession by legal authority, and must submit the signed inventory and any money and/or personal property to the County Treasurer. See NRS 259.150 (1)

Deputies Appointments and Oaths

LRDA Number 20070357

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the appointment and oath of office of deputies appointed by Coroners in accordance with NRS 259.040.	Retain this record series while deputy is active.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 259.040	All appointments of deputies must be made in writing and must, with the oath of office, be filed in the Office of the Recorder of the county within which the principal holds and exercises his office. [NRS 259.040 (2)]

Inquests

LRDA Number 20070358

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents inquiries of violent or sudden deaths. This series may contain but is not limited to report of facts, report of circumstances, medical evidence, investigative reports, professional reports (autopsy, toxicology, x-ray laboratory reports, etc.), consultation reports, witness statements, subpoenas, hearing testimony, findings, verdict, recordings, District Attorney correspondence, court documents, jury notes, forms, reports, other related correspondence, and similar documents.	Permanent.	This record series may contain confidential or sensitive information.	NRS 259.090 to 259.140, NRS 440.420 to 440.430, NRS 440.170	None.

Laboratory Equipment Repair and Maintenance Records

LRDA Number 20071484

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the maintenance, service, and repair of equipment/instruments used to conduct toxicology, histology, and similar procedures.	Life of the equipment plus an additional three (3) calendar years.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Missing Persons Bulletins

LRDA Number 20071486

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of bulletins, flyers, or reports on missing persons received from law enforcement and other agencies.	As long as administratively useful.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Register of Cases

LRDA Number 20070359

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of a register, report, or log of the deaths investigated and/or autopsies performed.	Permanent.	This record series may contain confidential or sensitive information.	NRS 259.050, NRS 432B.407	None.

Bonding Companies: Powers of Attorney

LRDA Number 20070392

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents powers of attorney filed with the clerk of the court.	Until superseded or cancelled.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 20.050	None

Bonding Companies: Reports

LRDA Number 20070393

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains reports received from bonding companies.	Three (3) calendar years from the date of report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Bonds and Oaths of Notaries Public

LRDA Number 20070394

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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.	While notaries are active	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 240.030	None

Business Fictitious Name Certificates

LRDA Number 20071688

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents certificates filed with the county clerk by a natural person, an artificial person required to make annual filings with the Secretary of State to retain its good standing, a general partnership, or a trust who wish to conduct business under an assumed or fictitious name.	Retain the register (see NRS 602.050) of assumed or fictitious names Permanently. Retain the certificate/renewal certificates for six (6) calendar years after amendment, renewal or termination.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 602.010 to 602.090, NRS 11.190 (1)(a)(b), NRS 11.190 (3)(d)	NRS 602.035 (1)-The board of county commissioners of a county may provide, by ordinance, that a certificate filed with the county clerk pursuant to NRS 602.010 expires 5 years after it is filed.

Certificates of Ministers Authorized to Perform Marriages: Record of Active Certificates

LRDA Number 20070396

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents certificates of permission for ministers authorized to perform marriages.	Five (5) years after no longer active.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 122.064, NRS 122.068, NRS 239B.030, NAC 239.165 (1)(2)	None.

Certificates of Ministers Authorized to Perform Marriages: Record of Revoked Certificates

LRDA Number 20070397

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents certificates of permission which have been revoked for good cause.	Five (5) calendar years after revocation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 122.064, NRS 122.068, NRS 239B.030, NAC 239.165 (1)(2)	None.

County Clerk

County Board of Equalization Records

LRDA Number 20071680

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the actions of County Boards of Equalization and may contain but is not limited to assessment appeal forms, complainant supporting documentation, Assessor's appraisal forms and supporting documentation, worksheets, copies of various forms, studies, photos, exhibits, hearing records, legal notices, minutes, recordings, related correspondence, findings and final decisions.	Permanent.	In accordance with NRS 361.365 each county board of equalization shall, at the expense of the county, cause complete minutes and an audio recording or transcript to be taken at each hearing. In addition to the requirements of NRS 241.035, these minutes must include the title of all exhibits, papers, reports and other documentary evidence submitted to the county board of equalization by the complainant. The clerk of the county board of equalization shall forward the minutes and audio recordings or transcripts to the Secretary of the State Board of Equalization.	NRS 361.334 to 361.365	The County Clerk or designated deputy is the clerk of each panel of the County Board of Equalization. (NRS 361.340 (6))

District Attorney's Opinions

LRDA Number 20070402

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are formal opinions rendered by the District Attorney's office for county clerk 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.	Permanent.	None	None	None

County Clerk

Fee Book

LRDA Number 20070403

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents all fees collected by the County Clerk's office in accordance with state law.	Permanent.	NRS 19.080 Clerks to keep books. Each county clerk shall keep in his office, open to public inspection, a fee book in which he shall enter in detail the fees charged with the title or the case number of the matter, proceeding or action in which they were charged.	NRS 19.010 to 19.110	None

Filings of all Records Required to be Filed With the County Clerk

LRDA Number 20070404

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records filed with the county clerk and may contain but is not limited to Adoption petitions, Affidavits of labor, Certificates of title, Certificates of delinquency, County official's reports, Fictitious firm name filings, Formal records of bank liquidations, Land use maps, Legal notices, Marriage license records and reports, Meeting minutes and agendas, Official bonds, Oaths of office, Ordinances of county, Proclamations, Public hearing notices and records, Records of incorporation and articles of incorporation, final budget, final plan for capital improvements, related correspondence and any other record required or permitted by law to be filed with the County Clerk.	Permanent unless otherwise stated in this schedule.	Some records in this record series may contain confidential, restricted and/or sensitive Information.	NRS 354.59801, NRS 246.060, NRS 127.120 to 129.140, NRS 667.105, NRS 241.035, NRS 241.115, NRS 122.040, NRS 239B.030, NRS 205.4617	None.

Financial Disclosure List

LRDA Number 20070407

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of a list of each public officer who is required to file a statement of financial disclosure. On or before December 1 of each year, this list is submitted electronically by the County Clerk to the Commission on Ethics and to the Secretary of State.	One (1) calendar year from the submission of the list.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 281.574 to 281.575, NRS 281.573	The Financial Disclosure Statements themselves are retained by the Secretary of State.

County Clerk

Leases

LRDA Number **20070409**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains copies of leases, subleases, assignments of leases, and memoranda of leases for property or equipment which the county leases. Series usually shows the name and addresses of lesser and lessee, description of property or equipment, rent or lease cost, purpose for which property may be used, conditions or terms, renewal documents, memorandums, supporting documentation, related correspondence, and similar documents.	Six (6) fiscal years after expiration of the lease.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NRS 11.190 (3)(d)	None

Marriage License Records (applications, receipts, etc.)

LRDA Number **20070411**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the issuance of marriage licenses by county clerks. This series may contain but is not limited to affidavit of application for the marriage license, oaths, statements, identification, receipts, and related documents.	Permanent.	This record series may contain confidential or sensitive information.	NRS 122.040, NRS 239B.030	None.

Outdoor Advertising Permits

LRDA Number **20070416**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents permits issued for outdoor advertising, funds collected for the permit are apportioned by the board of county commissioners to the road funds of the county.	One (1) calendar year after permit terminated or not renewed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 405.070, NRS 205.4617, NAC 239.165 (1)(2)	None.

Petition Sign-Up Site Listing

LRDA Number 20121849

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a listing available to the public of the areas at public buildings designated for the gathering of signatures on a petition.	Retain list and supporting documents until next annual update.	The Nevada Secretary of State is the office of record for this record series. This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 293.127565	In accordance with state law (NRS 293.127565) at each building that is open to the general public and occupied by the government of this State or a political subdivision of this State or an agency thereof, (other than a building of a public elementary or secondary school) there must be a designated area which can be used for gathering signatures for petitions.

Petitions, Failed Initiatives

LRDA Number 20070417

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents petitions submitted by groups/citizens which failed to make ballot.	Twenty-two (22) months from the date of last action.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 295.105	None

Proposed Expenditures

LRDA Number 20070419

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents proposed expenditures and may contain but is not limited to financial reports, staff reports, budget information, expenditure requests, related correspondence and similar documents.	Six (6) fiscal years from the end of the fiscal year to which the report pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.59801	Review for historical value.

Resources and Expenditures, Quarterly Report

LRDA Number 20070421

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a statement of the receipts and expenditures of the three months next preceding, and the accounts allowed. This series may include but is not limited to financial reports, expenditure summary, newspaper in which report was published, and related records.	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.602	None

Surveys and Established Boundaries, including Maps

LRDA Number 20070422

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents surveys, maps, and reports used in establishing boundaries in accordance with state law.	Permanent.	This record series may contain confidential or restricted information.	NRS 243.390 to 243.415, NRS 239C.210	None.

County Recorder

Certificates for Appropriation of Water

LRDA Number 20070489

Description	Minimum Retention Period	Disposition	Legal Citations	Note
In accordance with NRS 533.382, every conveyance of an application or permit to appropriate any of the public waters, a certificate of appropriation, an adjudicated or unadjudicated water right or an application or permit to change the place of diversion, manner of use or place of use of water must be made by deed; acknowledged in the manner provided in NRS 240.161 to 240.168, inclusive; and recorded in the office of the County Recorder of each county in which the water is applied to beneficial use and in each county in which the water is diverted from its natural source.	Permanent.	None	NRS 533.382 to 533.383, NRS 240.161 to 240.168	The certificates are issued by the Department of Conservation and Natural Resources-Division of Water Resources and the Nevada State Engineer's Office.

General Receiving /Fee Records

LRDA Number 20070497

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents all transactions conducted and fees collected by the County Recorders office.	Permanent.	None	NRS 247.100	None

Monthly Report of Recorded Documents

LRDA Number 20070513

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the type and number of documents recorded on a monthly basis.	One (1) calendar year from the date of the report.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	This record series is useful for planning and budgeting, reference, performance monitoring, compiling annual reports, and similar activities.

Notices of Federal Tax Liens

LRDA Number 20070516

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents notices of federal tax liens placed on specific property to secure payment of back taxes on that property or on property in general to secure payment of back taxes. This series also includes certificates/records of tax lien discharges.	Permanent.	This record series may contain confidential or sensitive information.	NRS 239B.030	None.

County Recorder

Recorded Documents

LRDA Number 20070517

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents all records recorded by the County Recorders office and may include but is not limited to Deeds, Trust deeds, Mortgages, Maps and plats, Certificates of marriage and marriage contracts, Mining records, Military records, Wills admitted to probate, Official bonds, Notice of mechanics' liens, Transcripts of judgments, Certificates of delinquency, Affidavits of labor (patented mines), Notices of attachment upon real estate, Notices of the pendency of an action affecting real estate (such as title or possession), Redemption certificates, Instruments describing or relating to the separate property of married persons, Notice of preemption claims, Certificates of sale, Judgments or decrees, Declarations of homestead, Appointments and Oaths of Deputy Sheriffs, and all other documents required or permitted by law to be recorded. This series also includes all indexes to this record series.	Permanent.	This record series may contain confidential, restricted, or sensitive information. This series is not intended to be used by cities or other municipalities to document records submitted for recordation.	NRS 247.110 to 247.150, NRS 375.060, NRS 375.120 to 375.200, NRS 239B.030	None.

Economic Development

Community Development Block Grant (CDBG) Files

LRDA Number **20121881**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the receipt of funds for community development. Files may include but are not limited to copies of proposals, award notice, narrative & financial reports, budgets and financial (accounting) documents, request for funds, invoices, forms, notes, supporting documents, and related correspondence.	Five (5) calendar years from the end of the calendar year in which the grant project was closed out.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section.3535 (d), 42 USC section.5301 to 5320 and 24 CFR Part 570, Subpart I (24 CFR 570.480 to 570.497)	None.

Economic Development - Client Profiles

LRDA Number **20071548**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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.	Review annually, purging valueless, out-dated and duplicated material.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 268.910, NRS 244.264, NAC 239.165 (1)(2)	None.

Façade Improvement Projects

LRDA Number **20141910**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents local government financial assistance to businesses for the external improvement of dilapidated commercial, industrial or mixed-use buildings in redevelopment areas. Records may include but are not limited to concept drawings, applications for assistance, ownership/principals disclosures, affidavits, consent forms, project reports, copies of bids, copies of permits/inspection reports, financial reports, rebates, photographs of completed projects, correspondence and similar records.	Six (6) fiscal years from the close of the project.	If this record series contains confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), County and Municipal Code	None.

Economic Development

Revolving Loan Account

LRDA Number 20141911

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents revolving loan accounts created in accordance with NRS 279.710. Records may include but are not limited to investment records, interest and income records, deposits, claims, cost reports and similar records.	Six (6) fiscal years from the fiscal year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 279.700 to 279.730, NRS 11.190 (1)(b)	The term of any loan that may be made from the revolving loan account must be 5 years or less.

Revolving Loans

LRDA Number 20141909

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents local government loans, grants, or subsidies issued to homeowners or small business owners located in redevelopment areas. Records may include but are not limited to application including supplemental materials, bids, homeowner's assistance program records, financial documentation, income verifications, terms and agreements, repayment records, related correspondence, and similar records.	Six (6) calendar years after the loan is closed out.	If this series contains any confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 279.700 to 279.730, NRS 279A.010 to 279A.110, NRS 11.190 (1)(b)	None.

Elections

Absentee Voter Records

LRDA Number 20070526

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer the casting and accounting of absentee ballots. This series may include but is not limited to request for absentee ballot, application for absentee ballot, absentee voter information, absentee ballot and instructions, records documenting the date the ballot is issued, the name of the registered voter to whom it is issued, the precinct or district, the political affiliation, if any, the number of the ballot, a return envelope, related lists and reports and similar documents.	Twenty-two (22) months after the close of the election.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	52 USC section 20701, NRS 293.309 to 293.340, NRS 293.391, NRS 293.2696, NRS 293C.317, NAC 239.165 (1)(2)	None.

Abstract of Votes Cast

LRDA Number 20070542

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of a summary report of election results submitted to the Secretary of State.	Twenty-two (22) months after the close of the election.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	52 USC section 20701, NRS 293.387, NRS 293.395, NRS 293C.387, NAC 293.195 to 293.197	None

Ballots and Ballot Receipt

LRDA Number 20070529

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is the official list showing all candidates, ballot issues and ballot questions upon which an eligible elector is entitled to vote at an election. May contain voted ballot stubs, rejected ballots, spoiled ballots, ballot code list, challenge lists, voting receipts, records printed on paper of voted ballots, absentee requests for ballots and similar reports and records.	Twenty-two (22) months after the close of the election.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	52 USC section 20701, NRS 293.391, NRS 293.2673, NRS 293C.261, NRS 293C.390	None

Elections

Campaign Contribution and Expense Reports

LRDA Number 20141899

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of campaign contribution and expense reports filed with the Secretary of State in accordance with state law. Reports document the type of filing and date, summary of contributions, summary of expenses, contributions in excess of $100, expenses in excess of $100, in kind contributions and expenses, money on hand, indebtedness, and similar information.	Retain until no longer needed for reference or informational purposes.	The Secretary of State is the office of record for campaign contribution and expense reports.	NRS 294A.100 to 294A.190, NAC 294A.040 to 294A.098, NRS 11.190 (1)(b)0, NRS 11.190 (3)(d)	City and County Clerks offices may also have copies of these reports

Certificate of Election

LRDA Number 20071546

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is an official document presented to the successful candidate of an elected office.	Sixty (60) days after the close of the election; or from the date received by successful candidate, whichever is sooner.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 293.393 to 293.397, NRS 293C.387	The successful candidate receives the original certificate.

Challenge Lists

LRDA Number 20070531

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of a form furnished election board officers to be used in making a record of all challenges.	Twenty-two (22) months after the close of the election.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	52 USC section 20701, NRS 293.391, NRS 293C.390, NRS 293.303 to NRS 293.304, NRS 293C.292 to 293C.295, NRS 293.547, NRS 293.174, NRS 293.182	None

Elections

Contested Election Records

LRDA Number 20141898

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the actions involved in contested elections and may contain but is not limited to demands for recount, recount board documentation, observer's reports, recount cost information, statement of contest, dismissals, depositions, judgments, ballots, list of witnesses, amended statement of contest, court cost documentation, withdrawal notices, related correspondence and similar documents.	Twenty-two months (22) from the date the Certificate of Election was delivered or from the end of the proceedings, whichever is longer.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 293.400 to 293.435, NAC 293.361 to 293.375	None

Declarations of Candidacy

LRDA Number 20070533

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents a candidate's intention to either run for office or withdraw from an election This series may contain but is not limited to date of declaration, name of candidate, candidate filing forms, fair campaign practices acknowledgement form, candidate withdrawal forms, written challenge forms, related correspondence, and similar documents.	Twenty-two (22) months after the close of the election. Review for historical value.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 293.1725, NRS 293.1755, NRS 293.177, NRS 293.185, NRS 294A.290, NRS 294A.420, NRS 294A.120, NRS 294A.200, NRS 293.202, NRS 293.182, NRS 293C.145 to 293C.185	None

Election Complaints

LRDA Number 20071540

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents complaints alleging violations of voting rights in accordance with state and federal law. This series may contain but is not limited to written complaint, complaint contact information form (listing the name, address, phone number of the complainant, subject of complaint, date contacted and notes), review notes, copies of financial documents, copies of medical records, copies of affidavits, supporting documentation and related correspondence.	Twenty-two (22) months after the close of the election.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	52 USC section 21112, 52 USC section 21081, NRS 293.4685, NAC 293.025, NAC 293.500 to 293.560, NAC 239.165 (1)(2)	None

Elections

Election Costs Records

LRDA Number 20071542

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the reimbursements to the counties for costs related to cardstock for ballots (See NAC 293.200 and NRS 293B.210) and publication of constitutional amendments and statewide measures (NRS 293.253 and NAC 293.071). This series may contain but is not limited to claims from the counties, copies of manufacturer's or vendor's invoices, related supportive documentation and related correspondence.	Twenty-two (22) months after the close of the election.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 293.253, NRS 293B.210, NAC 293.071, NAC 293.200	None

Initiative or Referendum Petitions

LRDA Number 20101797

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents initiative or referendum petitions submitted by registered voters in accordance with state law. This series may contain but is not limited to notice of intent, affidavit of petitioners, description of the anticipated financial effect (if applicable), signatures of registered voters, receipt for petition, certification of petition for sufficiency or insufficiency, record of determination, records of committee advocating and opposing ballot question, sample ballot, copies of court records, correspondence, and related documents.	Retain petition narrative and certification of results of petition permanently. Retain other records twenty-two (22) months from the date of last action.	This record series should not contain confidential or restricted information and the non-permanent records may be destroyed in a non-secure manner such as deleting or recycling.	NRS 295.075 to 295.290, NRS 293.391, NAC Chapter 295, NRS 205.4617	The Nevada Secretary of State is the office of record for statewide initiative or referendum petitions.

Lists of Official Candidates

LRDA Number 20070534

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series lists the official candidates for an election and includes the name of candidate, party affiliation (if applicable), office sought, term of office, and similar data.	Permanent.	None	None	None

Official Returns

LRDA Number 20070541

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the total number of votes cast and vote percentage per candidate (or per proposition or question) by precinct/county.	Permanent	None	None	None

Elections

Petition Sign-Up Site Records

LRDA Number 20121848

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a form or notice designating the area of a building that can be used to gather signatures on a petition. Annually the form/notice must be submitted to the Secretary of State and the county clerk for the county in which the building is located.	Retain until next annual submission to Secretary of State and county clerk.	The Nevada Secretary of State is the office of record for this record series. This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 293.127565	In accordance with state law (NRS 293.127565) at each building that is open to the general public and occupied by the government of this State or a political subdivision of this State or an agency thereof, (other than a building of a public elementary or secondary school) there must be a designated area which can be used for gathering signatures for petitions.

Plans for the Security of Ballots

LRDA Number 20071545

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the submittal by county and city clerks, and approval by the Secretary of State, of plans for the security of ballots in accordance with NRS 293.3594 and NAC 293B.040. This series may contain but is not limited to plans for the security of ballot cards, transmittal letters, approval notice, request for amendment, related correspondence and similar documentation.	Twenty-two (22) months after the close of the election.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 293.3594, NRS 293C.3594, NAC 293B.040	None

Precinct Maps

LRDA Number 20070537

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the establishment, abolishment, alteration and consolidation of election precincts as required by NRS 293.205.	Four (4) calendar years from the end of the year in which the map was superseded..	It is the responsibility of the County Clerk to provide the Secretary of State and the Director of the Legislative Counsel Bureau with a copy or electronic file of a map showing the boundaries of all election precincts in the county every even numbered year or in special instances as necessary. (See NRS 293.206 and NRS 293.208)	NRS 293.205 to 293.213	A copy is retained permanently by the Nevada Secretary of State.

Elections

Procedure Plans for Observers of Elections

LRDA Number 20071543

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the submittal by county clerks, and approval by the Secretary of State, of plans for the accommodation of observers of election proceedings in accordance with NRS 293B.354. This series may contain but is not limited to county plan for accommodation of members of the general public observing election proceedings (including the location of the counting place and polling place, procedure for observers, requirements for observers, security and other provisions), transmittal letters, approval notice, request for amendment, related correspondence and similar documentation.	Twenty-two (22) months after the close of the election.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 293B.353 to 293B.354	None

Recall of Public Officers

LRDA Number 20101827

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the official filing of petitions for recall of public officers in accordance with state law. This series may contain but is not limited to notice of intent, affidavit of petitioners, petition narrative, verification of circulator, acknowledgement receipts, recall committee registration form, contribution and expense reports of recall committee, signatures of registered voters, certification of petition for sufficiency or insufficiency, record of determination, requests to remove name from petition, record of appeal filed with Secretary of State, nominating petitions, acceptance of candidacy forms, ballot for recall, results of special election, correspondence, and related documents.	Retain petition narrative, certification of results of petition, and (if applicable) copy of ballot and certification of results of special election permanently. Retain other records twenty-two (22) months from the date of last action.	This record series should not contain confidential or restricted information and the non-permanent records may be destroyed in a non-secure manner such as deleting or recycling.	Nevada Constitution Article 2, Section 9, NRS Chapter 306, NAC Chapter 306, NRS 294A.250 to 294A.280, NRS 293.247 (1), NRS 293.1278 (1), NRS 293.12793 to 293.12795, NRS 293.393, NRS 293C.387	None

Elections

Records of Election Board Officers

LRDA Number **20070544**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the actions of election board officers in accordance with state law and regulation.	Twenty-two (22) months after the close of the election.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	52 USC section 20701, NRS 293.217 to 293.245, NRS 293C.220 to 293C.250, NAC 293.140, NAC 293.230, NAC 293C.320, NAC 239.165 (1)(2)	None.

Records of Persons Assigned to Work at Polling Places

LRDA Number **20070545**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of all poll worker materials including but not limited to poll worker applications, assignment notices, availability notices, sign-in information, daily activity logs, related correspondence, and similar documents.	Twenty-two (22) months after the close of the election.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	52 USC section 20701, NAC 239.165 (1)(2)	None.

Rosters of Registered Voters and Poll Books

LRDA Number **20070547**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the eligible registered voters in the precinct for a particular election, and is used to record the voting history of voters who vote in the election.	Twenty-two (22) months after the close of the election.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	52 USC section 20701, NRS 293.391, NRS 293C.390, NRS 293.075, NRS 293.285, NRS 293.293, NRS 293.333, NRS 293.363, NRS 293.373, NAC 293.176	None

Elections

Sample Ballots

LRDA Number 20071544

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of sample ballots for primary and general elections.	Twenty-two (22) months after the close of the election.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 293.565, NRS 293.391, NRS 293.256 to 293.2693, NAC 293.120 to 293.130	Sample ballots are retained permanently by the Nevada State Archives. For additional information see the Secretary of State's agency specific retention schedule, RDA # 2005047.

Tally Lists

LRDA Number 20070548

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are lists or worksheets used by election officials in counting and keeping track of votes cast at the time ballots are opened and read.	Twenty-two (22) months after the close of the election.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	52 USC section 20701, NRS 293.113, NRS 293.370 to 293.373, NRS 293.391, NRS 293C.372 to 293C.375, NRS 293C.390	None

Voter Registration Records

LRDA Number 20070528

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the registration or cancellation of registration of eligible voters. This series may contain but is not limited to application to register to vote, voters personal information, registration affidavits, cancellation of registration affidavits, cancelled applications, felony notifications, cancellation notices from county clerk, re-registration records, investigation reports, voter identification number, related lists and reports, transmittals, correspondence, and similar documents.	Three (3) calendar years after the date cancelled.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	52 USC section 20701, NRS 293.537, NRS 293.5002, NRS 293.530, NRS 293.540, NRS 293.503, NRS 293.675, NRS 293C.525, NRS 293C.535, NAC 239.165 (1)(2)	This series may be used to provide the Secretary of State with information concerning the voter registration of the county or city and other reasonable information requested by the Secretary of State to establish or maintain the statewide voter registration list.

Voting Systems - Computer Programs

LRDA Number 20071701

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of certified copies of computer programs submitted to the Secretary of State in accordance with NRS 293B.130. Before any election where a mechanical voting system is to be used the county or city clerk prepares a computer program on cards, tape or other material suitable for use with the computer or counting device to be employed for counting the votes cast. This series may contain but is not limited to copies of the computer program, testing results, inspection reports, certification from accuracy certification board, correspondence and related documents.	Twenty-two (22) months after the close of the election.	The copies of the programs filed with the Secretary of State are not public records and are not available for inspection by the public. (NRS 293B.135 (2))	NRS 293B.130 to 293B.170, NAC 239.165 (1)(2)	This record series must be destroyed in a secure manner that will prevent reconstruction of the information.

Emergency Management

Civil Preparedness Guidance (CPG) and State and Local (SLG) Guides

LRDA Number 20071450

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of guides issued by the Federal Emergency Management Agency (FEMA) to provide guidance and procedures for the preparedness and planning requirements associated with continuity of government responsibilities.	As long as administratively useful to the agency.	This record series may contain confidential or restricted information.	NRS 239C.210 (f)	None.

Disasters and Emergencies - Financial Records

LRDA Number 20071449

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents emergency management program expenses related to disaster or emergency relief. Records in this series provide a breakdown of program expenses that may be eligible for state or federal funding. This series may contain but is not limited to application for assistance, a copy of the declaration of emergency or disaster, preliminary damage assessments, financial status reports, request for advance forms, detailed cost reports, financial statements, copies of grant documents, cash transaction reports, reports of expenditures, reimbursement forms, quarterly reports, final expenditure reports submitted to the Nevada Division of Emergency Management and/or the Federal Emergency Management Agency (FEMA) , forms, memorandum, correspondence, and related documents.	Three (3) fiscal years after the annual or final expenditure report is submitted.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	44 CFR 13.42 (2)(b), NRS 414.090, NRS 414.135, NAC 414.010 to 414.140	None

Emergency Management

Incident Records - Disasters and Emergencies

LRDA Number 20070300

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the extent and impact of natural or manmade disasters and emergency incidents and the actions taken by the local government in response to such incidents. This series may include but is not limited to incident plans, damage assessment and response records, resource allocation reports, situation reports to the Nevada Division of Emergency Management, activity logs, communication logs, incident summary reports, FEMA reports, photographs, public information releases, related correspondence and similar incident-related documentation.	Permanent.	This record series may contain confidential or restricted information.	NRS 414.020, NRS Chapter 239C	None.

List of Vendors from Whom Equipment and Products (supplies) are Purchased

LRDA Number 20070294

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents vendors providing emergency resources such as manpower, equipment, supplies, and services. This series usually includes names, daytime and nighttime phone numbers, and addresses of suppliers and vendors as well as contact names and similar information.	Until superseded by an updated list.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Plans for Recovery from Disasters

LRDA Number 20070295

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document plans to maintain necessary business operations, protect the public, and to safeguard vital records during emergency situations. This series may include but is not limited to hazard analysis records, first response procedures, emergency operations plans, incident response plans, disaster management and recovery plans, vital record plans, damage assessment plans, post disaster evaluation procedures, correspondence and related documents.	Retain this record series until superseded with an updated or amended plan.	This record series is confidential per NRS 239C.250 and must not be disclosed except upon the lawful order of a court of competent jurisdiction; or as is reasonably necessary in the case of an act of terrorism or related emergency.	NRS Chapter 239C, NAC 239.165 (1)(2)	This record series contains confidential information and must be destroyed in a secure manner that will prevent its reconstruction.

Emergency Management

Records of Emergency Training Exercises

LRDA Number 20070296

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents emergency training exercises performed on a regular or special basis by local governments and/or emergency management departments. This series may include but is not limited to statements of purpose, scenario narratives, major and detailed sequences of events, messages and inputs (simulation material), evaluation points, critique and follow-up action reports, correspondence and related documents.	Permanent.	This record series may contain confidential or restricted information.	NRS Chapter 239C	None.

Records of Equipment Inventories

LRDA Number 20070298

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer the inventory of equipment and supplies which may be needed in cases of emergency.	Until superseded.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Financial Records

Abstract of Taxes

LRDA Number 20071313

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is an abstract of real and personal taxes for the local government showing each taxing district, tax rate, real and personal property valuation, total valuation, allocations for various funds, total local levy, and grand total levy.	Permanent	None	None	None

Accounting Files (Office Copy)

LRDA Number 20070046

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These types of records are used to 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, cash register tapes, daily cash and receipt reports, petty cash records, credit and collections records, copies of requisitions and purchase orders, vouchers, notes, correspondence and related documents.	Until resolution of an annual audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NAC 239.165 (1)(2)	None.

Accounts Payable Files

LRDA Number 20071235

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment of bills for goods and services. This series may include but is not limited to billing statements or claims, expense reimbursements, copies of checks, original invoices, copies of purchase orders, copies of bids and contracts, computer generated reports and printouts, vouchers, payment authorizations, receipts, cancelled checks or warrants, supportive documentation, and related correspondence.	Six (6) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.170 to 354.190, NRS 11.190 (1)(b), NRS 354.230 to 354.250, NAC 239.165 (1)(2)	None.

Financial Records

Accounts Receivable Files

LRDA Number **20070445**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents monies owed to and collected by a local governmental entity. This series may include but is not limited to payment records and reports, billing statements, copies of receipts, invoices, awards, logs/journals, account summaries, credit card vouchers/remittances, electronic fund transfer (EFT) records, account write-off records, supporting documentation, and similar records.	Six (6) fiscal years after collected or deemed uncollectible.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.255 to 354.257, NRS 11.190 (1)(b), NAC 239.165 (1)(2)	None.

Annual Budget - Files

LRDA Number **20070003**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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, copies of actuarial reports, surveys, allotment reports, contingency plans, budget proposals, estimates of revenues, financial forecasting reports and similar records.	Five (5) fiscal years from the year to which the records pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.59801	None

Annual Budget - Final Budget

LRDA Number **20070004**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the final annual financial plan for a governmental entity. This series may include but is not limited to financial summaries, spending plans, certified final budget, budget message, affidavit of proof of publication of notice of public hearing, minutes, agendas, exhibits, staff reports, and related records.	Permanent.	None	NRS 354.59801	None

Financial Records

Audit Materials

LRDA Number **20070006**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of information provided to internal or external auditors by local governmental entities in accordance with NRS 354.624. Information may include but is not limited to various fund statements, property reports or lists, copies of accounting records, declarations of compliance, and any other records requested by or provided to auditors.	Until completion of annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Auditors' Reports

LRDA Number **20070005**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents annual financial audits of a local governmental entity (including school districts) and may include but is not limited to accountant's summary, fund statements, revenue statements, fund balance details, financial schedules, auditor's comments and recommendations, auditors work papers, copies of prior audit reports, related correspondence and similar documents.	Permanent.	None	NRS 354.624	None

Bank Transaction Records

LRDA Number **20071311**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents transactions between a local governmental entity and its banking institution. This series may include but is not limited to deposit and withdrawal records, deposit slips or receipts, checks, transmittal documents, wire transfer request forms, transaction activity reports, bank account reconciliations, and similar records	Until completion of annual audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NAC 239.165 (1)(2)	None.

Financial Records

Bankruptcy Records

LRDA Number 20070469

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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, debtors name, account information, request for relief of automatic stay, reorganization and payment plans, discharge information, correspondence, and related documents.	Six (6) fiscal years after repayment or discharge of the debt.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	11 USC section 101, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	None.

Bills for Care of Indigent Persons

LRDA Number 20070426

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the cost for services provided to indigent persons and may contain but is not limited to information on individual receiving services, type of care provided, bills for hospital charges, physicians charges, ambulance charges, and charges from other medical providers, bill payment information, related correspondence, and similar documents.	Three (3) fiscal years from the date of bill payment.	Portions of this record series may contain confidential information (information on applicants or recipients of public assistance) and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 428.045, NAC 239.165 (1)(2)	None.

Bond Issues

LRDA Number 20070391

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the authorization to finance municipal improvements through bonded indebtedness and implementation of municipal bond issues. Series may include but is not limited to bond anticipation notes, authorizations, bond ratings, contracts or sales agreements, sample copies or specimens of bonds sold, financial/accounting documentation (such as information on coupon number, amount of bond, date bond issued, date of bond redemption, purpose of bond and to whom bond was issued), journal entries and other computer reports, related correspondence and similar documents.	Ten (10) calendar years after bond retired.	If this series contains confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.59817, NRS 354.624, NAC 239.165 (1) (2)	None.

Financial Records

Check Registers

LRDA Number 20070429

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of a register of all checks issued and usually includes check number, date of check, amount of check, individual or vendor to whom the check was written, invoice information, and the purpose of check. This series may also include checkbooks, and computer printouts such as check run reports.	Six (6) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.4617, NRS 11.190 (1)(b)	None.

Checks, Cancelled

LRDA Number 20070430

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents checks that have been cancelled, spoiled, voided, or stale dated.	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.4617, NRS 11.190 (3)(d)	None.

Claims Against Others

LRDA Number 20071547

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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.	Six (6) fiscal years after final payment is received, or one (1) fiscal year after the claim is written off as uncollectible.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.255 to 354.257, NRS 11.190 (1)(b), NAC 239.165 (1)(2)	None.

Credit Card Payment Records

LRDA Number 20071665

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment of money owed to local governmental entity by credit/debit card or electronic transfers of money. This series may contain but is not limited to records documenting type of charge, payment amount, date, transaction number, payment authorization, copies of bills, bank statements, computer printouts, receipts, related correspondence and similar documents.	Until completion of annual audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Payment Card Industry (PCI) Data Security Standard 3.1, NRS 354.624, NRS 360.092, NRS 205.4617, NAC 239.165 (1)(2)	The only cardholder data that may be stored after authorization is the primary account number or PAN (rendered unreadable), expiration date, cardholder name, and service code.

Financial Records

Direct Deposit Authorizations

LRDA Number 20071259

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents authorizations to deposit employee payroll earnings into employee bank accounts through direct deposit. This series may include but is not limited to employee name, name of financial institution, authorization form, related correspondence, and similar documents.	Three (3) years after employee termination, cancellation, or change of authorization.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 516.5, NRS 11.190 (3)(d), NRS 239B.030, NAC 239.165 (1)(2)	None.

Direct Payment Records

LRDA Number 20071513

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the automatic payment of utility and other service types of bills from an individual's bank or similar account. This series may contain but is not limited to application form, customer information, bank account information, type of service account, account number, copies of billing statements, customer payment reports, payment histories, related correspondence and similar documents.	Six (6) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.255, NRS 354.760 to 354.770, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Employment Tax Records

LRDA Number 20070450

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to report the collection, distribution, deposit, and transmittal of federal income taxes. Records may include the federal miscellaneous income statement (1099), wage and tax form (W-2), request for taxpayer identification number and certificate (W-9), employers' quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar completed forms.	Four (4) years after the tax year in which the taxes are due, or four (4) years after the date the tax is paid, whichever is later.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	26 CFR 31.6001.1, 42 USC section 405 (c)(2)(C)(viii) [SSN], NRS 239B.030, NAC 239.165 (1)(2)	None.

Fees, Requests for Payment

LRDA Number 20071039

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents payment requests and may include but is not limited to overdue notices, requests for payment, receipts, related correspondence and similar documents.	One (1) fiscal year after receipt of payment or after written off as uncollectible.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Financial Records

Fixed Assets and Inventories

LRDA Number 20070440

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the process of updating and reconciling an inventory of the fixed assets in a governmental entity's possession. Records in this series may contain but are not limited to fixed asset inventories, copies of purchase orders and other fiscal records, monthly or annual property reports, copies of other property records, reports from Purchasing, memos, correspondence and related documents. Information contained in the Purchasing reports often includes: description of the items, manufacturers model and serial numbers, ID number, purchase order number, original cost, value, dates (purchased, received, etc.) and commodity code.	Five (5) fiscal years after superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.625, NAC 354.750	None

Franchise Fees

LRDA Number 20161923

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment of franchise fees for the right or special privilege to conduct business or provide services using the public right of way. The types of businesses that may be required to pay a franchise fee include but are not limited to providers of telecommunications, electric energy, natural gas, cable television, video service, ambulance service, solid waste collection and disposal, and recycling collection services. Records may include but are not limited to franchise agreement, quarterly franchise fee payments, audit reports, delinquency reports, related correspondence and similar records.	Six (6) fiscal years following the receipt of payment.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1) (b), NRS 11.190 (3) (d), NRS 709.010 to 709.360, NRS 711.670 to 711.680, Municipal or County Code	None.

Financial Records

Fraudulent Checks

LRDA Number 20071317

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the cancellation and reissue of warrants (checks) due to "forgery" [someone other than the named individual endorsing and cashing the check]. This record series may contain but is not limited to cancellation of warrant, affidavits, copies of checks (warrants), copies of payment voucher forms, copies of deposit receipts, copies of bank statements, reissue document forms, copies of computer printouts, copies of court documents, notes, supporting documents, and related correspondence.	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii), NRS 422.2749, NRS 205.4617, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Fund Transfer Records

LRDA Number 20071520

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents moneys transferred from one fund to another showing date, amount transferred, name of funds, purpose, and balance.	Until completion of an annual audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 354.598005, NRS 354.6115, NAC 354.360, NRS 11.190 (3)(d)	None.

Fundraising Records

LRDA Number 20070147

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents fundraising activities such as athletic ticket sales, merchandise sales, food and beverage sales, used book sales, car washes and similar activities used to supplement the income of various local government programs. This series may contain but is not limited to fundraising activity reports, lists of donors, thank you letters, event reports, sales reports, merchandise reports, income statements, cash register tapes, copies of receipts, cost reports, related correspondence and similar documents.	Retain fundraising reports for three (3) calendar years from the date of the event or activity. Retain financial records until completion of an annual audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190(3)(d), NRS 205.4617, NAC 239.165 (1)(2)	Review for historical value.

Financial Records

General Ledger

LRDA Number 20070442

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of one or more series of financial ledgers providing a final year to date summary of accounting data and a permanent audit trail for all fiscal receipts and disbursement transactions affecting any and all local government funds and accounts, including receipts and expenditures from all revenue sources, both public and private.	Permanent.	None	None	None

Gift and Donation Records [Financial Records]

LRDA Number 20071527

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents gifts and donations to the local government. This series may contain but is not limited to donor information, acknowledgement letters, financial statements and reports, records of fund disbursements, copies of checks, receipts, related correspondence, and similar documents.	Retain records related to significant monetary or property donations, wills, bequests, endowments, trusts and similar actions permanently. Retain other gift financial records for six (6) fiscal years from the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 205.4617, NAC 239.165 (1)(2)	None.

Grant Records- Administrative Management Records

LRDA Number 20070060

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the awarding of funds from federal government, state government, private organizations, private benefactors, and similar sources to local governmental entities. Records may include but are not limited to: grant applications and proposals, award notification, grant administrative records including project plans, objectives, progress statements, achievement reports, periodic, records documenting the allocation of grant funds such as budgets, contracts and/or agreements, equipment inventories, financial reports, accounting records, audit reports, associated documentation, and related correspondence. NOTE: Annual, Special, and Final narrative reports have a permanent retention held under LRDA 2020011.	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. NOTE: Annual, Special, and Final narrative reports have a permanent retention held under LRDA 2020011.	If this series contains any confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	2 CFR 200.333, NRS 205.4617, NAC 239.165 (1)(2)	None.

Financial Records

Grants or Donations to Nonprofit Organizations

LRDA Number 20161927

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the granting of money or the donation of commodities, supplies, materials, staff resources, equipment, or the payment or discount of fees, to a nonprofit organization. Records may include but are not limited to resolution, application for grant or donation, copies of nonprofits tax forms, disclosure forms, selection criteria evaluations, approvals, agreements, performance measures, progress reports, audit reports, and related correspondence.	Six (6) fiscal years from the expiration of the terms or agreement, or from the receipt of the statement of completion (if applicable).	This record series may contain confidential or sensitive information (such as Tax ID) and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 244.1505, NRS 268.028, NRS 332.025, NRS 372.3261, NRS 11.190 (1)(b), NRS 11.190 (3)(d)	None.

Grants: Federal Grants- Real Property and Equipment

LRDA Number 20070716

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document real property and equipment purchased with funds from federal grants. This series may include but is not limited to grant application documents; real property documentation (maps, plots, title records, etc.); equipment records (purchase documentation, user manuals, property ID documentation, etc.); tax documentation (assessment records, IRS tax documents, state and local government tax documentation, etc.); disposition records (sales, transfers or discarding records), related correspondence, and similar documentation.	Three (3) federal fiscal years from the date of the disposition, replacement or transfer of the property or equipment, or for the retention period required by the granting authority, whichever is longer.	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.	2 CFR 200.333, NRS 205.4617, NAC 239.165 (1)(2)	None.

Grants: Unsuccessful Loan/Grant Applications

LRDA Number 20071248

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains applications and supporting documentation relating to federal, state, and private loans/grants submitted by local governmental entities which were not funded or were denied.	As long as administratively useful to the agency.	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.	NRS 205.4617, NAC 239.165	None.

Financial Records

Housing Authorities Files

LRDA Number 20071732

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents various affordable housing programs usually funded by the federal government and managed by local housing authorities and may contain but is not limited to applications for assistance, assistance payment records, tenant information, authorization forms, inspection reports, checklists, income verifications, copies of plans or drawings, state and/or federal forms, related correspondence and similar documents.	For fiscal records retain three (3) federal fiscal years from the submission of the final expenditure report, or for the retention period required by the granting authority, whichever is longer. For property and equipment retain three (3) federal fiscal years from the date of the disposition, replacement or transfer of the property or equipment, or for the retention period required by the granting authority, whichever is longer.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	24 CFR 85.42, 2 CFR 200.33, NRS 315.320, NRS 315.961 to 315.996, NRS 239B.030, NRS 205.4617, NRS 239A.080, NAC 239.165 (1)(2)	None.

Investment Records

LRDA Number 20070444

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer investment accounts and may contain but is not limited to investment fund information, records related to specific investments, investment registers, investment reconciliations, confirmations of purchase, bank statements, records which document transaction activity, investment fund balances, investment performance documentation, related correspondence and similar documents.	Six (6) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b)	None.

IRS Section 125 Records

LRDA Number 20101833

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document premiums paid on voluntary benefit plans. Records may include but are not limited to employee personal data, employee contribution reports, pre-tax documentation, status reports, payroll deduction reports, and similar information. Premiums paid through IRS approved Section 125 (cafeteria) plans are paid on a pre-tax basis and are excluded from gross income.	Four (4) years after the tax year in which the taxes are due, or four (4) years after the date the tax is paid, whichever is later.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	26 USC 125, 26 USC 106, 26 USC 6039D, 26 CFR 31.6001-1, NAC 239.165	None.

Financial Records

Journal Entries

LRDA Number 20070446

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents journal entries detailing accounts to be charged and credited and is used to make adjustments and corrections to accounting records. These types of records usually include information on account number, amount debited, amount credited, account description, and reason for journal entry.	Six (6) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b)	None.

Land Lease Appraisals

LRDA Number 20200002

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of formal land value appraisals completed prior to leasing out portions of local government owned land, associated documentation, and related correspondence.	Five (5) fiscal years from the termination or expiration of the lease agreement.	If this record series contains confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 645C.400, NAC 645C.430, NAC 239.165	NRS 645C.400: An appraiser shall maintain a record of each appraisal he or she prepares for not less than 5 years after completion of the appraisal and notify the Real Estate Division of the Department of Business and Industry of the location where the record is stored and of any change in that location.

Liens and Releases

LRDA Number 20071666

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents liens filled for non-payment of taxes, services or merchandise in accordance with state/federal law. This series may contain but is not limited to notice of lien, refilling form, certificate of release, certificate of subordination, correction notices, certificate of non-attachment, certificate of revocation and reinstatement, certificate of withdrawal, copies of court documents, related correspondence and similar documents.	Retain records related to tax liens for ten (10) calendar years from the date of filing or refilling, whichever is later. Retain records related to liens for merchandise or services for six (6) calendar years from the date of final payment or action.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	26 CFR 301.6502, 26 CFR 301.6103 (a)(1) thru (p)(7), NRS 375A.310, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	None.

Financial Records

Local Government Financial Emergency Files

LRDA Number 20071746

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to aid a local government entity throughout a financial crisis and may contain but is not limited to accounting records (including accounts payable, accounts receivable, bank statements, purchase orders, claims, etc.) resolution requesting assistance, audit reports, budgets, contracts and agreements, corrective action plans, meeting records, public hearing records, special reports (financial analysis, proposals, etc.), correspondence and supportive documentation.	Six (6) fiscal years from the end of the fiscal year in which the financial emergency was declared over. Review for historical value.	Portions of this series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.675 to 354.725, NRS 11.190 (1)(a)(b), NRS 205.4617, NRS 239B.030, NAC 239.165	The Nevada Department of Taxation is the office of record for this record series.

Monthly Budget Status Reports

LRDA Number 20071517

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the monthly status of local government budgets. This series may contain but is not limited to information on original budget authority, budget adjustments, outstanding encumbrances, unencumbered balances, expenditures to date, amounts expended in the current month, breakdowns by category, supporting documentation and similar information.	Until completion of an annual audit.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.280, NRS 354.624	None

NRS 338.1444 Report

LRDA Number 20081761

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents compliance with NRS 338.1444 requirements for awarding of contracts for smaller public work to contractors. At least once each quarter, a local government shall prepare a report detailing, for each public work over $25,000 for which a contract for its completion is awarded pursuant to paragraph (a) of subsection 1, if any: The name of the contractor to whom the contract was awarded; The amount of the contract awarded; A brief description of the public work; and the names of all contractors from whom bids were solicited.	Three (3) fiscal years from the end of the fiscal year to which the report pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 338.1444, NRS 11.190 (3)(d)	A report prepared pursuant to subsection 338.1444 (3) is a public record and must be maintained on file at the administrative offices of the applicable public body.

Financial Records

Payment Card Industry (PCI) – Cardholder Data

LRDA Number 20181988

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of Cardholder Data (CHD) obtained during electronic financial transactions where an agency stores, processes or transmits cardholder data received via point of sale systems, phone, email, internet, paper, etc. This sensitive cardholder data is security-related information (primary account number (PAN), expiration date, cardholder name, and service code) used to authorize and process payment card transactions. Any local government agency that processes, stores, or transmits payment card data is required by the card provider (Visa, MasterCard, American Express, etc.) to comply with certain security standards to prevent cardholder data theft.	Retain for no longer than required for legal, regulatory, and/or business requirements. It is recommended this data be retained no longer than one hundred-twenty (120) days from the completion of the transaction. If you don't need it, don't store it.	This record series contains confidential/sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	PCI Security Standards Council - Data Security Standard 3.1 to 3.7, NRS 205.602, NRS 603A.040, NRS 603A.215	In accordance with PCI Security Standards Council - Data Security Standard 3.4 – The primary account number (PAN) must be rendered unreadable anywhere it is stored (including on portable digital media, backup media, and in logs).

Payment Card Industry (PCI)-Audit Logs

LRDA Number 20181975

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of audit logs created to document compliance with PCI Data Security Standards. Logging mechanisms and the ability to track user activities are critical in preventing, detecting, or minimizing the impact of a data compromise. The presence of logs in all environments allows thorough tracking, alerting, and analysis when something does go wrong.	One (1) fiscal year from the end of the fiscal year in which the log was created with a minimum of three (3) months immediately available for analysis (for example, online, archived, or restorable from backup).	This record series contains confidential/sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	PCI Security Standards Council - Data Security Standard 10.7, NRS 603A.215	Retaining logs for at least a year allows for the fact that it often takes a while to notice that a compromise has occurred or is occurring and allows investigators sufficient log history to better determine the length of time of a potential breach and potential system(s) impacted. By having three months of logs immediately available, an entity can quickly identify and minimize impact of a data breach.

Financial Records

Payment Card Industry (PCI)-Sensitive Authentication Data

LRDA Number 20181973

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of Sensitive Authentication Data obtained during electronic financial transactions where an agency stores, processes or transmits cardholder data received via point of sale systems, phone, email, internet, paper, etc. Sensitive Authentication Data is security-related information (including but not limited to card validation codes/values, full track data (from the magnetic stripe or equivalent on a chip), PINs, and PIN blocks) used to authenticate cardholders and/or authorize payment card transactions. Any local government agency that processes, stores, or transmits payment card data is required by the card provider (Visa, MasterCard, American Express, etc.) to comply with certain security standards to prevent cardholder data theft.	Retain until authorization of transaction.	This record series contains confidential/sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	PCI Security Standards Council - Data Security Standard 3.1 to 3.7, NRS 205.602, NRS 603A.040, NRS 603A.215	Per Payment Card Industry (PCI) Data Security Standard (DSS) 3.2-Storage of sensitive authentication data after authorization is prohibited! This data is very valuable to malicious individuals as it allows them to generate counterfeit payment cards and create fraudulent transactions.

Payroll Administrative Reports

LRDA Number 20070452

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains reports, statistical studies, and other records designed and used for budget preparation, projections, workload and personnel management, research, and general reference. It consists of summary reports organizing wages, deductions, and other data into categories such as quarter-to-date, year-to-date, fiscal year-to-date, breakdowns by area of expense, employee / employer contributions, and similar administrative reports.	Three (3) fiscal years from the fiscal year to which the reports relate.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 516.5, 42 USC section 405 (c)(2)(C)(viii) [SSN], NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Financial Records

Payroll Deduction Documents

LRDA Number 20071686

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer deductions to employee's payroll. This series includes all forms used to input information into system for a payroll deduction, including authorization forms for the deductions.	Retain authorization forms for a period of three (3) fiscal years after the form is cancelled or superseded, or after the termination of the employee. Retain file maintenance documents for two (2) fiscal years from the date of the document.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 516.6 (c), NRS 239B.030, NRS 205.4617, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Payroll Files

LRDA Number 20070449

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administrate the payroll of local government employees. This record series may contain but is not limited to employee time records, cost summary reports, detail cost listings, pay register, direct deposit reports, pay worksheets, net pay adjustments, quarterly reports, and similar reports and documents.	Three (3) fiscal years from the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 516.5(a), 29 CFR 516.6(a), NRS 608.115, NRS 11.190 (3)(d)	None.

Payroll Maintenance Reports

LRDA Number 20071687

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used in-house to control, correct, and maintain computer data related to the payroll system.	Two (2) fiscal years from the fiscal year to which the document pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 516.6, NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2)	None.

Financial Records

Payroll Registers or Reports

LRDA Number 20070451

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents pay and benefits earned by governmental employees. This series may contain but is not limited to information such as employee name and payroll number, social security number, hours worked, rate, overtime, various allowances, gross pay, federal and other withholdings, voluntary deductions, garnishments, net pay, retirement deductions, leave earned and taken, payroll codes, check number and agency code, warrants issued, warrant register, and related data.	Retain year-end registers/reports for a minimum period of sixty (60) fiscal years from the year to which the record pertains. Retain other payroll registers for a minimum period of six (6) fiscal years from the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii) [SSN], 29 CFR 516.5(a), 29 CFR 516.6(a), NRS 608.115, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2)	This record series has been used to prove employment, verify retirement, and document longevity for employees when other records were not available. This is the reason for the sixty (60) year retention period.

Payroll Reports / Printouts (office copies)

LRDA Number 20070066

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents and verifies staff payroll activities. This series may include but is not limited to copies of internal computer printouts, longevity documents, time and attendance reports, time sheets, leave forms, ledgers, payroll deduction forms and related documents. The official copy of this type of report or printout is usually retained by Treasurers, Comptrollers, Finance Departments, or similar entities.	One (1) fiscal year from date of the document.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NAC 239.165 (1)(2)	None.

Postal/Freight Records

LRDA Number 20071532

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document transactions with the U.S. Postal Service, private couriers (such as FedEx, UPS, etc.) and private carriers concerning postal or freight services. Records may include but are not limited to postal meter records, receipts for postage stamps, receipts for registered and certified mail, receipts and documentation for insured mail, special delivery records, shipping company information, invoices, bills of lading, shipping tags, shipping receipts, shipment logs, documentation on the items being shipped, insurance documentation, loss and/or damage reports, correspondence and related documents.	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d)	None.

Financial Records

Procurement and Credit Card Records

LRDA Number **20071310**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer the authorization and use of procurement and /or credit cards by local government employees. This record series may contain but is not limited to authorizations, applications, agreements, procurement/credit card logs, policy and procedure guides, and other documents used to create accounts. This series may also contain, but is not limited to, accounting records related to purchases and payment of procurement/credit card bills, related correspondence and similar documents.	Retain records used to create procurement/credit card accounts for a minimum period of three (3) years after the discontinuation or cancellation of account. Retain accounting records related to procurement/credit cards until completion of an annual audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 354.624, NAC 239.165 (1)(2)	None.

Project Ledgers

LRDA Number **20070453**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents financial transactions and accounting functions related to capital improvements and permanent assets of the local government. These types of ledgers may include but are not limited to information on financial receipts and expenditures for design, engineering, construction, repair and/or major maintenance of local government owned or operated buildings, facilities, roadways, utilities, public works and other infrastructure.	Permanent.	None	None	None

Property and Equipment Inventory

LRDA Number **20070014**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the process of updating and reconciling an inventory of property and equipment owned or operated by a local government. This series may contain but is not limited to copies of purchase orders, monthly property reports, descriptions of items, manufacturer's model and serial number, fiscal reports related to original cost, value reports, commodity codes, memos, correspondence and other related records.	Five (5) fiscal years following update of the inventory.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.625	None

Financial Records

Receipts, All Monies Received

LRDA Number 20070454

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents revenue collected by the local government and may contain but is not limited to receipt slips, receipt books, receipt ledgers, fund information, information on the source of money collected, records documenting manner in which it must be apportioned, correspondence and related documents	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.270, NRS 11.190 (3)(d)	None

Refund Records

LRDA Number 20071316

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents credits or refunds to taxpayers for the overpayment of taxes or fees. Information may include but is not limited to account name and number, property location, tax ID number, amount of overage, cause of overage, certifications, written request for credit or refund, receipts, related correspondence, and similar documents.	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.220 to 354.250, NRS 354.59888, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Returned Checks, Files

LRDA Number 20070521

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents attempts to collect monies for non-negotiable (usually insufficient funds) checks received for payment to agency accounts. Usually includes printouts or reports listing names, addresses, telephone numbers, banks upon which checks were drawn, reasons for return, and similar information.	Three (3) fiscal years after collected or written off as uncollectible.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 205.4617, NAC 239.165 (1)(2)	None.

Revenue Ledgers

LRDA Number 20070456

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series provides a financial history of the source of a local government's income.	Permanent.	None	NRS 354.624	None

Financial Records

Revenue Sharing Records

LRDA Number 20071514

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the receipt and administration of revenue sharing funds. Records may include but are not limited to affidavits of publication, claim reports, project records, revenue and expenditure summaries, status reports, audit reports, supporting documentation and related records.	Six (6) fiscal years from the end of the fiscal year to which the record pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b)	None

Room Tax Return Files

LRDA Number 20070483

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These files are actual monthly remitted reports for room taxes collected from the individual hotels/motels as well as a monthly calculation spreadsheet for remittance of said taxes collected to various agencies. It also includes copies of the agency remittances, payments and calculations.	Three (3) fiscal years after audit.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	None

Subsidiary Ledgers or Registers

LRDA Number 20071312

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the details of financial transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. This record series may contain but is not limited to expenditure ledgers, encumbrance listings, warrant registers, cumulative voucher sheets, and related documents and reports. This record series may also be used to provide backup documentation to the General Ledger.	Six (6) fiscal years from the end of the fiscal year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	None

Superfund Grant Records

LRDA Number 20071663

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents superfund grants and may contain but is not limited to grant financial records and reports, property records, procurement records, time and attendance records, compliance documentation, related correspondence and similar documents	Ten (10) calendar years following the submission of the final Financial Status Report to the Environmental Protection Agency (EPA).	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 35.6700, 40 CFR 35.6705, 40 CFR 35.6710, 40 CFR 31.42 (e)	Review for historical value.

Financial Records

Tax Bills

LRDA Number 20070457

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are individual tax bills mailed yearly to each property owner or to the holder of the mortgage on the property, seeking payment of property taxes.	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 361.480	None

Tax Exempt Bond Files

LRDA Number 20181980

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the transaction and expenditure of Tax Exempt Bonds (TEB). Records may include but are not limited to basic records relating to the tax exempt transaction (such as loan agreements, bond counsel opinions, policy guidelines), records documenting the expenditure of TEB proceeds (such as construction contracts, certificates of completion, vendor invoices), records documenting the sources of payment or security of the bonds, if applicable documentation pertaining to any investment of any bond proceeds, related correspondence, and similar records.	Retain for as long as the bonds are outstanding, plus six (6) fiscal years after the final redemption date of the bonds.	If this series contains confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	26 CFR 1.6001 (e), 26 CFR 1.148 (5)(d)(6)(iii)(E), NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165	None

Tax Notices

LRDA Number 20070458

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are informational notices published at least quarterly in newspapers or posted in public places, specifying the dates property taxes are due, and the penalties for delinquency.	As long as administratively useful.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 361.480	It is recommended this series not be retained longer than three (3) years.

Financial Records

Tax Protest Letters

LRDA Number 20071319

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents taxes paid under protest by a taxpayer and may contain but is not limited to name and address of property owner, parcel identification number, legal description, assessed valuation, written statement setting forth the grounds on which the protest is based, request for re-evaluation, transmittal letters, hearing results, court documents, related correspondence, and similar documents.	Six (6) calendar years after final determination.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 361.410 to NRS 361.435, NRS 11.190 (1)(b), NRS 11.190 (3)(a), NAC 239.165 (1)(2)	None.

Tax Receipts and Stubs

LRDA Number 20070460

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are receipts issued for the payment of taxes. They include receipt number, date of payment, parcel number, owner's name, current or delinquent tax payment, and amount paid.	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NAC 239.165 (1)(2)	None.

Tax Redemption Certificates

LRDA Number 20070461

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This certificate documents the property description, amount of delinquent taxes due, year of assessment, name of the owner or taxpayer of the property, various taxes, penalties, interest, and other costs added to the property, and a statement documenting the period of redemption.	Permanent.	This record series may contain confidential or sensitive information.	NRS 361.5648 to 361.620, NRS 250.110 to 250.180	None.

Tax Rolls

LRDA Number 20070459

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the official record of assessments, tax levied, and changes to the tax roll on properties. Information in this series may include but is not limited to name, address, assessed value, real market value, taxes levied, legal description, code area, property class, information on any changes made since previous tax roll, total exemptions, value as corrected, tax amount due, and tax amount paid.	Permanent.	Portions of this record series may contain confidential or sensitive information.	NRS 239B.030, NRS 250.110 to 250.180	None

Financial Records

Tax Sales Redeemed

LRDA Number 20070463

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment of delinquent taxes by the person originally assessed on a property that has been sold for delinquent taxes. This series may include but is not limited to payment information, date redeemed, last known owners name, to whom sold or who made payment, property description, years and amounts for which back taxes paid, breakdown of tax and interest amounts, tax redemption certificate, related correspondence and similar documents.	Permanent.	This record series may contain confidential or sensitive information.	NRS 361.5648 to 361.620, NRS 250.110 to 250.180	None.

Tax Sales Reports

LRDA Number 20070462

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the sale of property for delinquent taxes. Reports may contain but are not limited to affidavits of publication, information on delinquent owner, description of property, tract or lot, assessed value of property, date of auction or sale, registration / bidder information, payment requirements, information on who purchased property, delinquent tax, penalties and costs, total amount due, amount of sale, supporting documents, correspondence, and related information.	Permanent.	This record series may contain confidential or sensitive information.	NRS 361.585, NRS 361.590	None.

Travel Records

LRDA Number 20071258

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents travel arrangements and claims made by staff members, commission and committee members and others associated with a local government. This series may include but is not limited to travel itinerary, request for travel authorization, travel authorization, request for training forms, request for out of state travel, transportation requests, hotel reservation information, per diem vouchers, reimbursement requests, receipts, plane tickets or stubs, parking expense documents, supporting documentation, related correspondence and similar documents.	Three (3) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 354.624, NRS 239B.030, NAC 239.165 (1)(2)	None.

Financial Records

Trial Balance Reports

LRDA Number 20071318

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These reports provide a detailed listing of accounting transactions and may be used in balancing the General Ledger. This series may include information on dates, account numbers, names, transaction codes, fund balances, bank accounts, balance sheets, income statements, month to date balances, year to date balances, and similar documents.	Until the completion of an annual audit.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Unclaimed Property Report

LRDA Number 20070464

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the reporting by holders of abandoned accounts in accordance with NRS Chapter 120A. This record series may contain various completed forms and reports as required by the State Treasurer (Administrator of Unclaimed Property), supportive documentation, associated correspondence, and similar material.	Seven (7) calendar years from the date the abandoned property report is filed with the State Treasurer.	This record series is confidential per NRS 120A.145, and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 120A.700, NRS 120A.145, NRS 120A.560, NAC 239.165 (1)(2)	None.

Fire and Rescue Department

Accident Reports

LRDA Number 20070549

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents accidents involving departmental vehicles or equipment. Reports may contain but are not limited to date and time of accident, location of accident, type of accident, narrative reports regarding circumstances, parties involved, injury reports, copies of medical treatment reports, property damage reports, vehicle damage reports, witness statements, copies of police reports, departmental forms, notes, photos, correspondence, and related documents.	Three (3) calendar years following resolution or settlement of any claims or legal actions, or from the accident date if no legal action or damage results.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 41.130, NRS 41.139, NRS 41.0309, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 450B.730, NAC 239.165 (1)(2)	None.

Activity Reports and Logs, Fire Department

LRDA Number 20070550

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents departmental activity and operation and usually consists of reports or logs filed on a daily, weekly, monthly, or annual basis. Records in this series may include but are not limited to station logs, incident reports, morning reports, emergency response logs, alarm call reports, medical aid reports, paramedic daily logs, and similar types of activity reports or logs.	Retain annual activity reports Permanently. Retain other reports for five (5) calendar years from the year to which they pertain.	These types of reports are usually statistical in nature and should not contain personally identifying, confidential or restricted information. If there is personally identifying, confidential or restricted information in this record series that information must be protected from public disclosure and the non-permanent records containing that information must be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) 104.6, Uniform Fire Code (UFC) 104.3.2, NRS 239C.210, NRS 205.4617, NAC 239.165 (1)(2)	This series is useful for reference, performance monitoring, planning and budgeting, position justification, compiling statistical reports, and briefing subsequent shifts.

Fire and Rescue Department

Against Medical Advice Records

LRDA Number 20101799

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents refusal by patient of treatment/transport by EMS and/or other first responders.	Six (6) calendar years from the receipt of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 450B, NAC Chapter 450B, 45 CFR 164.501, NRS 205.4617, NAC 239.165 (1)(2)	None.

Alarm System Files

LRDA Number 20071495

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the inspection and testing of individual fire alarm systems. This series may include, but is not limited to, permits, installation records, construction documents, diagrams, specifications, certifications, record of completion, inspection records, site information, building code reports, instructions, system testing records, system monitoring records, service agreements, maintenance and service reports, emergency contact lists, correspondence, and related documents.	Retain this record series for the functional life of the system.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code Section 907, Uniform Fire Code Section 1007, NRS 477.130, NRS Chapter 239C, NAC 477.365	None.

Ambulance Operating Permits

LRDA Number 20070554

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the application process and the receipt or denial of operating permits in accordance with state law and regulation.	Two (2) calendar years after the renewal, denial, revocation, or cancellation of the permit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 450B.120, NRS 450B.200, NRS 450B.840, NRS 11.190 (4)(e), NAC 450B.505 to 450B.645	None

Fire and Rescue Department

Apparatus and Equipment Records

LRDA Number 20070558

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records are used to document and administer the management of apparatus and equipment in the possession of fire departments. This series may contain but is not limited to description of item, make and model, operating instructions, identification or license numbers, registrations, owner's manual, location of item, inspection reports, maintenance schedules, maintenance and repair reports, repair history, copies of work orders, test records (ladder, hose, air packs), test result reports, cost summaries, data sheets, inventory control records, accounting documents, control logs or lists, vendor information, photographs, correspondence and related documents.	Retain records related to apparatus and equipment use, inspection, maintenance, repair, and disposition for the life of the unit. If involved in an accident retain for the life of the unit plus an additional three (3) calendar years. Retain test related records for a minimum period of five (5) calendar years from the date of test. Retain related inventory control and accounting records until completion of an annual audit.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) 104.6, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 354.624, NRS 239C.210, NRS 477.030, NAC 239.165 (1)(2)	The series does not include hydrant records.

Building Inspections (Fire Department)

LRDA Number 20070567

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the inspection of commercial buildings, public buildings, structures, child care facilities, long-term care facilities, warehouses, parks, and similar facilities by fire departmental personnel for fire hazards, conformity with fire codes and regulations, and for other reasons permitted by state law/regulation or local policy. This series may include but is not limited to: inspection reports, cumulative inspection history, violation notices, citations, documents verifying that the violation has been corrected, re-inspection forms and reports, notes, memos, photos, associated documentation, and related correspondence.	Retain records related to construction inspections for a minimum period of ten (10) calendar years from the date of the inspection.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) 104.6.2, Uniform Fire Code (UFC) 103.3.4, NRS 459.3819, NRS 459.3822, NRS 11.202, NRS 432A.180, NRS 278.0231, NRS 239C.210, NRS 11.203	None.

Fire and Rescue Department

Building Plans

LRDA Number 20070568

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of copies of building plans for public and/or commercial buildings and structures. This series may contain but is not limited to blueprints, engineering drawings, as built drawings, specifications, grounds (landscape) drawings, photographs and similar documents.	Life of building or structure.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090 (Homeland Security Act), NAC 239.165 (1)(2)	None.

Burn Injury Reports

LRDA Number 20071478

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports received from providers of health care of any person who comes or is brought for the treatment of second or third degree burns to 5 percent or more of the body, burns to his upper respiratory tract or laryngeal edema resulting from the inhalation of heated air; or burns which may result in death.	Six (6) calendar years from the date of the report.	This record series may contain confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530 (j)(2), NRS 629.045, NRS 629.051, NAC 239.165 (1)(2)	None.

Controlled Substance Inventory and Use File

LRDA Number 20121874

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the inventory and use of controlled substances in emergency response vehicles in accordance with state and federal law.	Two (2) calendar years after the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	21 CFR 1304.04, NAC 639.482, NAC 639.485, NAC 239.165 (1)(2)	None.

Dispatch Logs

LRDA Number 20071479

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of printouts or manual logs maintained by emergency dispatch units. Log usually contains name of dispatcher, date and time call received, type of call (phone, radio, in-person) complainant name, address / phone number, nature of call, units dispatched, time dispatched, action taken, and related data.	One (1) calendar year from the date of last entry, or from the date of printout.	Summaries of the information in this record series may also be found in the "Activity Reports and Logs, Fire Department" record series.	None	None

Fire and Rescue Department

Dispatcher, Audio Tapes

LRDA Number 20070571

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of audio tapes of incoming emergency calls, fire and emergency dispatches, radio activity, and 9-1-1 calls. Tapes are maintained on a 24-hour basis.	Sixty (60) days from the date of transcription, or if not transcribed sixty (60) days from the date of the tape.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 450B.120, NRS 450B.130, NRS 707.500, NAC 450B.578, NAC 450B.611	None

Duty Roster

LRDA Number 20070574

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of logs, reports, or printouts of daily, weekly, or monthly work assignments.	One (1) calendar year from the end of the calendar year to which the record pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Emergency Medical Incident Records - Youth

LRDA Number 20181991

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents services provided by fire or emergency medical services (EMS) personnel to sick or injured people. Information may include but is not limited to date, time, and incident location, type of call, responding unit information, patient information, type of injury or illness, preliminary impressions, action taken, patient status, medical release authorizations, signed consent forms, pre-hospital treatment records, related reports and logs, correspondence, and similar data.	Retain these records until the individual attains the age of 23.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 450B, NRS 629.021, NRS 629.031, NRS 629.051, NRS 41.500, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 450B.450, NAC 450B.505 to 450B.645, NAC 450B.620 to 450B.645, NAC 239.165 (1)(2)	None.

Emergency Medical Incident Records-Adult

LRDA Number 20070555

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents services provided by fire or emergency medical services (EMS) personnel to sick or injured people. Information may include but is not limited to date, time, and incident location, type of call, responding unit information, patient information, type of injury or illness, preliminary impressions, action taken, patient status, medical release authorizations, signed consent forms, pre-hospital treatment records, related reports and logs, correspondence, and similar data.	Six (6) calendar years from the date of receipt or production of the record, whichever is later.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 450B, NRS 629.021, NRS 629.031, NRS 629.051, NRS 41.500, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 450B.450, NAC 450B.505 to 450B.645, NAC 450B.620 to 450B.645, NAC 239.165 (1)(2)	None.

Evidence Log

LRDA Number 20071476

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of a log, report, or similar record used to track and document the chain of possession of evidence used in fire investigations.	Five (5) calendar years from the final disposition of the investigation.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	International Fire Code (IFC) 104.6, and 104.10, Uniform Fire Code (UFC) 104.3.2, NRS 11.190 (3)(d)	None

Explosives: Storage and Use Permits

LRDA Number 20071468

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the issuance of permits authorizing the manufacture, possession, storage, sale; display, use, or disposal of explosives for construction and demolition projects, fireworks, theatrical pyrotechnics, and other applications. This series may include but is not limited to applications, State Fire Marshall certificates, inspections, permits, insurance or bond verifications, fee payments, notes, forms, correspondence, and related documents. Information often includes name and address of permitted, license information (if applicable), location of use, amount and type of explosives used, conditions, emergency response procedures, and related information.	Five (5) calendar years from the renewal, suspension, revocation, or expiration of the permit.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) 3301.2, Uniform Fire Code (UFC) 7701.3.1, NRS 11.190 (1)(b), NRS 11.190 (4)(e), NAC 477.710 to 477.73, NAC 239.165 (1)(2)	None.

Fire and Rescue Department

Exposure Reports

LRDA Number **20071233**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These types of reports are completed when a fire fighter is exposed to toxic fumes, smoke, or chemicals during the course of fire fighting. It is used to verify exposure in case of illness. This series may include but is not limited to employee's name, position, station, address where injury occurred, name and type of occupancy, date and time of exposure, incident number, description of exposure, duration of exposure, symptoms present, copies of medical reports, date and signature of employee, and date and signature of supervisor.	Thirty (30) calendar years from the employee's termination of employment.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1910.1020 (d)(i), NAC 239.165 (1)(2)	This series is often filed with the "Firefighter Medical Files" record series.

False Alarm Reports

LRDA Number **20071467**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of information pertaining to false alarms, outcries, or reports of fire. These reports may include but are not limited to the date and time of the report, the location, any identifying characteristics of the caller, the number of responding units, and the time it was ascertained as a false report.	Two (2) calendar years from the date of the report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 475.100, NRS 11.190 (4)(a)(e)	None

Fire Alarm Reports, Daily

LRDA Number **20071472**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of logs, reports, listings, and similar records of the daily fire alarm soundings and calls received by departmental personnel.	Ninety (90) days from date of report.	If this record series contains confidential or restricted information. That information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Fire Code Building Inspections (Fire Department)

LRDA Number **20200010**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the inspection of commercial buildings, public buildings, structures, child care facilities, long-term care facilities, warehouses, parks, and similar facilities by fire departmental personnel for fire hazards, conformity with fire codes and regulations, and for other reasons permitted by state law/regulation or local policy. This series may include but is not limited to: inspection reports, cumulative inspection history, violation notices, citations, documents verifying that the violation has been corrected, re-inspection forms and reports, notes, memos, photos, associated documentation, and related correspondence.	Retain records related to annual fire code building inspections for a minimum period of five (5) calendar years from the date of the inspection.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) 104.6.2, Uniform Fire Code (UFC) 103.3.4, NRS 459.3819, NRS 459.3822, NRS 11.202, NRS 432A.180, NRS 278.0231, NRS 239C.210, NRS 11.203	

Fire Codes

LRDA Number **20070583**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents fire codes and supplements to such codes, adopted by ordinance for the local government.	Until superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Fire Department Training Files

LRDA Number 20070629

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer employee development and training. This series may contain but is not limited to employee name, social security number, badge or ID number, training bulletins, request for training forms, training plans, training exercises, test scores, training certificates, training history, documentation of continuing education, records documenting completion of mandatory training requirements, fire academy reports and records, course outlines, courses taken, copies of course material, attendance records, proficiency tests, certificates, training evaluations, reports detailing training needs, records authorizing and administering the granting of educational leave, training summaries, logs, lists, reports, photos, forms, related correspondence and similar records.	Three (3) calendar years from the transfer, separation, retirement, or termination of the employee.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 477.039 to 477.090, NAC 477.2835, NRS 239C.210, NAC 239.165 (1)(2)	A copy of the employee's development and training information should be sent to the employee and the new agency upon transfer.

Fire Hydrant Records

LRDA Number 20070586

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the installation, location, inspection, maintenance, repair, and replacement of fire hydrants. This series may include but is not limited to installation records, location, fire flow rate, main size, water available, hydrant number, type (2 way, 3 way), lateral size, height from ground, inspection reports, condition, maintenance and repair records, pressure test results, damage reports, removal and replacement records, notes and remarks, and related documents.	Retain flow cards Permanently. Retain other records in this series for two (2) calendar years after the hydrant is moved, replaced, or no longer in service.	This record series may contain confidential or restricted information.	International Fire Code (IFC) 104.6, Uniform Fire Code (UFC) 103.3.4, NRS 239C.210, NRS 11.190 (4)(e)	None.

Fire and Rescue Department

Fire Investigation Records

LRDA Number 20070597

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents investigations conducted by fire department personnel to determine the cause, origin, and circumstances of fires or fire related incidents. This series may contain but is not limited to investigation notes and reports, lab reports, casualty reports, damage reports, run reports, interviews, witness statements, transcripts, copies of police reports, suspect information, arrest report, evidence log, court documents, insurance reports, vehicle records, photographs, audio-visual tapes, newspaper clippings, findings, determinations, disposition, final or summary report, correspondence, and similar records.	Six (6) calendar years from the close of the investigation, or if related to a criminal incident six (6) calendar years from the final disposition of the case.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) 104.6, Uniform Fire Code (UFC) 104.3.2, NRS 475.125, NRS 205.005 to 205.030, NRS 171.085, NRS 629.045, NRS 475.125, NRS 200.030, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Fire Investigation Records - Juvenile Offenders (Arson)

LRDA Number 20070599

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records in this series pertain to juveniles who are suspected of, or have been arrested for, willfully or maliciously burning or attempting to burn, (with or without intent to defraud), a dwelling house, public building, motor vehicle or aircraft, personal property of another, wild land, etc. This series may contain but is not limited to investigation notes and reports, lab reports, casualty reports, damage reports, run reports, interviews, witness statements, transcripts, copies of police reports, suspect information, arrest report, criminal history (if any), hearing or court documents, probation reports, insurance reports, vehicle reports, photographs, audio-visual tapes, newspaper clippings, findings, determinations, prevention and intervention program records, disposition, final or summary report, correspondence, and similar records.	Six (6) calendar years after the juvenile reaches the age of majority.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 62H.100 to 62H.170, NRS 62H.010, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	None.

Fire and Rescue Department

Fire Prevention Education Programs

LRDA Number 20071475

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents fire prevention education programs and similar outreach programs provided to the public by fire departments. This series may contain but is not limited to program descriptions, instructional materials, enrollment and attendance records, reports, speeches, handouts, brochures, films, posters, pamphlets, and similar documents.	One (1) calendar year after the end of the program.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Fire Reports

LRDA Number 20070600

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consist of reports and other records documenting fires and fire related incidents. Information may include but is not limited to incident number, date and time, conditions, type of alarm, method of alarm, type of situation found, action taken, number of personnel involved, engines and other vehicles at scene, method of extinguishing, equipment involved, property used, number of hydrants used, investigative reports, reports of incident-related injuries and deaths, dollar loss and extent of damage reports, notes, forms, photographs, audio/video tapes, correspondence and similar documents.	Retain reports documenting fatalities, arson, major fires, and fires of significance to the jurisdiction permanently. Retain other fire reports for a minimum period of six (6) calendar years from the date of final action.	This record series may contain confidential or restricted information and non-permanent records should be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) 104.6, Uniform Fire Code (UFC) 104.3.1 to 104.3.2, NRS 239C.090, NRS 11.190 (1)(a), NRS 171.085, NAC 239.165 (1)(2)	The determination of fires considered major fires or fires of significance to the jurisdiction should be done by Fire Chiefs or the State Fire Marshall.

Fire Station and Facility Inspection Records

LRDA Number 20121877

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series documents the periodic inspections of fire station and facilities to check for damage and recommend repairs and maintenance.	Three (3) calendar years from the date of the inspection or correction of any violations (if applicable).	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Uniform Fire Code 103.3.4, NRS 239C.090, NRS 239C.210	None.

Fire and Rescue Department

Fire System Licensing Files

LRDA Number 20071493

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the licensing of persons engaged in the sale, leasing, installation or servicing of fire systems and components of fire systems.	Three (3) calendar years from the renewal, suspension, revocation, or expiration of the permit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	Uniform Fire Code 1001.4, Uniform Fire Code Section 1003, NRS 477.030, NRS 477.033, NAC 377.300, NAC 477.335 to 477.370, NRS 11.190 (3)(d)	None

Firefighter Medical Files

LRDA Number 20071466

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document an individual firefighter's work related medical history. This series may contain but is not limited to medical and/or physical examination records (pre-employment, pre-assignment, periodic, or episodic), required tests, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hearing test records, hazard exposure records, injury reports, first aid incident records, physical examination statements, medical release authorizations, signed consent forms, correspondence and related documents.	Six (6) calendar years after the death of the firefighter. (See NAC 617.080 (2))	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530 (j)(2), NRS 616C.052, NRS 617.135, NRS 617.454 to 617.457, NRS 617.485, NRS 616A.400, NAC Chapter 617, NAC 239.165 (1)(2)	Hazard exposure records document an employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous conditions.

Hazardous Material Incident Records

LRDA Number 20071480

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the investigation of hazardous material accidents or incidents including releases. This series may include but is not limited to incident reports, reports of personnel involved, cause reports, emergency response reports, clean-up operations reports, decontamination reports, follow-up reports, name and address of responsible party, correspondence, and related documentation.	Retain records related to responding personnel for a minimum period of thirty (30) calendar years after employee separation. Retain other records related to incident for a minimum period of thirty (30) calendar years from the date of last action.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1910.1020, 29 CFR 1910.120, NRS 477.039, NRS 477.047, NRS Chapter 459, NRS Chapter 239C, NAC 239.165 (1)(2)	This series should be reviewed for historical value before destruction.

Fire and Rescue Department

Hazardous Material Reference Guide

LRDA Number 20070581

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This a reference guide developed by the State Fire Marshal in cooperation with local fire departments for use by state and local personnel who respond to accidents and incidents involving hazardous materials. The reference guide provides information regarding procedures for responding to the first critical moments of an accident or incident involving hazardous materials.	Until superseded.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 459.773, NRS 459.3819, NRS 239C. 210, NAC 239.165 (1)(2)	None.

Hazardous Materials Storage Permit Files

LRDA Number 20071482

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents and controls the permits for the storage of hazardous materials and extremely hazardous materials issued in accordance with state law/local ordinance. The files may contain but are not limited to facility information (name, address, phone numbers, contact names, etc.), map of facility, applications, list of chemicals and other hazardous materials being stored, financial worksheet, fee information (check, receipt, etc.), related correspondence and similar documentation.	Five (5) calendar years from the date expiration, revocation or suspension of the permit.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) Section 105, Uniform Fire Code (UFC) Section 105, NRS 477.030 to 477.031, NRS 477.045, NRS 459.3819, NRS Chapter 239C, NAC 477.323, NAC 239.165 (1)(2)	None.

Maps and Plans of Water Systems

LRDA Number 20070648

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents maps, plans, blueprints, and similar records. This series is useful for locating fire hydrants, water mains, connections, valve locations and other water supplies used during fire emergency responses.	Until superseded.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 239C, NAC 239.165 (1)(2)	None.

Fire and Rescue Department

Maps, Fire Department

LRDA Number 20070601

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of maps and related records maintained by fire departments which may be useful for reference, planning, verifying addresses, and for tracking various trends such as fire frequency and location, arson fires, and similar trends.	Until superseded.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Mutual Aid Agreements

LRDA Number 20070609

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents mutual aid agreements between individual fire departments and other parties (usually other municipalities, state or federal government) for providing firefighting, fire protection, emergency response, and other related services. This series may include but is not limited to agreement information on first alarm response, dispatch, incident command, training, expenses, billing, and similar data.	Retain record of agreement for a minimum period of six (6) calendar years from the termination of the agreement. Retain expense and billing information related to mutual aid agreements for a minimum period of three (3) fiscal years from the fiscal year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 414.060, NRS 11.190 (1)(b), NRS 11.190 (3)(d)	None

National Fire Incident Reporting System (NFIRS)

LRDA Number 20071483

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of statistical reports and related data submitted to the State Fire Marshall by local fire jurisdictions documenting fire and related incidents.	Ninety (90) days from the date report is submitted to the State Fire Marshall.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 477.030, NAC 477.905	None

Fire and Rescue Department

Permit Files

LRDA Number 20071481

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents operational, construction, and special event /use permits issued by fire departments. This series may contain but is not limited to permit application, site review reports, plan review reports, copies of inspection reports, code reviews, special requirement reports, applicable certificates, permit, fee payment records, supporting documents, correspondence, and related data.	Five (5) calendar years from the denial, renewal, revocation, or expiration of the permit.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	International Fire Code (IFC) Section 105, Uniform Fire Code (UFC) Section 105, NRS 11.190 (3)(d)	None.

Pre-Fire Planning Reports

LRDA Number 20070635

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of planning and survey reports, building plans, and similar records used to plan firefighting strategies.	One (1) calendar year after updated.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 239C, NAC 239.165 (1)(2)	None.

Radio Frequencies

LRDA Number 20070638

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for, and assignment of, radio frequencies. This series may include but is not limited to radio frequency authorizations, radio use records, frequency use agreements, applications, permits, licenses, logs, forms, supporting documents, correspondence, and similar data.	Six (6) calendar years from the expiration or renewal of the authorization or agreement.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	47 CFR 2.103, 47 CFR 90.20, NRS 11.190 (1)(b), NRS 239C.210 (2)(f)	None.

Reports of Drills

LRDA Number 20071491

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the results of drills performed to instruct individuals in the appropriate procedures to be followed in the event of an emergency.	Two (2) calendar years from the date of the drill.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 394.170, NRS 432A.077, NRS 432A.180, NAC 432A.280, NRS 239C.210 (c), NAC 239.165 (1)(2)	None.

Responses, No Fire or Casualties

LRDA Number 20070641

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents responses which do not involve fire or casualties such as fuel spills, arcing power lines, and similar calls for assistance. Information in this series may include but is not limited to date, time, and location of incident, units responding, specific response, correspondence, and similar data.	Two (2) calendar years from the date of response.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Retrofitting Files

LRDA Number 20071487

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of files on buildings doing retro fits to comply with fire codes.	Three (3) calendar years from the close of the file.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NAC 239.165 (1)(2)	None.

School Master Files

LRDA Number 20070643

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents school plans and may contain but is not limited to plans, blueprints, as built drawings, schematics, calculations and specifications, photographs, associated correspondence, and related documents.	Life of building.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 477.030, NRS 392.450, NRS 394.170, NRS Chapter 239C, NAC 239.165 (1)(2)	None.

Fire and Rescue Department

Standard Operating Procedures

LRDA Number 20070644

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the various standard operating procedures and guidelines adopted by fire departments.	Five (5) calendar years after superseded.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 239C, NAC 239.165 (1)(2)	Review for historical value.

Vacation Rosters

LRDA Number 20070633

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents approved employee vacations.	Two (2) calendar years from the posting of the roster.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 516.6, NRS 608.115	None

AIDS Drug Assistance Program Client Files

LRDA Number 20121856

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the AIDS Drug Assistance Program. The records may contain but are not limited to applications with associated documentation, approval or denial documentation, copies of client financial records, related correspondence and similar records.	Three (3) federal fiscal years from the end of the fiscal year to which it pertains.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 300ff-11 et seq., NRS 441A.220, NAC 239.165	None.

Air Pollution: Data

LRDA Number 20070650

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents compliance with federal and state law to monitor and collect ambient air quality data for pollutants deemed to be harmful by the U.S. Environmental Protection Agency (EPA).	Five (5) calendar years from the end of the calendar year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 445B.580, NAC 445B.315	None

Air Pollution: Inventory of Emissions

LRDA Number 20070651

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is a comprehensive listing, by source, of air pollutant emissions associated with a specific geographic area for a specific time interval.	Permanent.	None	40 CFR 58.15	None

Ambulance Service Permits File

LRDA Number 20071273

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains the information required to be submitted with an application for issuance or renewal of a service permit for the operation of an ambulance, air ambulance and vehicles of a firefighting agency used in emergencies. This series may contain but is not limited to initial/renewal permit application, inspection reports, background information, correspondence and related documentation.	Three (3) years after expiration.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 450B.200 through 450B.230, NAC 450B.510 through 450B.640, NRS 11.190 3d	None

Application for Solid Waste Permits: Denied, Incomplete or Withdrawn

LRDA Number 20071444

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the applications that were never finalized of facilities that store, treat and/or dispose of solid materials in accordance with federal and state law and regulation. This series may contain but is not limited to draft application, design plans, emergency preparedness plan, closure plan, financial assurance plan, evaluation documentation, letter of deficiencies, denial letter, supporting documents, correspondence, and similar documentation.	Three (3) calendar years from the end of the calendar year in which the last action was recorded.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	42 USC section 6912, 40 CFR Parts 257 and 258, NRS Chapter 444, NRS 11.190(3)(d) and NAC Chapter 444	None

Birth Certificates

LRDA Number 20070654

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains the original certificate of birth for all births occurring in the county.	Permanent.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.240, NRS 440.170(1); NRS 440.650(2), NAC 440.070(2)	None.

Burial Transit Permits

LRDA Number 20070655

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents transit permits issued in accordance with state law and regulation. Permits indicate the name of the cemetery, mausoleum, columbarium or other place of burial where the human remains will be interred, inurned or buried.	One (1) calendar year from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 440.500, NAC 451.130	None

Burning Permits

LRDA Number 20071474

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents permits issued to individuals for open air burning. Information may include but is not limited to name, address, phone number, location of burn, fire protection equipment and conditions required, date and time, and signatures of permitted and issuing officer.	Two (2) calendar years after the denial, revocation, or expiration of the permit, or for the period required by local ordinance, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (4)(e)	None

Certificate of Occupancy Logs

LRDA Number 20070657

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains copies of certificates of occupancy which document that a structure complies with the minimum health standards required by state and local laws.	Three (3) calendar years from the end of the calendar year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	None

Certificates of Stillbirth

LRDA Number 20070658

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains certificates or forms documenting stillbirths.	Permanent.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.340, NRS 440.170(1); 440.650(2); and NAC 440.070(2)	None.

Closures of Facilities

LRDA Number 20070659

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the closure of food and other types of facilities due to violations of state and /or local health laws or regulations.	Six (6) calendar years from the end of the calendar year to which the record pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NRSD 11.190 (3)(d)	None

Communicable Disease Case Files

LRDA Number 20121858

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of confidential case files of reportable communicable diseases. The file may include but is not limited to patient's name, age, sex, race, birth date, occupation, employer, address, disease, diagnosis, date of diagnosis, lab results, reporting physician; hospital or agency, copies of notification letters, copies of medical records or reports, CDC forms, related correspondence and similar records.	Six (6) calendar years from the date of receipt or production.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 USC section 1320d-2 (d)(2), 42 USC section1320d-6, 45 CFR 164.502, NRS 449.720, NRS 629.061.NRS 441A.220, NAC 239.165	None.

Communicable Disease Case Files – Lifetime Extension

LRDA Number 20200000

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of lifetime extension case files detailing the diagnosis, progress, demographic and location information of communicable diseases reported and/or treated by the health district. These confidential files (NRS 441A.220) are maintained for the lifetime of the individual. Information may include but is not limited to: patient's name, age, sex, race, birth date, occupation, employer, address, disease, diagnosis, onset of illness, date of diagnosis, lab results, various forms, reporting physician; hospital or agency information, notification letters, medical records or reports, CDC forms, associated documentation, and related correspondence.	Retain for the lifetime of the individual (if known) or until presumed dead at age one hundred (100), whichever is sooner.	This record series contains confidential (NRS 441A.220) and/or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 441A, NAC Chapter 441A, NRS 441A.220 to NRS 441A.230, NAC 239.165	This series is not the official Patient Medical Record (See LRDA# 20121851 and LRDA# 20181989) but may contain similar information. This series contains data which will be retained for statistical analysis and population based reporting.

Communicable Disease/TB Control Reports

LRDA Number 20121860

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of statistical reports documenting confirmed cases of communicable disease. Reports may contain but are not limited to coded patient information, special studies, narratives on communicable diseases within the county, and similar data.	If the reports are submitted to a regulatory body (such as the State Board of Health, State Health Officer, State Health Division, CDC) retain for a minimum period of two (2) calendar years from the date of submission, or for the period required by the regulatory agency, whichever is longer. If the reports are not submitted to a regulatory agency retain permanently.	These are usually statistical reports and should not contain personally identifying information. If the reports do contain personally identifying information that information is confidential and must be destroyed in a secure manner.	NRS Chapter 441A and NAC Chapter 441A	None.

Daily Meteorological Data

LRDA Number 20070662

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This information is often used in the permitting process to document meteorological conditions related to air quality.	One (1) calendar year from the end of the calendar year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value

Health Departments

Dairy Samples

LRDA Number 20070663

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the results of milk and other dairy product samplings for compliance with state and local quality standards.	Three (3) calendar years from date results received.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NAC 584.5782	None

Death Certificates

LRDA Number 20070664

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains the original certificate of death for all deaths occurring in the county.	Permanent.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.240, NRS 440.170(1), NRS 440.650(2), NAC 440.070(2)	None.

Delayed or Altered Birth Records

LRDA Number 20071566

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the alteration of birth certificates. The files may consist of but are not limited to delayed or altered certificates filed in accordance with NRS 440.630 and supporting documentation.	Permanent.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.630, NRS 440.170(1), NRS 440.650(2), NAC 440.070(2)	None.

Dog Bites

LRDA Number 20070665

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains reports of dog bites and may include but is not limited to case number, information on person bitten, incident information, treatment given, dog type, results of investigation, correspondence and similar documents.	Two (2) calendar years from the date of the report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NAC 441A.425	None

Emergency Medical Services (EMS) License / Certification Files

LRDA Number 20071274

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document the application for licensure and/or certification for all categories of emergency medical technicians, firemen, ambulance attendance, and first responders, pursuant to NRS Chapter 450B and NAC Chapter 450B. Records may include but are not limited to: applications, attestations including applicant meets or exceeds eligibility and legal standards for licensure and/or certification, training completion/reports (original and renewals), copies of certification and/or license, renewal forms with supportive documentation, testing documents, skills checklist with sign-off, associated documentation, and related correspondence.	Retain records which document EMS licensing and/or certification for a minimum period of three (3) calendar years from the end of the calendar year in which the license and/or certification was denied, revoked, or lapsed. If the applicant fails to be licensed and/or certified, retain the records for a minimum period of three (3) calendar years from the end of the calendar year in which the individual failed to be licensed and/or certified.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 450B and NAC Chapter 450B, NRS 11.190 3d, 42 USC section 405 (c)(2)(C)(viii).	None.

Emergency Medical Services (EMS) Course Files

LRDA Number 20071275

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document EMS Training Courses as required by state law/regulation. This series may contain but is not limited to notice to conduct EMS training form, course materials submitted for approval, course outlines, individual and/or agency request for approval of EMS course, approval/denial letters, letters of authorization, assigned course numbers, testing documents, course completion reports, attendance summary, skills summary, training records, record of completion of training, course evaluations, correspondence, and related documentation.	Three (3) years from the completion of the training program.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 450B.155, NRS 450B.1905, NRS 450B.191, NRS 450B.195, NRS 450B.850 and NAC 450B.720 to NAC 450B.725	None

Health Departments

Food Protection Manager Certification

LRDA Number 20121840

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document the certification process for issuing and / or renewing a Certified Food Protection Manager certificate and photo ID card from the Health Department or District. Records in this series may include but are not limited to certification applications (new and renewal), photo identification, training completion reports and / or certificates, supportive documentation, application fee payment documentation, related correspondence and similar documents.	Three (3) calendar years after the expiration of the certificate.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 446.198, NRS 11.190 (3)(d)(e), NAC 239.165	None.

Health Protection Complaint Files

LRDA Number 20121852

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series documents complaints made to health departments/districts regarding food-borne illness, trash nuisances, sewage problems, food or product complaints, food establishments, conditions, and other complaints. The record includes county, city and/or town, complainant's name and address, a brief description of the complaint, action taken, and remarks.	Three (3) calendar years from date of entry.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d)	None.

Health Protection Permit Files

LRDA Number 20121853

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series consists of the permits issued by health departments/districts including, but not limited to: food establishments (including bakeries, public schools, airline food service providers, etc.) public spas, public bathing facilities, septic tank pumping contractors and individual sewage systems. The files may include but are not limited to application, inspection reports, copies of invoices, copies of permits issued, renewals, complaints, hearing documentation, related correspondence and similar documents.	Retain for a period of six (6) calendar years from the expiration of the permit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 446 and NAC 446.	None.

Health Protection Temporary Permit Files

LRDA Number 20121854

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series consists of permits and certificates issued to applicants on a temporary basis for such events as fairs, special events and similar occasions. The file may contain but is not limited to application, fee information, inspection reports, related correspondence, and similar material.	Three (3) calendar years from final date of event.	None	None	None

Immunization: Consents

LRDA Number 20070667

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of forms, questionnaires and consents related to adult and/or children's immunizations.	Six (6) calendar years following end of calendar year in which consent form was signed.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530 (j), NRS 629.051, NRS 449.720, NAC 239.165 (1)(2)	None.

Immunization: Statistics

LRDA Number 20070668

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains statistical reports printed either on a regular basis or upon request and are used to administer and monitor adult / child immunization programs by health officials.	Permanent.	None	None	None

Inspection Reports and Files

LRDA Number 20070669

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for compliance with public health laws in accordance with state law and regulation. The files may include but are not limited to blueprints, plans, maps, public notices, letters of approval or denial, complaints and investigation reports, copies of construction and occupancy permits, equipment standards, fee documents, hearing documentation, related correspondence and similar material.	Six (6) calendar years from the date of inspection.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	Review for historical value.

Inventory of Hazardous Waste

LRDA Number 20070670

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents hazardous waste inventories in accordance with state and federal law/regulation.	Permanent.	This record series may contain restricted information.	NRS 239C.090, NRS 239C.210	None.

ISDS (Individual Sewage Disposal Systems) - Commercial Files

LRDA Number 20071438

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for the construction or remolding (improvement) of commercial sewage disposal systems as required by NRS 444.650 and NAC 444.750 to 444.8396. This series may include but is not limited to name, address and current phone number of the applicant, application for permit to construct a residential or commercial individual sewage system, sewage system plans, the legal description of the property, including the lot and block number, township, range, section and assessor's parcel number, on which construction, alteration or extension is proposed, specifications (including any details on installation and/or use of wells), engineering plans, soil tests, transmittal letter, project review letter of approval or denial, occupancy permit, related correspondence and similar documents.	Forty (40) calendar years from the end of the calendar year in which the permit was approved, or six (6) calendar years from the end of the calendar year in which the system failed and is replaced with another system or is incorporated within a community system. Permits that were not approved, or were withdrawn, may be disposed of one (1) calendar year from the end of the calendar year in which the permit was received.	Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 444.650, NAC 444.750 to 444.8396, NRS Chapter 239C, NAC 239.165 (1)(2)	"Commercial" includes any business using its own sewage disposal system not connected to a community sewage system.

ISDS (Individual Sewage Disposal Systems) - Residential Files

LRDA Number 20071439

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for the construction or remolding (improvement) of commercial sewage disposal systems as required by NRS 444.650 and NAC 444.750 to 444.8396. This series may include but is not limited to name, address and current phone number of the applicant, application for permit to construct a residential or commercial individual sewage system, sewage system plans, the legal description of the property, including the lot and block number, township, range, section and assessor's parcel number, on which construction, alteration or extension is proposed, specifications (including any details on installation and/or use of wells), engineering plans, soil tests, transmittal letter, project review letter of approval or denial, occupancy permit, related correspondence and similar documents.	Forty (40) calendar years from the end of the calendar year in which the permit was approved, or six (6) calendar years from the end of the calendar year in which the system failed and is replaced with another system or is incorporated within a community system. Permits that were not approved, or were withdrawn, may be disposed of one (1) calendar year from the end of the calendar year in which the permit was received.	Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 444.650, NAC 444.750 to 444.8396, NRS Chapter 239C, NAC 239.165 (1)(2)	"Residential" means a single family dwelling with a sewage disposal system not connected to a community sewage system.

Laboratory Services: Accessions of Specimens Records

LRDA Number 20181953

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the daily receipt of specimens for testing in the laboratory. The record may include but is not limited to specimen identification number, date and time of receipt, condition at time of receipt, disposition of specimen, date of testing, identity of person who performed the test.	Two (2) calendar years from the date of receipt.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 CFR 493.1105 (a) (1), 42 CFR 493.1283, 42 CFR 1231, NRS 652.135, NAC 239.165	None

Laboratory Services: Analytic Systems Records

LRDA Number 20181954

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the ongoing mechanism to monitor, assess and correct problems indicated through analytic systems quality testing. The records may include but are not limited to testing documentation (including performance specifications), inspection reports, policies and procedures for testing, plan of corrective action, copies of accident and incident reports, assessment reports, and similar documentation.	Two (2) calendar years from the date of the record.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 CFR 493.1251 through 493.1283, 42 CFR 493.1105 (a) (3) (i), 42 CFR 1231, NRS 652.140, NAC 652.320, NAC 239.165	None

Laboratory Services: Authorization or Request for Test Records

LRDA Number 20181955

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the request or authorization for testing specimens. The records may include but are not limited to name and identification number of the person from whom the specimen was taken, name of authorized person or laboratory that submitted the specimen, the date and time the specimen was taken and the type of test (or tests) required.	Two (2) calendar years from the date of testing.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (1), 42 CFR 1231, NRS 652.135, NAC 239.165	None

Laboratory Services: Logs, Worksheets, Instrument Printout Reports

LRDA Number 20181948

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These reports document the primary activities and accomplishments of laboratory related services. Reports are usually compiled on a daily, weekly or monthly basis with a summary report created annually. This series may contain but is not limited to narrative of various laboratory activities, records documenting staff participation in activities, achievement reports, printouts, worksheets, program information, correspondence, and similar documents.	Two (2) calendar years from the date of the report.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (3), NRS 652.135, NAC 239.165	None

Laboratory Services: Procedures, Protocols, Instrument Maintenance, Validations

LRDA Number 20181951

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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. The series may include but is not limited to established departmental data verifying the suitability of methods and procedures and records of the maintenance, use, and care of departmental instrumentation.	Two (2) calendar years from the date of last use.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (3)(i)(5), NRS 652.135, NAC 239.165	None

Laboratory Services: Proficiency Test Reports

LRDA Number 20181950

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the competency of the performance of various laboratory activities. This series may include but is not limited to reports, studies, worksheets, related correspondence and similar documents.	Two (2) calendar years from the date of the report.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (4), NRS 652.135, NAC 239.165	None

Laboratory Services: Quality Control and Quality Assurance Records

LRDA Number 20181949

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of quality control reviews performed by the department to check the effectiveness of established policies and procedures. Series may include but is not limited to investigative reports, checklists, copies of documents used in the review or audit, staff reviews, copies of policies and procedures, comparison reports, audit work papers, studies, questionnaires, staff training documentation, copies of safety manuals, related correspondence, and similar documents.	Two (2) calendar years from the date of the report.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (3), NRS 652.135, NAC 239.165	None

Laboratory Services: Slides, Cytology

LRDA Number 20181960

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of slides used in specific cytology tests.	Five (5) calendar years from the date of examination	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (7)(i)(A), 42 CFR 1231, NRS 652.135, NAC 239.165	None

Laboratory Services: Slides, Histopathology

LRDA Number 20181961

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of slides used in specific histopathology tests.	Ten (10) calendar years from the date of examination	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (7)(B), 42 CFR 1231, NRS 652.135, NAC 239.165	None

Laboratory Services: Slides, Pathology Blocks

LRDA Number 20181962

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of blocks used in specific pathology tests.	Two (2) calendar years from the date of examination	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (7)(B)(ii), 42 CFR 1231, NRS 652.135, NAC 239.165	None

Laboratory Services: Test Reports

LRDA Number 20181947

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These reports document the primary activities and accomplishments of the laboratory for the day. The majority of the reports represent the specific results of tests on the client/patient submitted specimens. The series may include but is not limited to reports, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.	Two (2) calendar years from the date of the report.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (2), 42 CFR 1231, NRS 652.135, NAC 239.165	None

Laboratory Services: Test Reports - Pathology

LRDA Number 20181952

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the results of tests performed on specimens received by the laboratory for pathology testing. The records may include but are not limited to identification data on the lab, date and time the specimen was received, the condition of the specimen as received, the type (or types) of tests performed, the test results, the date of the test and similar data.	Ten (10) calendar years from the date of reporting.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (2), 42 CFR 1231, NRS 652.135, NAC 239.165	None

Laboratory Services: Test Reports, Immunohematology

LRDA Number 20181963

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the results of tests performed on specimens received by the laboratory for immunohematology testing. The records may include but are not limited to identification data on the lab, date and time the specimen was received, the condition of the specimen as received, the type (or types) of tests performed, the test results, the date of the test and similar data.	Ten (10) years after the records of processing are completed or six (6) months after the latest expiration date for the individual product, whichever is the later date. When there is no expiration date, records shall be retained permanently.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (6)(i), 42 CFR 21 CFR 606.160 (d) 1231, NRS 652.135, NAC 239.165	None

Maternal Child Health Program Files

LRDA Number 20101828

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These files document maternal health services offered to individuals within the jurisdiction of the local health department. Records may include but are not limited to health screenings, health counseling, parenting skills education, newborn assessments, nutrition and feeding counseling, referrals to doctors and/or other agencies or providers, related correspondence and similar records.	Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530 (j), NRS 442.130, NRS 449.720, NRS 629.061, NAC 442.060, NAC 239.165	None.

Health Departments

Notices of Violations and Citations Issued

LRDA Number 20070671

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents citations and notices of violation issued by health departments.	Five (5) calendar years from the date of issuance.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	Review for historical value.

Orders for Maintenance Work

LRDA Number 20070672

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents service requests and may contain but is not limited to work orders, maintenance/repair requests, correspondence and similar documents.	One (1) fiscal year from the end of the fiscal year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Patient Medical Records - Adult

LRDA Number 20121851

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of the current and complete medical record for every patient seeking care or service from health departments/districts. Medical records may contain but are not limited to patient identification data, chief complaint or reason for seeking care, present illness, personal and family medical history, physical examination reports, laboratory reports, radiology, diagnostic imaging, and ancillary testing reports, consultation reports, requisitions for laboratory tests, consent forms, diagnoses, social services reports, clinical assessments, referral sources, intake interviews, mental status examination and assessments, growth charts and allergy history, adverse incident reports, temperature charts, insurance information, summary reports, correspondence and related documents	Six (6) calendar years from the date of receipt or production of the record, whichever is later.	This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information.	42 CFR 485.638, 42 CFR 491.10, 45 CFR 164.502, 45 CFR 164.530(j), NRS 449.720, NRS 629.021 to 629.061, NAC 449.379, NAC 239.165 (1)(2)	None.

Patient Medical Records - Youth

LRDA Number 20181989

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of the current and complete medical record for every patient seeking care or service from health departments/districts. Medical records may contain but are not limited to patient identification data, chief complaint or reason for seeking care, present illness, personal and family medical history, physical examination reports, laboratory reports, radiology, diagnostic imaging, and ancillary testing reports, consultation reports, requisitions for laboratory tests, consent forms, diagnoses, social services reports, clinical assessments, referral sources, intake interviews, mental status examination and assessments, growth charts and allergy history, adverse incident reports, temperature charts, insurance information, summary reports, correspondence and related documents	Retain these records until the individual attains the age of 23.	This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information.	42 CFR 485.638, 42 CFR 491.10, 45 CFR 164.502, 45 CFR 164.530(j), NRS 449.720, NRS 629.021 to 629.061, NAC 449.379, NAC 239.165 (1)(2)	None.

Pools and Spa Files

LRDA Number 20071440

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for construction or remolding (improvement) of pools, spas, "water attractions", and similar public swimming/bathing related structures. This series may include but is not limited to applications, forms, plans, manufacturers specification information, technical documents, inspection records, testing results, letters of approval or denial of permit, related correspondence, and similar documents.	Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 444.065 to 444.120, NRS 11.190(3)(d), NAC 444.010 to 444.536	None

Program Reports

LRDA Number 20070674

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the program activities and accomplishments of various Health Department related programs. Reports are usually compiled on a weekly, or monthly basis with a summary report created annually. This record series may contain but is not limited to narrative of various program activities, records documenting staff participation in activities, achievement files, events files, awards files, enrollment reports, program information, statistics, reports, memorandum, notes, correspondence and related documents.	Retain annual program reports permanently. Retain other activity/program reports (not otherwise scheduled in this section) for Five (5) calendar years from the year created.	Records containing personally identifying health care information are confidential per 29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, NRS 449.720 and NRS 629.061.	29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, NRS 449.720 , NRS 629.061, NRS 629.051	Programs may include but are not limited to HIV/AIDS Prevention Programs, WIC Programs, Healthy Kids Programs, Chronic Disease Prevention Programs, Injury Prevention Programs, Baby your Baby Programs, Immunization Programs, Sexually Transmitted Disease (STD) Prevention Programs, Senior Programs, and other similar programs

Public Water System Plan Review Files

LRDA Number 20071436

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for the construction or remolding (improvement) of any public water system in the state as authorized by NRS 445A.885 and 445A.920. This series may contain but is not limited to blueprints, plans, drawings, specifications, letter of approval or denial, copies of laws and regulations, copies of codes, copies of use and construction permits, related correspondence and similar documents.	Ten (10) calendar years from the end of the calendar year in which the permit was issued. The records pertaining to plans which were denied and not resubmitted must be retained for three (3) calendar years from the end of the calendar year in which they were submitted.	This record series may contain confidential or restricted information under the Nevada Homeland Security Act (NRS Chapter 239C). This record series must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 445A.885, NRS 445A.920, NRS 11.204 (2), NRS 11.190 (3)(d), NRS Chapter 239C, NAC 239.165 (1)(2)	None.

Request for Vital Record

LRDA Number 20161942

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents requests for birth and/or death certificates and may contain but is not limited to requests (letters, forms and similar documents), copies of checks and payment receipts, related correspondence, and similar documentation.	Three (3) fiscal years from the end of the fiscal year to which they pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 440.650 to 440.715, NRS 440.125, NAC 440.070	None.

Ryan White Program Client Grievance Files

LRDA Number 20121857

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document the grievance by clients against participating pharmacies submitted to the Ryan White Program. The records may contain but are not limited to grievances with associated documentation, review and tracking utilization documentation, technical training for the pharmacies documentation, termination documentation, related correspondence and similar records.	Three (3) calendar years from the closure of the case.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 300ff-11 et seq,. 42 U.S.C. § 300ff-21 et seq., NRS 441A.220, NRS 441A.260, NAC 239.165	None.

Sanitation Investigation Files

LRDA Number 20121855

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series consists of the investigative reports on sanitation in medical facilities, public institutions, child care facilities, senior citizen centers, public accommodations, schools, private water systems, sewer systems, frozen desert plants, milk haulers, RV parks. The files may contain but is not limited to investigative reports, related correspondence, documentation of findings, and similar information.	Three (3) calendar years from date of report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Sewage and Water System Plan Reviews - Hotels and Motels

LRDA Number 20071441

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for the construction or remolding (improvement) of facilities for public accommodations (Hotels, Motels, Boarding Houses, etc.) as authorized by NRS 447.185 and NAC 447.100. This series may include but is not limited to application, forms, plans, equipment specifications, copies of permits, letter of approval or denial, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.	Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 447.185, NRS 11.190(3)(d), NRS Chapter 239C, NAC 447.100, NAC 239.165 (1)(2)	None.

Sewage and Water System Plan Reviews - Mobile Home Parks

LRDA Number 20071442

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for the construction or remolding (improvement) of Mobile Home Parks and may contain but is not limited to application, forms, plans, equipment specifications, copies of permits, letter of approval or denial, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.	Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 445A, NRS 11.190(3)(d), NRS Chapter 239C, NAC Chapter 445A, NAC 239.165 (1)(2)	None.

Sewage and Water System Plan Reviews - RV Parks

LRDA Number 20071443

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for the construction or remolding (improvement) of RV Parks and may contain but is not limited to application, forms, plans, equipment specifications, copies of permits, letter of approval or denial, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.	Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 445A, NRS 11.190(3)(d), NRS Chapter 239C, NAC Chapter 445A, NAC 239.165 (1)(2)	None.

Solid Waste Disposal Files (Facility Files)

LRDA Number 20071437

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the operations of permitted facilities that store, treat and/or dispose of solid materials in accordance with the federal and state laws and regulations. The files may contain but are not limited to the following sections: (1) Permit (containing copies of location restrictions, permits, permit conditions, fact sheet, operating / management plans, facility plans, technical review, public notices, public hearings, EPA comments and related documentation): (2) Financial Assurances (cost estimates, bond documentation, insurance documentation, trust documentation, related correspondence and similar documentation): (3) Correspondence (containing general correspondence): (4) Inspections / Compliance (containing inspection reports, incident reports, notice of violations, plan of correction, monitoring reports, demonstrations, certifications, testing analysis, solid waste disposal reports, etc.) (5) Closure and Post-closure (containing plans, cost estimates, closure and post-closure monitoring (compliance) reports, topographical surveys, and related documentation)	One hundred (100) calendar years from the date of closure of the facility. At the end of the retention period this series should be reviewed for historical value and continued retention.	The post-closure operations may last up to thirty (30) years after the facility has closed.	42 USC section § 6912 et seq., 40 CFR Parts 257 and 258, NRS Chapter 444 and NAC Chapter 444	Since the environmental impact of solid waste sites are more or less permanent, these records are necessary for future use.

Statistical Record of Air Quality

LRDA Number 20070677

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of statistical reports documenting ambient air quality and may include but is not limited to reports, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.	Permanent.	None	None	None

Swimming Pool Testing Logs

LRDA Number 20071569

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the results of chemical and bacterial testing of local government owned or operated swimming pools.	Three (3) calendar years from the end of the calendar year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 444.150	None

TB Control Program Case Files

LRDA Number 20121859

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series consists of case file reports of tuberculosis. The files may contain but are not limited to name, address, social security number, sex, race, birth date and place, marital status, and occupation of the patient, as well as the diagnosis, status, lab slips, therapy provided to the patient, follow-up activity, discharge information, related correspondence and similar records.	Six (6) calendar years from the date of report.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 USC section 1320d-2 (d)(2), 42 USC section1320d-6, 45 CFR 164.502, NRS 449.720, NRS 629.061.NRS 441A.220, NAC 239.165	None.

WIC Client Files

LRDA Number 20101826

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of files for clients applying for and/or receiving supplemental foods and nutrition education from the U.S. Dept. of Agriculture's Special Supplemental Nutrition Program for Women, Infants and Children (WIC Program). The files may contain but are not limited to application material, social information, eligibility documents, medical histories, financial documents, related correspondence, and similar documents.	Six (6) calendar years from the close of the case to match state requirement for same record series.	This record series contains confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	7 CFR 246.25, 45 CFR 92.42, NRS 49.251, NRS 422.290, NAC 239.165	None.

Hospitals

Admission and Discharge Statistical Reports

LRDA Number 20070678

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of statistics gathered from patient admission and discharge reports. Data may include but is not limited to the number of patients in a particular ward such as maternity or intensive care, the number of patients admitted for each hour of the day, the number of trauma patients in a day, types of injury or illness, types of services provided, demographic information, and similar statistical information.	Retain annual reports permanently. Retain daily and monthly reports until annual report is completed.	This record series should not contain confidential or restricted information and non-annual reports may be destroyed in a non-secure manner such as deleting or recycling.	NAC 449.329, NAC 449.963	None.

Admissions Register or Report

LRDA Number 20070679

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents patient admissions and may contain but is not limited to patient personal data, insurance information, chief complaint or reason for seeking care, billing and payment information, admission forms, and similar documents	One (1) calendar year from the end of the calendar year to which the records pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 449.329, NAC 449.963, NAC 239.165 (1)(2)	None.

Alcohol: Inventories and Orders

LRDA Number 20070683

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document orders for and inventories of tax free alcohol used for medical purposes.	Three (3) calendar years from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	27 CFR 22.105, 27 CFR 22.161, 27 CFR 22.162, 27 CFR 22.164, NRS 369.440	None

Alcohol: Permits

LRDA Number 20070684

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents permits issued to hospitals to use tax free alcohol in accordance with state and federal law. Permits to withdraw and use tax-free alcohol are continuing unless automatically terminated by the terms thereof, suspended or revoked as provided in 27 CFR 22.51, or voluntarily surrendered.	Until permit is suspended, revoked, or voluntarily surrendered.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	27 CFR 22.105, 27 CFR 22.24, 27 CFR 22.49, 27 CFR 22.51, NRS 369.440	None

Hospitals

Ambulance Enroute Telemetry Tape

LRDA Number **20070685**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the sending of a patients vital signs from an ambulance to a hospital or medical facility.	Six (6) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530, NRS 629.051, NAC 449.379, NAC 239.165 (1)(2)	None.

Annual Reports to Board

LRDA Number **20070687**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These types of reports document various hospital program activities and accomplishments for the previous year and may include but is not limited to statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.	Permanent.	None	None	None

Appointments for Treatment

LRDA Number **20070686**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the scheduling of patient appointments for various treatments.	One (1) calendar year from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Birth Records

LRDA Number **20070689**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents births occurring in local government owned or operated hospitals. Records may include but are not limited to all necessary information needed for completion of birth certificates such as baby's name, height, weight, time, date, location of birth, information on the baby's parents, birth certificate, reports or logs of delivery room activities, physician notes, medical staff notes, applicable forms, related reports and similar documents.	Permanent.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.240, NRS 440.630, NRS 440.170(1); 440.650(2); and NAC 440.070(2)	None.

Hospitals

Blood Bank Records

LRDA Number **20070692**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of documents maintained in a blood bank and may include but are not limited to donor information, processing records, storage and distribution records, compatibility testing reports, quality control records, transfusion reaction reports and complaints, and similar records.	Ten (10) calendar years after the records of processing have been completed or six (6) months after the latest expiration date for the individual product, whichever is a later date. When there is no expiration date, records must be retained permanently.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	21 CFR 606.160, 21 CFR 606.165, 21 CFR 606.170, 21 CFR 606.151, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	This series may also include logs/reports which indicate on-hand inventory and notices of emergency shortages.

Blueprints of Buildings

LRDA Number **20070695**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of blueprints and other building plans which detail the layout of the buildings in the hospital's service district.	Life of Building	This record series may contain restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239.210, NAC 239.165 (1)(2)	None.

Census

LRDA Number **20070698**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series usually consists of a report which documents the number of patients admitted to and/or receiving treatment in the hospital/clinic at a particular time period.	Three (3) calendar years from the date of the report. Review for historical value.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	None

Hospitals

Certificates of Stillbirth

LRDA Number **20070699**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of certificates of stillbirth submitted to the District Health Officer.	Retained Permanently by District Health Officer.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.340, NRS 440.630, NRS 440.170(1); 440.650(2); and NAC 440.070(2)	None.

Complaint Records - Mammography Facility

LRDA Number **20071577**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents complaints filed by an employee or patient against a mammography provider and the results of the accrediting body's investigation.	Three (3) calendar years from the date of receipt of each complaint.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	21 CFR 900.4 (g)(2), NAC 239.165 (1)(2)	None.

Constitution and Bylaws

LRDA Number **20070701**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of the constitution and bylaws of local government hospital boards and are used to establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules related to the board.	Permanent.	None	None	None

Hospitals

Credentialing Records-Physicians, Allied Health Providers and Observers

LRDA Number 20101804

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains credentialing information for all physicians and allied health staff and may include but is not limited to license verifications, verification of work profile history, information regarding medical license activity, hospital privilege status, proof of continuing education, peer references, training certificates, TB tests, related correspondence and similar documents.	Ten (10) calendar years after individual is no longer on staff or ten (10) calendar years from last date of service, whichever is longer.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 41A.097, NRS 11.190 (1)(a), NRS 205.4617, NAC 239.165 (1)(2)	None.

Death Certificates

LRDA Number 20070703

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of death certificates submitted to the District Health Officer.	Retained Permanently by District Health Officer.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.240, NRS 440.170(1), 440.650(2), and NAC 440.070(2)	None.

Death Records

LRDA Number 20070704

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the deaths of individuals. Records may include but are not limited to physicians report, medical staff notes, death certificate, reports, logs or registers, applicable forms, related correspondence and similar documents.	Permanent.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.240 ,NRS 440.170(1), NRS 440.650(2), and NAC 440.070(2)	None.

Departmental Reports

LRDA Number 20070705

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These types of reports document various hospital department activities and accomplishments for the previous year and may include but is not limited to statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.	Retain annual report Permanently. Retain daily or monthly reports until annual report is completed.	This record series should not contain confidential or restricted information and non-annual reports may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Hospitals

Dietary Services Records

LRDA Number 20181964

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer Dietary Services Programs (food services). The records may include but are not limited to copies of contracts and agreements, copies of menus, doctor's meal prescriptions, daily food counts, nutritional risk-screenings, inspection reports, incident reports, corrective action reports, cost accounting records and related documentation.	Three (3) calendar years from the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner which will prevent its reconstruction.	42 CFR 482.28,42 CFR 482.94 (e), NAC 449.337 to NAC 449.3395.	None.

Discharge Reports

LRDA Number 20070707

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents patient discharges and may contain but is not limited to discharge reports and summaries, copies of insurance documents, billing and payment documents, related correspondence and similar documents.	Two (2) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 449.963, NRS 11.190 (4)(e), NAC 239.165 (1)(2)	None.

Emergency Medical Services (EMS) Recordings

LRDA Number 20181978

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of recordings/transmissions between a hospital and an ambulance, air ambulance or an EMS agency's vehicle which are used to provide basic, intermediate or advanced emergency care of patients.	Ninety (90) days from the date of the recording.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 450B.120, NRS 450B.130, NAC 450B.578	NAC 450B.578 (2) - The hospital must agree to record on magnetic tape or digital disc all transmissions between the hospital and the ambulance or agency's vehicle regarding care of patients and retain the tapes or discs for at least 90 days, if the tapes or discs are not retained at a regional dispatch center or recorded and stored with the Department of Transportation as part of the Nevada Shared Radio System.

Equipment: Depreciation Records

LRDA Number 20070711

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the depreciation of hospital equipment and may include but is not limited to cost reports, depreciation reports, related correspondence and similar information.	Three (3) fiscal years after disposition of the equipment.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Equipment: Inspection Records

LRDA Number 20070712

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the inspection and maintenance of equipment used by hospital personnel.	Life of equipment	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Equipment: Inventories

LRDA Number 20070713

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of inventories of hospital equipment.	Until superseded	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Equipment: Locations of Equipment

LRDA Number 20070714

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the physical location of hospital equipment.	Life of equipment	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Hospitals

Exposure Control Files

LRDA Number 20071703

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents exposure control activities designed to eliminate or minimize employee exposure to blood or other potentially infectious materials in accordance with OSHA standards. The files may contain but are not limited to exposure control plans, exposure determination documentation, communication of hazards documentation, employee exposure training records, compliance reports, work practice controls, housekeeping records, informational reports, supporting documentation and related correspondence.	Three (3) calendar years from the end of the calendar year in which the plan was reviewed and updated.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1910.1030, 29 CFR 1910.1030 (c)(1), 29 CFR 1910.1030 (h)(2), NRS 11.190 (3)(d), NRS 11.190 (4)(e)	In accordance with 29 CFR 1910.1030 (c)(C)(iv) -Exposure Control Plans must be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Health Information Disclosure Files

LRDA Number 20071667

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the disclosure and/or denial of access to patient medical records in the custody of local government owned or operated hospitals or medical facilities in accordance with state and federal law. This series may contain but is not limited to various federal and state forms, release of information forms, requests for confidential information, requests to amend records, denials, appeals, copies of medical records, investigative reports, determinations, related correspondence and supportive documentation.	Six (6) calendar years from the end of the calendar year to which the file pertains.	This record series contains confidential information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information.	45 CFR 164.528, 45 CFR 164.530, 45 CFR 160.103	This series would also be applicable to other local governmental entities which meet the definition of a "covered entity" as defined in 45 CFR 160.103.

HIPAA Compliance Audits

LRDA Number 20101806

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents investigations and outcomes based on complaints and audits. Series may include but is not limited to complaints, memos and reports, policies and procedures, HIPAA presentations, articles and newsletters, mandatory training programs, compliance handbook, compliance manual, hybrid entity decision memos, workpapers, spreadsheets, compliance forms, audit findings, corrective action documents, related correspondence, and similar documents.	Seven (7) calendar years from the end of the calendar year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530 (j), NRS 205.4617, NAC 239.165 (1)(2)	None.

Housekeeping Services Records

LRDA Number 20181965

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to monitor the Housekeeping Services Program (janitorial / sanitation, bed and laundry services). The records may include but are not limited to copies of contracts and agreements, operational records, housekeeping daily/weekly reports, equipment and supply reports, copies of housekeeping policies, incident reports, corrective action records, cost accounting documentation, and similar documentation.	Three (3) calendar years from the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner which will prevent its reconstruction.	42 CFR 482.42, NAC 449.322	None.

Infection Control Records

LRDA Number 20071578

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports used in identifying, reporting, investigating and controlling infections and communicable diseases of patients and personnel of the hospital.	Six (6) calendar years from the end of the calendar year to which the record pertains.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 449.325, NAC 239.165 (1)(2)	None

Inspections of Grounds and Buildings

LRDA Number 20070721

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the inspection of hospital property for security, damage, preventive maintenance and other purposes.	One (1) calendar year after superseded.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Lab Test Order Requisitions

LRDA Number 20101802

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to allow medical service providers to order laboratory tests.	Two (2) calendar years from the date of requisition.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 CFR 493.1105, NRS 205.4617, NAC 239.165 (1)(2)	None.

Hospitals

Medical Information Indexes

LRDA Number 20070718

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of various medical indexes and may contain but is not limited to physician's index, master patient index, operative index, dialogistic disease index and similar indexes.	Six (6) calendar years from the end of the calendar year to which the records pertain. Review for historical value.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Methadone Clinic Records

LRDA Number 20070726

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of records of clients seeking assistance from methadone clinics. Records may contain but are not limited to identification information; past medical and social history; copies of initial and periodic examinations; evaluations and progress notes; and records documenting the review and any revisions of each plan of treatment.	Six (6) calendar years following a client's discharge.	This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information.	21CFR 1304.24, NRS 453.660, NRS 453.720, NAC 449.150, NAC 239.165 (1)(2)	None.

Patient Accounts

LRDA Number 20070722

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents closed patient accounts and may include but is not limited to billing documents, insurance information, payment documents, copies of cancelled checks, credit and collection notices, cash receipts, correspondence and similar documents.	Six (6) fiscal years from the date account is closed or written off as uncollectible.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530, NRS 11.190 (3)(d), NRS 239B.030, NAC 239.165 (1)(2)	None.

Patient Laboratory Test Records - Anatomic Pathology

LRDA Number 20101801

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to inform the physician and other health care providers of a patient's laboratory results for diagnostic purposes.	Ten (10) calendar years after date of reporting	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 CFR 493.1105, NRS 205.4617, NAC 239.165 (1) (2). 45 CFR 164.528, 45CFR164.501	None.

Patient Medical Records - Adult

LRDA Number 20070725

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of the current and complete medical record for every patient seeking care or service from local government owned or operated healthcare providers or institutions. Medical records may contain but are not limited to patient identification data, chief complaint or reason for seeking care, personal and family medical history, physical examination reports, laboratory reports, radiology, diagnostic imaging, and ancillary testing reports and interpretations, consultations, requisitions for various tests, treatment notes/reports, consent forms, progress notes/reports, diagnoses, treatment plans, assessments, postoperative reports, referrals, intake interviews, therapy plans, trauma reports, anesthesia records, blood donor and transfusion information, adverse reaction reports, transplant records, diet counseling and restriction notes, infant screening tests, nuclear medicine reports, growth charts, infection notices and follow-up, emergency room reports, insurance information, discharge summary, and related documents	Six (6) calendar years from the date of receipt or production of the record, whichever is later.	This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information.	42 CFR 485.638, 42 CFR 491.10, 45 CFR 164.502, 45 CFR 164.530(j), NRS 449.720, NRS 629.021 to 629.061, NAC 449.379, NAC 239.165 (1)(2)	None.

Patient Medical Records - Youth

LRDA Number 20181990

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of the current and complete medical record for every patient seeking care or service from local government owned or operated healthcare providers or institutions. Medical records may contain but are not limited to patient identification data, chief complaint or reason for seeking care, personal and family medical history, physical examination reports, laboratory reports, radiology, diagnostic imaging, and ancillary testing reports and interpretations, consultations, requisitions for various tests, treatment notes/reports, consent forms, progress notes/reports, diagnoses, treatment plans, assessments, postoperative reports, referrals, intake interviews, therapy plans, trauma reports, anesthesia records, blood donor and transfusion information, adverse reaction reports, transplant records, diet counseling and restriction notes, infant screening tests, nuclear medicine reports, growth charts, infection notices and follow-up, emergency room reports, insurance information, discharge summary, and related documents	Retain these records until the individual attains the age of 23.	This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information.	42 CFR 485.638, 42 CFR 491.10, 45 CFR 164.502, 45 CFR 164.530(j), NRS 449.720, NRS 629.021 to 629.061, NAC 449.379, NAC 239.165 (1)(2)	None.

Patient Safety Records

LRDA Number 20181966

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the patient safety duties as required by NRS 439.800 to NRS 439.890. The records may include but are not limited to reports from the Patient Safety Committee, records relating to the development of the Patient Safety Plan, reports from the Patient Safety Officer, and similar documentation.	Six (6) calendar years from the update of the plan.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner which will prevent its reconstruction.	42 CFR 482.21, NRS 439.865 to NRS 439.890, NAC 439.920	In accordance with NRS 439.865 (6) The patient safety plan must be reviewed and updated annually.

Patient Transport System Records

LRDA Number 20101800

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of data compiled to track movement of patients, visitors, equipment, blood and specimens done by Central Transportation.	Three (3) calendar years from the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 41A.097, NRS 205.4617, NAC 239.165 (1)(2)	None.

Permits - Narcotics

LRDA Number 20070728

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document permits to dispense controlled substances issued by the State Board of Pharmacy in accordance with state law. Permits issued by the Board expire on October 31 of each even-numbered year.	Two (2) calendar years from the expiration, renewal, suspension, or revocation of the permit	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	21 CFR 1304.04, NRS 639.180, NRS 453.246	None

Pharmacy: Adverse Drug Reaction Report to FDA

LRDA Number 20070729

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of voluntary reports submitted to the Food and Drug Administration (FDA) documenting adverse drug reactions.	Two (2) calendar years from date of record.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Pharmacy: Theft / Loss of Controlled Substances, Reports to Drug Enforcement Administration

LRDA Number 20070734

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of reports to the Drug Enforcement Administration of any theft or significant loss of controlled substances.	Two (2) calendar years from date of report.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 639.482, NAC 639.487, NAC 239.165 (1)(2)	None.

Pharmacy: Controlled Substance Inventory and Issue File

LRDA Number 20070730

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the inventory and use of controlled substances in accordance with state and federal law.	Two (2) calendar years after the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	21 CFR 1304.04, NAC 639.482, NAC 639.485, NAC 239.165 (1)(2)	None.

Pharmacy: Inspection Reports

LRDA Number 20070732

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents inspections by the State Board of Pharmacy and may include but is not limited to inspection reports, warnings, special bulletins, correspondence, and similar documents.	Two (2) calendar years after the date of issue.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NAC 639.505	None

Pharmacy: Narcotics Destruction Forms

LRDA Number 20070731

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the destruction of controlled substances in accordance with state and federal law and may contain but is not limited to forms, reports, proof of destruction statements, correspondence, and related documents.	Two (2) calendar years after the date of the record.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 639.282	None

Pharmacy: Repackaging of Medications Log

LRDA Number 20070733

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of a log which documents each controlled substance or dangerous drug packaged or repackaged by the pharmacy:	Two (2) calendar years from date of last entry.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NAC 639.512	None

Physician On-Call Schedules

LRDA Number 20101805

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series lists physicians on call for the hospital for each specialty.	Five (5) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 CFR 489.20, NRS 205.4617, NAC 239.165 (1)(2)	None.

Hospitals

Physician Privileges

LRDA Number 20101803

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of documents required for physicians to obtain or maintain hospital privileges.	Five (5) calendar years from the expiration of privileges.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.4617, NAC 165 (1)(2)	None.

Policies and Procedures

LRDA Number 20070735

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are written instructions, rules and guidelines usually in manual form documenting hospital policies and procedures. This series may include but is not limited to departmental or organization-wide directives, policy or operations manuals, instruction manuals, handbooks, memoranda setting out responsibilities and guidelines or outlining policies and procedures, bulletins, orders, rules, notices, notes, correspondence, and related documents.	Six (6) calendar years after superseded or abandoned officially. Review for historical value.	Portions of this record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)	None.

Psychiatric Reports, Records and Case Histories

LRDA Number 20070736

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer the treatment of clients. The files may contain but are not limited to evaluations, legal records, treatment plans, client's rights forms, requests to inspect medical records, authorizations, signed consent forms, intake and secure storage of property and property lists, referrals and pass requests; general information assets and income assessments, billings, and similar documents.	Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later.	This record series contains confidential and/or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.502, 45 CFR164.530 (j), NRS 433A.360, NRS 422.290, NRS 629.021to 629.061, NAC 239.165 (1)(2)	None.

Radioisotopes - Receipt, Transfer, Use, Storage, Delivery, Disposal and Reports of Overexposure

LRDA Number 20070737

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to track radioisotopes from receipt through disposal.	As long as material is possessed and three (3) calendar years following transfer or disposal of the material.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	10 CFR 30.51, NRS 459.060, NAC 459.365 (7)	None

Radiological Film Badge Reports

LRDA Number 20101807

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to monitor employee exposure to radiation. Badges are collected monthly and sent out for examination and an exposure report is issued.	Thirty (30) calendar years after employee separation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1910.1020, 45 CFR 164.528, NAC 239.165	None.

Records of Mammograms and Related Documents

LRDA Number 20070740

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of records related to mammograms and may include but is not limited to patient information, x-ray film, provider of care information, radiologist's interpretation of film, and summary of results	Five (5) calendar years if a subsequent mammogram is performed on the patient at the facility; or Ten (10) calendar years if no subsequent mammogram is performed on the patient at the facility.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	21 CFR 900.12 (4), NAC 457.313, NAC 239.165 (1)(2)	A patient may request custody of their records and mammograms; or that their records and mammograms be transferred permanently to a responsible provider of care.

Hospitals

Reports of Communicable Disease

LRDA Number 20070744

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series fulfills the public health requirement of reporting the discovery of communicable disease. This series may include but is not limited to laboratory test results; name and address of patient; date of onset and the date of diagnosis of the communicable disease; the name and the address or telephone number of the health care provider making the report, and any other information requested by the health authority if available.	Six (6) calendar years from the end of the calendar year to which the report pertains.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 441A.230, NRS 629.061, NAC 239.165 (1)(2)	None.

Security Guards / Systems, Logs and Diaries

LRDA Number 20070747

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of logs or reports which document the activities of hospital security guards and/or security systems.	One (1) calendar year from the date of the report or last date of log.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Sentinel Events

LRDA Number 20181967

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the reporting of sentinel events as required by state law. The records may include but are not limited to copies of serious occurrence reports with supportive documentation, investigative records, OSHA reports, performance improvement action plans, monitoring documentation, patient safety officer reports, copies of reports submitted to regulatory bodies, copies of performance audits, report of findings, patient notifications, related correspondence, and similar documentation.	Six (6) calendar years from the date of the closure of the incident.	This record series contains confidential or sensitive information and must be destroyed in a secure manner which will prevent its reconstruction.	42 CFR 482.21, 42 CFR 482.42, NRS 439.830 to NRS 439.860, NAC 439.900 to NAC 439.920	None.

Hospitals

Sharps Injury Log

LRDA Number **20071702**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document injuries from contaminated "sharps" as required by federal law (29 CFR 1904.8). The log contains information on the type and brand of device involved in the incident, the department or work area where the exposure occurred, an explanation of how the incident occurred, the name and identifying details of employees involved and related information.	Five (5) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1904.8, 29 CFR 1910.1030 (h)(5), 29 CFR 1904.33, 29 CFR 1910.1030, 45 CFR 164.502, NRS 629.061, NAC 449.379, NAC 239.165 (1)(2)	None

Social Services Case Histories

LRDA Number **20070748**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents social services provided to patients other than what is filed in the patient medical record.	Six (6) calendar years from the date of last service.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Surgical Cases, Register

LRDA Number **20070749**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents surgical procedures performed at local government owned or operated hospitals or clinics and may include but is not limited to patient name or ID number; reason for surgery; date and time of surgery; surgeon, and similar information.	Six (6) calendar years from the last date in register.	This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530, NAC 239.165 (1)(2)	None.

Welfare Agency

LRDA Number 20070752

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of financial, administrative, and program records associated with Medicare and Medicaid claims, reimbursement, and client activities. Records may include but are not limited to copies of authorization's for service, pre-payment reviews, payment authorizations, billing invoices, medical review forms, payment authorization requests, certificate of medical necessity, medical justification, copies of investigative reports, notice of decision and other forms all with related backup material (MD notes, copies of medical records, etc.) and related correspondence.	Six (6) calendar years from the end of the calendar year to which the report pertains.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 302, 42 USC section 405 (c)(2)(C)(viii), 42 USC section 1320d-6, 42 USC section 1390d-2 (d)(2), 45 CFR 164.502, 45 CFR 164.530, NRS 433A.360, NRS 422.290, NAC 239.165 (1)(2)	None.

Improvement Districts and Boards

Applications for Service

LRDA Number 20070754

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents applications for service and may contain but is not limited to applicant personal information, related forms, correspondence and similar documents.	Ninety (90) days from application date.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Covenants, Restrictions and Amendments thereto

LRDA Number 20070768

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of copies of covenants, conditions, and restrictions and any amendments to them.	Permanent.	None	None	None

Drains, Locations and Maintenance

LRDA Number 20070769

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the locations of storm and similar types of drains used for flood control.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210	None.

Easements

LRDA Number 20070773

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains copies of legal instruments allowing right-of-way to make limited use of private property. This series may include but is not limited to names of parties, purposes and terms, access records, terms of easement, legal documents and similar records.	Permanent.	This record series may contain confidential or sensitive information.	NRS 205.4617	None.

Elections of Board-Records

LRDA Number 20070774

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the biennial election of trustees.	Six (6) calendar years from the date of the election.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Improvement Districts and Boards

Financial Reports

LRDA Number **20070775**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the details of financial transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. This record series may contain but is not limited to expenditure reports, encumbrance listings, warrant registers, cumulative voucher sheets, and related documents and reports. This record series may also be used to provide backup documentation to the General Ledger.	Six (6) fiscal years from the end of the fiscal year to which the reports pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b)	None

General Ledger

LRDA Number **20070763**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of one or more series of financial ledgers providing a final year to date summary of accounting data and a permanent audit trail for all fiscal receipt and disbursement transactions.	Permanent.	None	NRS 318.085	None

LID Foreclosure Files

LRDA Number **20141892**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents Local Improvement District foreclosure proceedings and may include but is not limited to delinquency notices, notice of lien, legal notices, court documents, judgments, certificates of redemption, certificates of sale, and similar documents.	Permanent.	This record series may contain confidential or sensitive information.	NRS 271.615, NRS 271.625, NRS 271.595, NRS 271.410	None.

Maps

LRDA Number **20070770**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains various maps depicting the location of lots and blocks, annexations, easements, property lines, zoning boundaries, and similar classifications. These maps are used for reference purposes and are frequently updated.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210	None.

Improvement Districts and Boards

Proceedings of the Board of Trustees (records)

LRDA Number 20070772

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the actions of the Board of Trustees in accordance with state law.	Permanent.	None	NRS 241.035, NRS 318.085	None

Project files for Construction

LRDA Number 20070776

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents new construction or modification to existing structures and may contain but is not limited to copies of applications and permits; inspection reports; plans; maps; blueprints; as-built drawings; design files; project orders, related correspondence, and similar documents.	Ten (10) calendar years after completion of project	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Reapportionments

LRDA Number 20070777

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents changes in the boundaries of improvement districts due to merger, consolidation, dissolution and similar actions.	Permanent.	None	None	None

Specifications of Wells

LRDA Number 20070780

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents engineering and design specifications of wells.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.210	None.

Water Flow of Wells

LRDA Number 20070781

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the water pressure and flow of well water.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.210	None.

Capital Improvement Enterprise Electronic Development Project Files

LRDA Number 20101810

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series documents new construction or modifications to existing structures or systems (examples: SMART buildings, retrofit to SMART buildings, Wi-Fi, emergency communication systems) and may contain but is not limited to request form, feasibility study, statement of work, background documents, copies of applications and permits, cost-benefit analysis, vendor information, contracts, contract deliverables, design documentation plans, maps, inspector reports, release records, change-control records, project orders, weekly status reports, standards, specifications, technical reports, progress schedules, security documents, data files, revisions and reissues, photographs, post-implementation evaluations, quality-assurance assessments, testing records, memos, related correspondence and similar documents.	Six (6) calendar years after completion of the project.	This record series may contain confidential/restricted/proprietary information and should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC section 501, 15 USC section 5308, NRS 239C.090, NRS 239C.220, NAC 239.165	None.

Computer Access Log

LRDA Number 20071727

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the access to an employee's computer. The log consists of information relating to the name of the employee, the date (and time) of access, a reasonable explanation of the circumstances and considerations justifying the access, the name of each person authorized to perform the access, the name of each person allowed to examine the information retrieved, the name of each person required to store / maintain and/or destroy that information, details of inappropriate use or access to the computer and similar information.	Three (3) calendar years from the end of the calendar year to which it pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(a)(d), NRS 281.195	None.

Information Technology

Computer Run Scheduling Records

LRDA Number 20071344

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are records used to schedule computer runs, including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.	Two (2) backup cycles.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Computer Usage Files

LRDA Number 20071350

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are usually electronic files or automated logs created to monitor computer system usage. This series may include but is not limited to login files, system usage files, charge-back files, data entry logs, and records of individual computer program usage.	As long as administratively useful to the agency.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Documentation of Computer System and Programs

LRDA Number 20070244

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of all program specifications and documentation related to a particular program or system used by the local government. This series may include but is not limited to instructional manuals, booklets, reference materials, programmers notes and memos, general system design reports, test plans and results, conversion reports and statements, data documentation, source codes, application project files, addendums, specification architecture reports, conversion plans, correspondence, computer printouts, and related lists and checklists.	Retain until information is no longer needed to retrieve or store data, or for three (3) calendar years after system or program is discontinued or replaced, whichever is longer.	This record series may contain proprietary information and should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC Section 501, 15 USC section 5308, NAC 239.165 (1)(2)	None.

Enterprise Electronic Development Project Files

LRDA Number 20101809

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are records created and used during the development, design, control, and monitoring of a specific or group of enterprise electronic system or application projects. This series may include but is not limited to request form, feasibility study, statement of work, background documents, cost-benefit analysis, vendor information, contracts, contract deliverables, design documentation, release records, change-control records, standards, specifications, technical reports, security documents, data files, revision and reissues, post-implementation evaluations, quality-assurance assessments and testing records, related correspondence and similar documents.	Three (3) calendar years after completion of the project.	This record series may contain proprietary information and should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC section 501, 15 USC section 5308, NAC 239.165	None.

Enterprise Electronic Development Project Files - Not Implemented

LRDA Number 20101808

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are records created and used during the development, scoping and investigation of an enterprise electronic system or application project(s) that result in no action or implementation. This series may include but is not limited to request forms, project scope documents, background documents, vendor information, beta test results, feasibility studies, system objectives, cost-benefit analysis, memos, related correspondence and similar documents	One (1) calendar year after decision is rendered.	This record series may contain proprietary information and should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC section 501, 15 USC section 5308, NAC 239.165	None.

Error Reports

LRDA Number 20071341

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series includes reports produced to detect errors or potential errors within the system. The files may consist of paper printouts and/or online reports.	Until a superseding report is run or until the action for which they were produced has been accomplished.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Geographic Information System (GIS) - Core Data

LRDA Number 20121863

Description	Minimum Retention Period	Disposition	Legal Citations	Note
A geographic information system (GIS) integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of geographically referenced information. Records in this series may include but are not limited to data in the database, maps, aerial photographs, data dictionaries, various datasets (such as base, building and structure, business information, emergency dispatch, environmental, land use and planning, transportation system) and related metadata.	Retain the core data such as parcel, boundary, zoning, and orthoimagery layers, with accompanying data sets until superseded. Retain historical snapshots (if applicable) permanently.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Help Desk Telephone Logs and Reports

LRDA Number 20071362

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document requests for technical assistance and the responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes.	One (1) calendar year after creation.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Internet Services Logs

LRDA Number 20071365

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of electronic files or automated logs created to monitor access and use of services provided via the Internet. Information in this series may also be used to document system audits, system security audits, create summary reports, and other purposes.	If this record series is used for auditing purposes and/or if the information is used in summary or annual reports, retain until completion of audit or when information is documented in summary or annual report, whichever is later. If not needed for any other purpose destroy when no longer needed by the agency.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Inventories of Circuits

LRDA Number 20071363

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of automated or paper records containing information on network circuits used by the local government including circuit number, vendor, cost per month, type of connection, terminal series, software, contact person, and other relevant information about the circuit.	Three (3) calendar years after the circuit is no longer used by the local government.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

IT Access Control Policies and Procedures

LRDA Number 20071724

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the controls placed upon access to system applications and/or data by an agency. The files may include but are not limited to user/ID policy, access control criterion, password control policies, logging procedures, dataflow diagrams, administrative change control process, procedures for processing terminations and similar policies with related correspondence.	Six (6) calendar years from the end of the calendar year in which the policy and procedure is superseded.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.210, NRS 11.190 (1)(b)	None.

IT Access Control Reviews and Audit Trails

LRDA Number 20071728

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the reviews and audits of the policies and procedures created to control access to system applications and/or data by an agency. The files may include but are not limited to security and access control logs (such as logs of password guessing attempts, unauthorized transactions, attempts at unauthorized privileges, unauthorized attempts at software or application modifications, etc.), firewall traffic log, reviews of security and access control logs, logging procedures reviews, lists of user access rights and user ID's, computer log reviews, other security audit/review reports with supporting documentation and similar documents.	Three (3) calendar years from the end of the calendar year in which the review and/or audit was concluded.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d)	None.

Information Technology

IT Asset Inventory Files

LRDA Number 20071720

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents IT inventories created and maintained by an agency in accordance with various PSP's (Policies, Standards and Procedures). The files may include but are not limited to physical equipment inventory , copyright section, software inventory, software libraries, software audits, data communications equipment inventory, other IT related inventories and lists, work station (and port) diagrams and assignments, inventory reports (to management), network configuration diagrams & documentation, system communication configuration diagrams & documentation, documentation of audits of equipment and similar documentation.	Three (3) calendar years from end of the calendar year in which the inventory is superseded or an audit/review is concluded.	This record series may contain confidential (Trade Secrets) information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 600A.080	None.

IT Contingency Plan Tests

LRDA Number 20071371

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the testing of IT contingency plans. This series may include but is not limited to copies of management's annual reviews, contingency plan testing documents (check lists, testing criterion, test results, etc.), copies of reports to management (on equipment, software, environmental conditions, security concerns, etc.), related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year in which the test was performed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 239C.210, NAC 239.165 (1)(2)	None.

IT Contingency Plans

LRDA Number 20071370

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents IT contingency plans established and maintained by a local government. The files may include but are not limited to an IT risk management plan (describing risks faced by a local government), IT disaster plan (a plan on how to conduct business because of a disaster), IT resumption of business plan (plan and procedures needed to bring back to normal operations after a disaster, including restoration of hardware, equipment and software), IT mitigation plan (plans and procedures on how to solve and/or implement corrective measures for deficiencies found in the regular tests of all contingency plans), procedures for system backups and recovery, management annual reviews, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year in which the plan is superseded.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 242.105, NRS 239C.210, NAC 239.165 (1)(2)	None.

IT Employee Access Control and Security Awareness Files

LRDA Number 20071725

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series administers employee security awareness training and signed documentation of agreements concerning use and access of applications and data. The files may include but are not limited to employee access letter of agreement and/or non-disclosure agreements, employee security awareness training documentation, password disclosure statement, employee email (and other application) agreements and related documents.	Three (3) calendar years from the end of the calendar year in which the form was modified or the employees' access rights were terminated.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 239C.210	None.

IT Security Evaluations

LRDA Number 20071368

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents evaluations on the security of computer systems concerning protection against unauthorized access, disclosure, or modification of data and protection against loss of data due to security breaches and /or sabotage. This series may contain but is not limited to initial security evaluation, periodic evaluations, special evaluations, copies of related system upgrade & modification documents, copies of security logs and reports, related correspondence, and similar documentation.	Three (3) calendar years from the end of the calendar year in which the evaluation was completed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 242.105, NAC 239.165 (1)(2)	None.

IT Security Plans

LRDA Number 20071723

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document the requirements to create and maintain plans for IT systems concerning security management, employee security training, personnel security measures, data and application security, software security, and physical and environmental security. The files may consist of but are not limited to written security plan, written policies and procedures, system security specifications, firewall administrative policy, physical security plan, emergency procedures for computer facilities and environmental controls, related correspondence and similar documents.	Six (6) calendar years from the end of the calendar year in which the plan, policy and/or procedure is superseded or revised.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.210, NRS 11.190 (1)(b)	None.

IT Security Reviews, Reports and Logs

LRDA Number 20071726

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document reviews and audits of the policies and procedures created to control physical access to IT systems, controls over environmental functions within computer facilities, reports of security breaches and suspicious activities. The files may consist of, but are not limited to, authorized visitor log, physical security reviews, environmental controls reviews, Annual Internal Compliance Reviews, Security Breach Reports, Reports of Suspicious Activities, Reports of Suspected Violations, checklists, reports to management, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the review and/or audit was concluded. Retain logs for a minimum period of ninety (90) days.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.210, NRS 11.190 (3)(d)	None.

IT System User Master List

LRDA Number 20071369

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document the creation, maintenance and management of IT system user access rights. The master list usually consists of an on-line electronic file containing user names, user ID codes, access rights and privileges (to data, applications, communications and other system devices) and similar documents.	Purge and or modify this record series as needed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Master Files

LRDA Number 20071333

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are electronic records that replace in whole or in part, hard copy records that have been scheduled through an approved records retention schedule and contain the same information as the scheduled records.	Purge the file after the expiration of the minimum retention period authorized for the hard copy of the file.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Network or Circuit Installation and Service Files

LRDA Number 20071364

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests by local governments to service provider for data communication service, installation, or repair and the response to the request. This record series may include work orders, work schedules, copies of building or circuitry diagrams, memoranda, correspondence, and related documents.	Three (3) calendar years after request is filled or after repairs are made.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239C.120, NAC 239.165 (1)(2)	None.

Production Job Submittal Log

LRDA Number 20071729

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a paper or online record series used as a history of non-automated batch job requirements. The record lists the programs and/or hardware which will be affected by the running of the requested job. Used to check on what order jobs are run on the system.	Retain paper copies for a minimum period of thirty (30) days from the date of the printout. Update the on-line computer record as needed.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Restructure Database Audit Report

LRDA Number 20071337

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of computer printouts created when the files are being restructured. This record series is used to verify successful completion of the process.	Review on a continuous basis, disposing of records which are no longer administratively useful or are duplicates of records maintained elsewhere.	None	None	None

Software Licenses

LRDA Number 20071245

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of documents proving the licensure and implementation of computer software programs by the local government. This series may include but is not limited to permitted uses, rights and restrictions, warranty information, liability statement, and laws governing use of the product.	Duration of license plus three (3) calendar years.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Software Review Files

LRDA Number 20071351

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are records related to the review and recommendation of software for local government use. This series may include vendor information, manuals, software reviews, and related material.	Three (3) calendar years after software is no longer used or evaluation period has ended.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	None

Juvenile Probation

Activity Forms Submitted to State Subsidy Program

LRDA Number 20070782

Description	Minimum Retention Period	Disposition	Legal Citations	Note
	One (1) calendar year from the submission of forms or report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Aging Reports

LRDA Number 20101811

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to keep track of youth in detention. Information may include individual's personal information, offense information, court status, and similar data.	Retain until superseded by a new report	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 62H.025, NRS 205.4617, NAC 239.165	None.

Community/School Notification Files

LRDA Number 20101813

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents compliance with state law in notifying communities and schools that a juvenile has been adjudicated delinquent for an unlawful act that would have been a sexual offense if committed by an adult. File may contain but is not limited to community notification, copy of school notification, law enforcement information, court documents, related correspondence and similar documents.	Six (6) calendar years after the juvenile is no longer subject to community notification.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 179D.475, NRS 62F.220, NRS 11.190 (1)(a), NRS 11.190 (3)(a), NRS 205.4617, NAC 239.165	None.

Interstate Compact (ICOJ) Files

LRDA Number 20101812

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to track the interstate transfer of juveniles and may contain case information, staff reports, progress reports, court orders, related correspondence and similar documents.	Retain until case is closed	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 62I.015 to NRS 62I.025, NAC 62H.520, NAC 239.165	None.

Juvenile Probation

Juvenile Probation Case Files

LRDA Number 20070783

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to document and supervise juvenile offenders from the time the offender appears before an intake worker (or probation officer) until the disposition of the case. This series may contain but is not limited to intake information, delinquency referrals, evaluation profiles, predisposition investigation records, medical and/or psychological reports, records documenting social history, educational records, incident reports, offense history, impact statement, diversion program records, community service information, restitution information, parole information, court petitions, case disposition records, correspondence, and other materials pertaining to the case. This series includes informal arrests.	Six (6) calendar years from the end of the calendar year in which the case was closed.	This record series contains confidential and/or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 62H.025, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	This retention period is based on the approved retention period for similar records of the Nevada Department of Health and Human Services, Child and Family Services - Youth Parole Bureau. [RDA# 2003139]

Juvenile Probation Case Files-Sexual Offender

LRDA Number 20070784

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to document and supervise juveniles who have been classified as sexual offenders. This series may contain but is not limited to intake information, delinquency referrals, evaluation profiles, predisposition investigation records, medical and/or psychological reports, records documenting social history, educational records, incident reports, offense history, victim impact statement, restitution information, parole and probation information, court petitions, court findings, case disposition records, correspondence, and other materials pertaining to the case.	Twelve (12) calendar years from the end of the calendar year in which the case was closed.	This record series contains confidential and/or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 62H.025, NAC 239.165 (1)(2)	This retention period is based on the retention period for similar records of the Nevada Department of Health and Human Services, Child and Family Services - Youth Parole Bureau. [RDA# 2003142]

Statistical Reports

LRDA Number 20070785

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains statistical reports printed either on a regular basis or upon request and are used to administer and monitor Juvenile Probation Programs. These reports may include but are not limited to case characteristics, workload statistics, referrals received, type of referrals, program expenditure reports, program effectiveness reports, reports documenting annual effectiveness, financial monitoring reports, program monitoring reports, characteristics of youth referred, common charge statistics, dispositions, service snapshots, referrals by zip code, detention statistics and similar reports.	Permanent.	None	None	None

Law Enforcement

Aircraft History and Maintenance Records

LRDA Number 20071684

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the history and maintenance of helicopters or fixed wing aircrafts used by law enforcement. This series may include but is not limited to records documenting the total time in service of the airframe; engine; each propeller; rotor and similar mechanical parts, the current status of life-limited parts of each airframe, engine, propeller, rotor, and appliance; any major alterations to such engines and devices; when inspections and overhauls last occurred; and documentation of compliance with Federal Aviation Administration (FAA) airworthiness directives.	Records of maintenance, preventative maintenance, and alteration- Retain until the work is repeated or superseded by other work or for 1 year after the work is performed, as applicable. For records of 100-hour, annual, progressive, or other FAA required or approved inspections- Retain until the work is repeated or superseded by other work or for 1 year after the work is performed, as applicable. For all other records retain until the aircraft is sold or no longer in service.	When an aircraft is sold, all records relating to the aircrafts airworthiness (See 14 CFR 91.417(b)(2)]) must be transferred to the new owner.	14 CFR 91.417(b)(2), 14 CFR 91.417(b)(1), NAC 239.165 (1)(2)	If an aircraft is involved in an accident or incident subject to investigation by the National Transportation Safety Board (NTSB), all records described in 14 CFR 91.417(b)(2), and those that have not been destroyed according to the retention period given, must be retained until the NTSB takes custody of the records or a release is granted by an authorized representative of the board. In addition, any records or reports, including internal memoranda, dealing with the accident or incident must be retained until authorized by the NTSB to the contrary.

Alarm Contact Records (Responsible Persons)

LRDA Number 20071458

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of alarm registration records, emergency contact lists, and similar records. These records are used to contact a business or residential owner if the business is vandalized or damaged. It also allows the officer to contact the alarm company to have an alarm shut off or reset after responding.	Two (2) calendar years from the date the list is updated or no longer in use.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2)	None.

Automated License Plate Reader/Recognition (ALPR) Records

LRDA Number 20121883

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of data captured by an ALPR and stored in the device's memory or in a separate data storage device or system. An ALPR is an investigative tool that uses a specialized camera hooked to an in vehicle computer. The image on license plates are scanned and matched with an on-board, real-time database. This database can be set with flags for vehicles that have been identified as stolen, wanted for Amber Alerts, wanted for various investigations and similar activities. Data may include but is not limited to, recorded image of a scanned license plate and optical character recognition data, a contextual photo (i.e.:, a photo of the scanned vehicle and/or occupants), global positioning system ("GPS") or other location information, date and time of the scan, laptop information, officers name, and similar data.	One (1) calendar year from the calendar year to which the data pertains. Data/photo's used as evidence in criminal or civil actions should be removed from the device/system and filed with the applicable case file.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None	None.

Auxiliary Police Files

LRDA Number 20070789

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of documents related to the employment of auxiliary law enforcement officers or temporary special deputies. This series includes records of citizen academies for law enforcement volunteers.	Ten (10) calendar years from the end of the calendar year to which the files pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 477.014, 239.165	None.

Background Investigations (Citizen Requested)

LRDA Number 20181977

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of citizen requested local criminal history checks on themselves. Series may contain but is not limited to criminal history request forms, authorization and release forms, law enforcement response, information gathered from criminal background check (if applicable), related correspondence and similar documents.	Retain until the completion of the request.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165	Individuals who wish to contest the investigation findings must do so at the court level.

Law Enforcement

Background Investigations (Internal)

LRDA Number 20141893

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents background investigations of new or potential peace officers, civilian employees, volunteers, interns, contracted workers, and professional visitors. Series may contain but is not limited to employment reference information, background survey questionnaires, background check disclosure authorizations and release forms, copies of fingerprint cards, information gathered from criminal background checks, correspondence and related documents.	If hired: Retain for a minimum period of three (3) calendar years after separation of service. If not hired: Retain for a minimum period of three (3) calendar years from the date investigation is completed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NRS 11.190 (3) (d), NRS 239B.010 to NRS 239B.020, NRS 179A.103, NRS 179A.075, NAC 239.165 (1) (2)	None.

Bail, Records of (copies)

LRDA Number 20070790

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents a defendant's posting of bail. This series may include but is not limited to copies of bail bond undertaking, record of the insurance, correspondence and related documents.	One (1) calendar year from the end of the calendar year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 178.484, NAC 239.165 (1)(2)	None.

Bicycles

LRDA Number 20070791

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the licensing of bicycles. This series may include but is not limited to application for license or registration, records documenting issuance of license, license plate, tags, sticker or any other type of identification approved by the local government, the name and address of the person to whom registered and/or licensed, the maker, the manufacturer's serial number, the number of each license issued, the date issued, copies of receipts for fees collected, and similar documents.	Retain license information for a minimum period of two (2) calendar years. Retain receipts for payment of registration and/or licensing fees until completion of annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Billings, Casino Records Checks

LRDA Number 20070794

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the billing of casinos for records checks done at their request.	Until completion of annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Bolo Books \ Bulletins from Other Agencies

LRDA Number 20071454

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains bulletins, circulars and similar records received from federal, state, and local law enforcement agencies. Usually contains descriptions and photographs of wanted individuals, missing persons, or stolen property.	Until superseded, obsolete, or until no longer administratively useful to the agency.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Booking\Re-Booking Records, Jails and Stations

LRDA Number 20070793

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of books, logs, or other records documenting the confinement and release of individuals held in an agency correctional facility. Information may include but is not limited to name, case number, sex, date of birth, age, height, weight, hair, eyes, social security number, visible scars and marks, NCIC identification number, address, phone number, alias, driver's license number, occupation, next of kin and address, booking officer’s name, current date, charge data, medical data, release date, time, arresting officer, and related data. This series may also contain booking tapes (audio/ audio visual tapes and disks) related to the booking.	Two (2) calendar years, add copy to inmates' file or incident/crime report. Retain booking tapes for a minimum period of one (1) calendar year.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NAC 239.165 (1)(2)	None.

Law Enforcement

Calibration of Breath-Testing Device Records

LRDA Number 20121836

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents that the calibration of breath-testing devices used by law enforcement agencies conform to the regulations of the Nevada Commission on Testing for Intoxication. Records may include but are not limited to calibration verification records, monthly accuracy tests, operator certifications, certified forensic analyst of alcohol reports, chronological device testing reports, response to breath testing samples, maintenance and repair reports, various forms, related correspondence and similar records.	Six (6) calendar years from the date of calibration.	NAC 484C.120(1) Evidential breath-testing devices used by law enforcement agencies must be calibrated by a certified forensic analyst of alcohol at least once within the 90 days immediately preceding the date on which the device is used to test a person's breath.	NRS 484C.600 to NRS 484C.630, NAC 484C.050 to NAC 484C.150, NAC 50.045, NRS 11.190 (1)(a)	NAC 484C.070(1) Preliminary breath-testing devices used by a law enforcement agencies must be calibrated by the agency or a certified forensic analyst of alcohol at least once a year.

Case Assignments, Log Books

LRDA Number 20070796

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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.	Three (3) calendar years from the end of the calendar year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	These may be in hardcopy or electronic form and are often used to control or track the status of work.

Cases Referred to District or City Attorneys

LRDA Number 20070799

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents cases referred to the District or City Attorney for advice or prosecution.	Six (6) calendar years from the date of final action.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190(1)(a), NAC 239.165 (1)(2)	None.

Civil Protective Custody Records

LRDA Number 20071745

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains information on individuals placed in civil protective custody by a peace officer. These individuals have been found in a public place under the influence of alcohol, in such a condition that they are unable to exercise care for their health or safety or the health or safety of other persons. This series does not pertain to arrests/citations.	Three (3) calendar years from the end of the calendar year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 458.250 to 458.280, NRS 11.190 (3)(d), NRS 11.190 (4)(a), NRS 11.190 (4)(e)	None.

Community Notification Records

LRDA Number 20071460

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the notification of schools, organizations, and individuals that a sex offender has established a permanent or temporary residence within the community. This series may include but is not limited to current photograph of the offender, a complete description of the offender, name and all aliases which offender has used or under which offender has been known, each offense listed under NRS 179D.620 for which the offender has been convicted, and a brief description of the circumstances of the crime, including but not limited to the month and year when any such offenses were committed, and the age and sex of any victim, a general description of the geographic area where any such offense was committed, the name and location of any penal institution from which the offender was paroled, a general location of the offender's residence and workplace, the description and license number of any vehicles owned or regularly operated by the offender, and the location and telephone number of the parole and probation office responsible for supervising the offender, if the offender is under supervision.	Death of the offender (if known) or ten (10) calendar years after offender is relieved from community notification requirements, or ten (10) calendar years after offender no longer resides in the community.	Records in this record series may contain confidential (victim) information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 179D.600 to NRS 179D.800, NRS 179D.850, Sex Offender Community Notification Guidelines (Office of the Attorney General), NAC 239.165 (1)(2)	None.

Community Service Programs

LRDA Number 20070803

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents law enforcement involvement in community service programs such as DARE, Crime Stoppers, Neighborhood Watch, Explorer Program, and similar programs.	One (1) calendar year after the end of program.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Concealed Weapons Permit (Retired Law Enforcement Officers HR-218)

LRDA Number 20121841

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to administer and document the issuance of concealed weapons permits to retired law enforcement officers. The "Law Enforcement Officer's Safety Act of 2004" also known as HR-218 allows full-time active duty and retired law enforcement officers who are carrying the identification required to carry concealed firearms across state lines. A requisite for retired law enforcement officers is that they must annually meet their State's standards for firearms training and qualification for active duty law enforcement officers to carry firearms. This series may contain but is not limited to HR-218 information packet, firearms certification form, photographic identification, retirement qualification and waiver form, agency conformation letter, records documenting the applicant’s payment of fees, correspondence and related documents.	Two (2) calendar years from the expiration, renewal, denial, or revocation of the permit.	This record series contains confidential (NRS 202.3662) information and must be destroyed in a secure manner that will prevent reconstruction of the information.	HR 218, 18 USC section 926C, NRS 202.3678, NRS 11.190 (4)(e), NAC 202.010 to NAC 202.040, NAC 239.165 (1)(2)	None.

Law Enforcement

Concealed Weapons Permits

LRDA Number 20070804

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to administer and document the issuance of concealed weapons permits by county sheriffs. This series may contain but is not limited to application for permit, certificate or other documentation which documents that the applicant has successfully completed a course in firearm safety, applicant personal information including fingerprints and photograph, applicant's signature, records of investigation of applicant, information on the make, model and caliber of each firearm to which the application pertains, various forms, records documenting the applicants payment of fees, correspondence and related documents.	Ten (10) calendar years from the expiration, renewal, denial, or revocation of the permit.	This record series contains confidential (NRS 202.3662) information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 202.3653 to NRS 202.369, NAC 202.010 to NAC 202.040, NAC 239.165 (1)(2)	None.

Confidential Source Records

LRDA Number 20071416

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents information about informants used by law enforcement. This series may include but is not limited to number assigned to informant, informant and case officer names, photos, criminal history (if any), fingerprint cards, signature cards, letters of understanding on informant activities, reference to origins of the contact, reports of information supplied by informant, any payments made to informant, correspondence and related records.	Three (3) calendar years after informant is no longer active.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 49.335 to NRS 49.375, NRS 213.1513, NRS 463.144, NRS 11.90(3)(d), NAC 239.165 (1)(2)	None

Crime Prevention Program Records

LRDA Number 20070806

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents crime prevention programs provided by law enforcement to enhance communication and partnerships between law enforcement and citizens. This series may contain but is not limited to training and media presentation records including lesson plans, outlines, tests, evaluations, speeches, audio/visual presentations, maps, brochures, pamphlets, guides, and similar documents. Subjects may include neighborhood watch, home security, shoplifting prevention, school safety, alarm compliance & inspection, crime stoppers, block watch, business watch, and similar programs.	One (1) year after program is discontinued.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Law Enforcement

Criminal Citations

LRDA Number 20071730

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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.	Three (3) calendar years from the date of issuance.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 171.1773 to 171.1778, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	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)

Criminal Intelligence Research and Statistical Records

LRDA Number 20121844

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document research and analysis where a person was associating with a subject suspected of criminal activity. Records may include but are not limited to personal identifying information, data sources, intelligence reports, maps, diagrams, photos, blueprints, etc., access and dissemination log, risk assessments, related correspondence, and similar documents.	Retain these records for no longer than five (5) calendar years from the date of last validation.	This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	28 CFR 23.20 (h), 28 CFR 23.20, 28 CFR 22.23, NRS 239B.030, NRS 239C.210, NAC 239.165	None.

Department Reports

LRDA Number 20070786

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents individual officer, shift, and other activity reports usually filed on a daily, weekly, or monthly basis. This series applies to various duties such as dispatch, confinement, investigation, and patrol. Records may include but are not limited to various activity reports (officer reports, watch commander logs, office operations reports, reports of alarm responses, etc.), various statistical reports (such as reports tracking the number of arrests, cases worked, citations issued, work cards issued, hours worked, etc.), various special reports (such as reports of open cases, cases closed, lists of control numbers, incidents by beat, review of offenders, activity at location, etc.), and similar reports and activity indicators.	Retain annual reports Permanently. Retain other activity, statistical, and special reports (not scheduled elsewhere in this section) for two (2) calendar years from the year created, these reports can be printed or maintained on a computer system that allows for the retrieval and reproduction of the information.	Some reports in this record series may contain confidential or restricted information. Non-permanent records should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 280.190, NRS 11.190 (4)(a)(e), NRS 239.051, NAC 239.165 (1)(2)	This record series is useful for planning and budgeting, reference, performance monitoring, compiling annual reports, and for briefing subsequent shifts or activities.

Law Enforcement

Dispatch (Communications) and Emergency Call Records

LRDA Number **20161922**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the recording of radio communications at law enforcement dispatch centers and subsequent response activities. Records may include but are not limited to computer printouts, dispatch transmission logs or reports, and audio recordings. Information may include caller's name, address, and telephone number, details of incident or complaint, dispatchers name, which officer responded and when, and incident disposition. This series may also include reverse 9-1-1 calls and text to 9-1-1 messages.	Retain dispatch logs or reports for a minimum period of Two (2) calendar years from the date of the dispatch. Retain audio recordings for a minimum period of ninety (90) days from the date of the recording.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (4)(e), NRS 707.500, NRS 239B.030	None.

Equipment Violations

LRDA Number **20070811**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents inspections of the mechanical condition or equipment of vehicles by peace officers or inspectors. This series may include but is not limited to driver information, type of vehicle, license information, records documenting inspection, citation or notice of violation, evidence of correction of violation, and similar documents.	Two (2) calendar years after issuance of citation or notice of violation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 484D.560 to NRS 484D.580, NRS 706.235, NRS 484A.680, NAC 239.165 (1)(2)	None.

Evidence Vault Inspection Reports

LRDA Number **20071385**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the inspection and inventory of evidence vaults, and includes spot checks and annual inspections.	Three (3) calendar years from the date of last inspection.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Law Enforcement

Explorer Program Participant Records

LRDA Number 20161934

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This volunteer program gives young men and women ages 14 to 20 a unique hands-on chance to determine if they want to pursue a career in law enforcement or a related field in the criminal justice system. Its mission is to offer a personal awareness of the criminal justice system through training, practical experiences, competition, and other activities. This series may contain but is not limited to applications, background investigations, parental consent forms, liability release forms, medical waivers, meeting attendance records, examination records, program rules and regulations, fee payment records, and records of participation in community service activities.	Three (3) calendar years after the individual is no longer participating in the program.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None.

Fee Records

LRDA Number 20070813

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Record of all fees collected, showing amount, from whom collected, for what purpose collected and date of collection. Fees may include but are not limited to work permit fees, fingerprinting fees, photograph sales fees, report/case copy fees, background and license fees, and criminal history check fees.	Until completion of annual audit.	Records in this record series may be used to create quarterly financial statements. If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624, NRS 258.190, NRS 248.310	None

Field Interrogation Reports

LRDA Number 20071457

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of informational reports written by a peace officer related to individuals (including gangs), events, or vehicles for which the officer does not have probable cause for enforcement. Information usually includes name and address of person contacted, physical description of person or vehicle, officer's name, location of contact, date and time, witnesses, reason for contact, correspondence, and related data.	One (1) calendar year from the date of report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Law Enforcement

Fingerprint Cards sent to the Central Repository for Nevada Records of Criminal History

LRDA Number 20070815

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are usually cards containing fingerprints, palm prints, toe prints, and other personal identifiers. Information often includes name, address, date and place of birth, social security number, alias, occupation, employer, name of individual taking prints, and related information.	Until no longer useful to the agency.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Firearm \ Weapon Discharge Reports

LRDA Number 20070883

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the investigation of firearm/weapon discharges by law enforcement officers while in the line of duty. This series may contain but is not limited to use of force incident reports, investigation records, ballistic and other tests, summary and analysis of all relevant evidence, findings, departmental forms, various reports, correspondence and related information.	For reports resulting in disciplinary action-three (3) calendar years and add summary report to personnel file. For reports not resulting in disciplinary action three (3) calendar years from the date of the report.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d),(4)(a)(e), NRS 41.0336, NAC 239.165 (1)(2)	These records may be destroyed earlier upon the order of a court of record, upon order of the law enforcement agency or through a labor agreement.

Firearms: Qualification Records

LRDA Number 20070817

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the history of firearm proficiency and qualification by individual law enforcement officers.	Three (3) calendar years from date of last testing.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 289.510, NRS 289.550, NAC 289.230, NAC 289.240, NAC 289.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Law Enforcement

Firearms: Registration and Inventory

LRDA Number 20070816

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the registration and inventory of the firearms and weapons of law enforcement agencies. Information may include but is not limited to information on individual weapon is assigned to (such as name, badge or ID number, department or division) registration information (such as weapon type, make, model, serial number), and inventory information (such as total number of weapons, value), records documenting weapons signed out, records documenting weapon reassignment or transfer, records documenting weapon disposition, forms, lists, correspondence and similar documents.	Three (3) calendar years after the reassignment, transfer, or disposition of the weapon.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 354.625, NAC 239.165 (1)(2)	None.

Henry Files

LRDA Number 20161939

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series consists of inked fingerprint cards which were/are filed according to the Henry Classification Fling System. The Henry classification filing system has been replaced by the Automated Fingerprint Identification System (AFIS) and is generally no longer used by local law enforcement except for training purposes. These “Henry” fingerprint cards are now considered by many law enforcement agencies to be an obsolete record series.	Destroy the Henry fingerprint cards when no longer needed for administrative or training purposes.	These fingerprint cards should be destroyed in a secure manner that will prevent their reconstruction.	NRS 239B.010	None.

Impound/Abandoned Vehicle Case Files

LRDA Number 20071464

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the retrieval, storage and disposition of abandoned or impounded vehicles. The files usually include notification of abandonment, identifying information (such as make, model, plate number, identification number, year, color, condition), owner information (if known), officer information, impoundment documents, towing report, correspondence related to action taken, storage information, required notices, appraisal documents, vehicle disposition records, records related to fees and payments, and similar documents.	Three (3) calendar years from the return, disposal, or sale of the impounded vehicle.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 487.205 to NRS 487.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None

Incident/Crime Files (Arrest Made)

LRDA Number 20071731

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These files contain information from investigation of a crime through to an arrest. This record series may include but is not limited to investigation files, case narrative, investigative notes, arrest information, coroner's report, autopsy report, victim information, witness statements, fingerprint cards, crime lab requests and results, photos, recordings, diagrams, complaint reports, field notes, officer notes, background material, contact information, NCIC reports, suspect information, suspect statement, criminal history information, search warrants, line-ups, arrest and booking records, subpoenas and prosecution reports, copies of court documents, bulletins, teletypes, news releases, disposition, correspondence and related records.	Retain this series for the duration of the statute of limitations on the underlying charge or until ordered destroyed by a court of record.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 171.080 to NRS 171.100, NRS 200.010 to NRS 200.260, NRS 200.377 to NRS 200.3774, NRS 200.5095, NRS 193.140, NRS 171.1773 to NRS 171.1778, NRS 484A.680, NRS 484A.700, NRS 484B.527, NRS 484D.560 to NRS 484D.580, NAC 239.165 (1)(2)	NRS 1.020 Courts of record. The following courts are courts of record: The Supreme Court, The Court of Appeals, the district courts, the justice courts, and the municipal courts (a) In any case in which a jury trial is required, or (b) If so designated pursuant to NRS 5.010.

Internal Affairs Files

LRDA Number 20070788

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents administrative investigations of peace officers and may include but is not limited to cause statements, complaint, transcript of interviews, hearing records, officers reply, audio and/or visual recordings, polygraphist records, findings and recommendations, correspondence and related records.	Three (3) calendar years after resolution.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 289.020 to 289.120, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	These files may be destroyed earlier upon the order of a court of record, upon order of the law enforcement agency or through a labor agreement.

Interstate Identification Index (Triple III) Log

LRDA Number 20071456

Description	Minimum Retention Period	Disposition	Legal Citations	Note
The III system is an interstate/Federal-State computer network that provides the means of conducting national criminal history record searches to determine whether a person has a record anywhere in the country. This record series documents inquires of the III system database.	One (1) calendar year from the date of inquiry.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	28 CFR 20.30 to 28 CFR 20.38, NAC 239.165 (1)(2)	None

Law Enforcement

Investigation Files

LRDA Number 20101830

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents investigations of criminal offences, traffic offences, missing persons, accidents, and other significant events requiring law enforcement response.	For investigations resulting in arrest: File with applicable incident/crime report. For investigations not resulting in arrest: Retain until statute of limitations for offense being investigated expires.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 171.080 to 171.095, NAC 239.165	None.

Jail Inspection Report or Log

LRDA Number 20071503

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the inspection of cells, common areas, kitchens and other work areas of jails and detention facilities by the health authority.	Six (6) calendar years from the date of the report or log.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b), NRS 444.335, NAC Chapter 211, NAC 239.165 (1)(2)	None.

Jails: Commissary and Kitchen Records

LRDA Number 20070825

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the routine operations and control of jail commissary, kitchens, and canteens. This series may include but is not limited to commissary reports, food logs, meal counts, meal plans, order forms, accounting records, inventory control documents, supply reports, use reports, copies of purchase orders or requisitions, invoices, receipts or vouchers, balance sheets, and similar documents.	Until completion of annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624, NRS 211.360	None

Jails: Incident Reports

LRDA Number 20070827

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents reports of incidents in, or on the grounds of, jails or detention facilities. This series may include but is not limited to records documenting the investigation of the incident, description of incident, persons involved (if known), date and time of the occurrence, accident reports, damage assessments, medical reports, witness statements, actions taken, arrest reports, summary reports, correspondence and related documents.	Two (2) calendar years from the date of the incident.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 212.190, NRS 212.070, NRS 211.020, NRS 11.190 (4)(e), NAC 239.165 (1)(2)	Incidents may involve employees, inmates, visitors, and others. If an incident results in a criminal investigation and arrest, a the incident report should be added to the arrested individuals case file.

Jails: Inmate Abandoned Property Report or Log

LRDA Number 20071501

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports or logs of personal property abandoned upon an inmates transfer or release. This series may include but is not limited to property identification records, property tags, inmate personal information, reports submitted to the State Treasurer, correspondence, and records documenting the final disposition of the property.	Three (3) calendar years from the date of the report or log.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 354.625, NAC 239.165 (1)(2)	None.

Jails: Inmate Activity Requests

LRDA Number 20071500

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of logs or forms documenting an individual inmates request to attend church; educational classes; and self-improvement programs such as Alcoholics Anonymous and Narcotics Anonymous.	Two (2) calendar years from the date of log or form.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 211.120, NRS 211.210 to 211.220, NRS 11.190 (4)(a), NRS 11.190 (4)(e), NAC 239.165 (1)(2)	None

Jails: Inmate Case Files

LRDA Number 20070828

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document information on individuals confined in a jail or detention facility. This series may contain but is not limited to inmate identifying information, reports and records of inmate criminal history, fingerprint cards, mug shots and other identifying photographs, information sheets, admittance and assessment records, date of entry / release records, behavioral information, incident and disciplinary reports, gang affiliations, copies of police reports, copies of arrest records, information gathered from case files, treatment plans, educational records, work release records (if applicable), pre-release agreements, release or transfer records, copies of court documents, orders, standard forms, correspondence, and other relevant information concerning the arrest and confinement of an inmate.	Eighty-five (85) calendar years from the inmate's date of release or transfer; or five (5) calendar years from the confirmed death of the individual, whichever is first.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 179A.070, NRS 179A.075, NRS 179A.100, NRS 11.190 (1)(a), NAC 239.165 (1)(2)	None.

Jails: Inmate Funds, Records of

LRDA Number 20070829

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records provide an accounting of individual inmate's funds maintained by the jail or detention facility for use of those inmates. Records usually include the inmates name and number, date, and records documenting deposits, withdrawals, purchases and receipt.	Until completion of annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624, NRS 211.380	None

Jails: Inmate Grievances

LRDA Number 20161925

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series provides documentation of the investigation into any grievance filed by an inmate. Information may include but is not limited to name of the inmate, inmate number, description of grievance, names of individuals involved, description of any related incidents, investigative notes, disciplinary actions, results of the investigation, grievance findings, and final action.	Three (3) calendar years following the final disposition of the grievance.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Civil Rights of Institutionalized Persons Act (CRIPA), 42 USC 1997, 28 CFR 40.10	None.

Jails: Inmate Mail Log or Report

LRDA Number 20071502

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the mail sent and received by inmates, indicating who the mail is from and to, and if it is acceptable to give to the inmate while incarcerated.	Two (2) calendar years from the date of the log or report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (4)(a)	None

Jails: Inmate Medical Records – Youth

LRDA Number 20181992

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents medical treatment given to inmates. This series may contain but is not limited to treatment logs, prescriptions, health questionnaires, laboratory reports, x-ray reports, medical reports from other facilities, and related records. Information may include inmate's name, date of treatment, description of treatment, and related data.	Retain these records until the individual attains the age of 23.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 CFR 1003.1570, NRS 211.140, NRS 629.021to 629.061, NAC 239.165 (1)(2)	None.

Jails: Inmate Medical Records-Adult

LRDA Number 20070843

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents medical treatment given to inmates. This series may contain but is not limited to treatment logs, prescriptions, health questionnaires, laboratory reports, x-ray reports, medical reports from other facilities, and related records. Information may include inmate's name, date of treatment, description of treatment, and related data.	6 (six) calendar years from the date of receipt or production of the record, whichever is later.	Records in this record series contain confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 CFR 1003.1570, NRS 211.140, NRS 629.021to 629.061, NAC 239.165 (1)(2)	None.

Jails: Inmate Work Program Records

LRDA Number 20070833

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer inmate work programs. This series may contain but is not limited to inmate information, offense information, skills assessments, screening documentation, selection or rejection information, work assignment information, copies of work release agreements, salary information, related program reports, correspondence and similar documents.	Three (3) calendar years from the year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 211.210 to 211.230, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Jails: Kitchen Inventory List

LRDA Number 20071656

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of an inventory of all small utensils and equipment used in the kitchen.	Three (3) calendar years from the date of the list.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Jails: Register

LRDA Number 20070830

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series provides summary information on inmates currently committed to a jail or detention center. Information in this series usually includes the name of inmate, age, gender, date of birth, intake number, offense, date of commitment and by what authority, term of confinement, date of release or transfer, and similar information.	Five (5) calendar years from the date of the register.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 248.050, NRS 211.030, NRS 211.090, NAC 239.165 (1)(2)	None.

Jails: Release Orders

LRDA Number 20070831

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are orders for the release of individuals from the custody of jails or detention centers. Release orders usually include individuals name, number, order date, court information, any conditions of release, judge's signature, and similar information.	Three (3) calendar years from date of release, and add copy to inmate's file.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Jails: Roster of Inmates

LRDA Number 20070832

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is a roster or population report of the inmates currently incarcerated in a jail or detention facility.	Ninety (90) days after roster is updated.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Jails: Suicide Threat \ Precaution Records

LRDA Number 20071505

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the action taken when an inmate is deemed to be suicidal or has special management needs. This series may include but is not limited to watch reports, shift change reports, reports documenting the emotional state of the inmate, and reports documenting the precautions taken.	Three (3) calendar years from the date of the incident.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2)	None.

Jails: Video Recordings

LRDA Number 20141886

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of video recordings used to maintain surveillance of inmate activities within the jail/detention facility. They contain footage of daily inmate activity, orientation, and disturbances. They may also contain physical building orientation and security practices.	Sixty (60) days from the date of the recording.	This record series may contain restricted or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None	None.

Jails: Visitors Log

LRDA Number 20070834

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents information about visitors to inmates confined in an agency correctional facility. This series may include but is not limited to logs, visitor cards, request slips, and similar records. Information often includes date, time in, visitor's name and address, visitor's signature, object of visit, time out, and related information.	One (1) calendar year from the date of last entry in the log.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 211.140	None

Law Enforcement

Juvenile Incident/Crime Reports

LRDA Number 20070835

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document information on juveniles investigated and/or arrested by law enforcement. This series may contain but is not limited to: arrest reports, reports and records of juveniles criminal history, juveniles identifying information, parent or guardian information, fingerprint cards, mug shots and other identifying photographs, information sheets, behavioral information, incident reports, police reports, booking information, court documents, standard forms, associated documentation, and related correspondence.	Permanent, sealed at age twenty-one (21) or prior by court order.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 62H.100 to 62H.170, NAC 239.165 (1)(2)	NRS 62H.140: Automatic sealing of records when child reaches 21 years of age; exception. Except as otherwise provided in NRS 62H.130 and 62H.150, when a child reaches 21 years of age, all records relating to the child must be sealed automatically.

K-9 \ Horse Management Records

LRDA Number 20071255

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer the management of police force K-9s and horses. This series may contain but is not limited to information on certification, history, status, animal's health, training records and logs, incident reports, handling officer's information, correspondence, related forms and similar documents.	Two (2) calendar years after the end of animal's service.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (4)(e)	None

Law Enforcement

Law Enforcement Training Records

LRDA Number 20070871

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer law enforcement employee development and training. This series may contain but is not limited to employee name, social security number, badge or ID number, request for training forms, training plans, training exercises, test scores, training history, training certificates, documentation of continuing education, records documenting completion of mandatory training requirements, course outlines, courses taken, copies of course material, attendance records, weapons proficiency tests, POST certificates, training evaluations, reports detailing training needs, records authorizing and administering the granting of educational leave, training summaries, reports, forms, related correspondence and similar records.	Three (3) calendar years from the transfer, separation, retirement, or termination of the employee.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 289.450 to NRS 289.600, NAC Chapter 289, NAC 239.165 (1)(2)	A copy of the employee's development and training information should be sent to the employee and the new agency upon transfer.

Licenses, Business Background: Application

LRDA Number 20070839

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the background investigation by law enforcement of applicants for business licenses. This series includes gaming, liquor or any other type of business license listed in a local ordinance or code.	Three (3) calendar years from the date of the investigation.	Records in this record series contain confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 463.160, NRS 463.180, NRS 463.190, NRS 463.1605, NRS 463.230 to NRS 463.242, NRS 11.190(3)(d), NRS 11.190 (4)(a), NAC 239.165 (1)(2)	None.

Licenses, Business Background: Suspensions and Revocations

LRDA Number 20070840

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the investigation of a licensee who apparently is engaged in any conduct or transaction which could lead to the restriction, suspension or revocation of their business license.	Ten (10) calendar years from date of last action.	Records in this record series contain confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 463.160, NRS 463.1605, NRS 463.180, NRS 463.190, NRS 463.280, NAC 239.165 (1)(2)	None.

Licenses, FCC: Station

LRDA Number 20070838

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the process of obtaining licenses for radio system and other communication system operations from the Federal Communication Commission (FCC). This series may contain but is not limited to applications, permits, contracts and/or agreements, authorizations, license, logs, forms, supporting documents, correspondence, and similar data.	Six (6) calendar years from the expiration or renewal of the license.	Records in this record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	47 CFR 90.15 to 47 CFR 90.20, NRS 11.190 (1)(b), NRS 239C.210, NAC 239.165 (1)(2)	None.

Missing Persons Incident/Crime Report

LRDA Number 20071511

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports and similar records taken by law enforcement of persons (children and adults) believed to be missing or abducted. This series may contain but is not limited to reports documenting missing persons identifying information, last known location, time last seen, clothing worn at time of disappearance, driver's license information, motor vehicle information, fingerprints, photographs, dental records, x-rays, reports submitted to other agencies, other pertinent information gathered from parent, legal guardian, or next of kin, correspondence and related documents.	Retain unsolved cases Permanently. Retain solved cases for the same retention period as the applicable investigation file. If the person is located alive and no crime has occurred retain for three (3) calendar years from the law enforcement agency's close of case.	This record series contains confidential information.	NRS 432.185 to NRS 432.380, NRS 480.500, NAC 239.165 (1)(2)	See also Investigation Files.

Mobile Audio-Visual Recordings

LRDA Number 20071510

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of audio-visual recordings of law enforcement field actions. These recordings consist of event, non-event, or test recordings. Event recordings involve footage of a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result. Non-event recordings involve footage that do not have value to aid in an investigation or prosecution, such as footage of an incident or encounter that does not lead to an arrest or citation or of the general activities that an officer might perform while in the field such as assisting a motorist, clearing roadways, and similar activities. Test recordings do not document encounters with the public and are usually used for training purposes and as an aid in adherence to departmental policies.	Transfer event recordings to the appropriate record series for the event documented and retain in accordance with the approved schedule for that record series. Retain non-event recordings for a minimum period of ninety (90) days. Test recordings may be removed from system when no longer administratively useful to the agency.	Recordings containing confidential or sensitive information should be destroyed in a secure manner	NRS 289.830, NRS 171.080 to NRS 171.100, NRS 484E.110, NRS 484A.680, NRS 484D.560 to NRS 484D.580, NAC 239.165 (1)(2).	Any record made by a portable event recording device pursuant to NRS 289.830 (2) is a public record which may be (a) Requested only on a per incident basis and (b) Available for inspection only at the location where the record is held if the record contains confidential information that may not otherwise be redacted.

Mobile Data Computer Transmissions (MDC)

LRDA Number 20071634

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents mobile data computer transmissions such as dispatch related transactions, information checks, status updating, and messaging transactions between patrol units.	Ninety (90) days from the date of the transmission.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.210 (f), NAC 239.165 (1)(2)	None

Parking Citations

LRDA Number 20071461

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are copies of parking tickets issued for meter violations and other parking infractions. Information may include but is not limited to date, time, license number of vehicle, make and model year of vehicle, officer's name, place of violation, type of violation, ticket number, and similar information.	Two (2) calendar years from the date of issuance.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 484A.700 , NRS 484B.527, NRS 484A.680	None

Parking Meter Collection Records

LRDA Number 20071463

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the collection and deposit of funds received from parking meters.	Until completion of annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 266.280, NRS 484B.030, NRS 354.624	None

Pawn Shop Records

LRDA Number 20070848

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is a daily transcript or report of the merchandise bought, sold, or held in pledge by pawnbrokers. Information in this series includes but is not limited to the time, date, and place of transaction, the name or other identification of the person or employee conducting the transaction, a complete and accurate description of the goods acquired, including serial numbers, manufacturer's numbers, or other identifying marks, the name, age, address, and description of the person from whom the goods were acquired, the type of identification provided, the issuing agency, the identification number, the amount loaned, the number of the pawn ticket issued, and a signed statement swearing that the seller has the authority to sell or pledge these goods.	One (1) calendar year from the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 646.020 to NRS 646.047, NAC 239.165 (1)(2)	None.

Peace Officer Disciplinary Action Records

LRDA Number 20070807

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents dismissals, suspensions, progressive disciplinary measures, and other actions against peace officers. This series may include but is not limited to cause statements, administrative investigation records, hearing records, findings and recommendations, appeal records, correspondence, and related records.	Three (3) calendar years after employee separation.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 289.020 to 289.120, NRS 11.190 (3)(d), NAC 284.718, NAC 239.165 (1)(2)	These files may be destroyed earlier upon the order of a court of record, upon order of the law enforcement agency or through a labor agreement.

Photographs, Law Enforcement

LRDA Number 20071506

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of photographic images (stills, prints, negatives, slides, etc.) of crime scenes, accidents, domestic violence, property damage, property and similar photographs.	Retain this record series for the same retention period as the applicable incident/crime report.	None	None	Review for historical value.

Police Officer Medical Files

LRDA Number 20071465

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document an individual police officers work related medical history. This series may contain but is not limited to medical and/or physical examination records (pre-employment, pre-assignment, periodic, or episodic), required tests, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hearing test records, hazard exposure records, first aid incident records, physical examination statements, medical release authorizations, signed consent forms, correspondence and related documents.	Six (6) calendar years after the death of the police officer.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530 (j)(2), NRS 616C.052, NRS 617.135, NRS 617.454 to 617.457, NRS 617.485, NAC 616C.088 (2), NAC Chapter 617, NAC 239.165 (1)(2)	Hazard exposure records document an employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous conditions.

Polygraph Examinations

LRDA Number 20070851

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents polygraph examinations given to criminal suspects, prospective employees, and others. This series may contain but is not limited to pre-examination records, question sheets, polygraph charts, reports of examination results, films, audio and video recordings of examinations, chart analysis, statements, conclusions and opinion of the examiner, background information, correspondence, and related documents.	Three (3) calendar years from the date of the test.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 801.30, NRS 648.183 to NRS 648.199, NAC 239.165 (1)(2)	None.

POST Course Certification Documentation

LRDA Number 20141884

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents law enforcement training courses certified by the Peace Officers Standards and Training Commission (POST). The files may contain but are not limited to concise synopsis of the course, including, the title of the course, the intended goals of the course and specific objectives for the students in the course, detailed lesson plans, list of the intended instructors, the total amount of hours of instruction, description of the written or practical examinations, bibliography of all resource materials used to prepare the course, and related correspondence.	Three (3) calendar years from the decertification of the course or from the date the course has been superseded or no longer taught.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 289.510, NRS 289.590, NAC 289.300 to 289.320	POST is the office of record for this record series. POST is required through their records retention schedule (RDA 2010-027) to retain this data for 35 years after all officers trained by the course have left law enforcement service.

Processes, Civil Cases

LRDA Number 20070852

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents pertinent information contained/listed in writs, orders, notices, and other civil process issued by a court or other legally authorized agency or individual to be executed, posted, or published by law enforcement.	One (1) calendar year after date of service or return.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Protective Order Log

LRDA Number 20141889

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a log of protective orders served by law enforcement. Information in the log may include but is not limited to officer's name, badge/ID number, protected party information, adverse party information, and date served.	One (1) calendar year from the date the order was served.	This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 33.060 to 33.065, NRS 33.300, NRS 33.430	The clerk of the court maintains a record of each order registered pursuant to NRS Chapter 33.

Radio and Car Logs

LRDA Number 20071633

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents radio calls giving time called, car or station calling, car or station called, car location, nature of call, and acknowledgment.	One (1) calendar year from the date of the call.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Records Dissemination Log

LRDA Number 20070859

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the dissemination of information of an individual's criminal history. This log must contain an entry showing to what agency or person the records of criminal history were provided, the date on which the information was provided, the person who is the subject of the information, and a brief description of the information provided.	One (1) calendar year from date information was provided.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 179A.130, NAC 239.165 (1)(2)	None.

Records of Convicted Person Registration

LRDA Number 20070861

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are records maintained by law enforcement agencies of the registration of a convicted person required by law to register, who is living within the agencies jurisdiction. This series may contain but is not limited to individuals name, alias, address and occupation, social security number, identifying characteristics such as race, sex, age, hair and eye color, scars and blood type, name of employer, drivers license and vehicle information, crime committed and convicted of, date of conviction, place of conviction, sentence imposed, victim information, handwriting exemplars, DNA exemplars, photographs, fingerprints, correspondence and related documents.	Twenty (20) calendar years after offender is no longer required by law to register, or if the law enforcement agency has certain knowledge that an offender has moved from its jurisdiction ten (10) calendar years after offender leaves the jurisdiction.	Records in this record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 179C.010 to 179C.220, NRS 11.190(1)(a), NRS 11.190 (3)(d), NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2)	NRS 179C.010 “Convicted person” means: a person convicted in the State of Nevada or convicted in any place other than the State of Nevada of two or more offenses punishable as felonies, a person convicted in the State of Nevada of an offense punishable as a category A felony, a person convicted in the State of Nevada or convicted in any place other than the State of Nevada of a crime that would constitute a category A felony if committed in this state on July 1, 2003. 2. For the purposes of this chapter, “convicted person” does not include: (a) A person who has been convicted of a crime against a child, as defined in NRS 179D.210, or a sexual offense, as defined in NRS 179D.410; or (b) Except as otherwise provided in this chapter, a person whose conviction is or has been set aside in the manner provided by law.

Records Ordered Sealed by a Court

LRDA Number 20070860

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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, 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.	Retain the sealed record for the same authorized retention period as the equivalent non-sealed record, unless directed otherwise by a court of record.	The sealing of a record limits access to the record, but does not normally effect the retention period.	NRS 179.245 to 179.301, NRS 176A.265, NRS 453.3365, NRS 239.125, NAC 239.165 (1)(2)	Non-permanent records in this series should be destroyed in a secure manner that will prevent reconstruction of the information.

Report of Multiple Sale or Other Disposition of Pistols and Revolvers-ATF form 3310.4

LRDA Number 20161944

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a form used by licensees to report all transactions in which an unlicensed person acquired two or more pistols or revolvers or any combination of pistols or revolvers totaling two or more at one time during five consecutive business days. In accordance with 18 USC 923 (g)(3)(a) licensees are required by federal law to send a ATF form 3310.4 to the State police or the local law enforcement agency in the jurisdiction where the sale took place.	Retain no more than twenty (20) days from the date the form is received.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	18 USC 923 (g)(3)(a), 18 USC 923 (g)(3)(b)	18 USC 923 (g)(3))(b): Except in the case of forms and contents thereof regarding a purchaser who is prohibited by subsection (g) or (n) of section 922 of this title from receipt of a firearm, the department of State police or State law enforcement agency or local law enforcement agency of the local jurisdiction shall not disclose any such form or the contents thereof to any person or entity, and shall destroy each such form and any record of the contents thereof no more than 20 days from the date such form is received.

Sale of Personal Property

LRDA Number 20161938

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the sale of personal property by law enforcement to satisfy court awarded judgments.	Six (6) years from the date of the sale.	If this record series contains confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 248.120, NRS 11.190 (1)(a), NRS 11.190 (3)(d)	None.

Sex Offenders and Offenders Convicted of a Crime Against a Child Registration

LRDA Number 20071685

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are records maintained by law enforcement agencies of the registration of sex offenders and offenders convicted of a crime against a child who are living within the agencies jurisdiction. This series may contain but is not limited to individuals name, alias, address and occupation, social security number, identifying characteristics such as race, sex, age, hair and eye color, scars and blood type, name of employer, drivers license and vehicle information, crime committed and convicted of, date of conviction, place of conviction, sentence imposed, victim information, handwriting exemplars, DNA exemplars, photographs, fingerprints, correspondence and related documents.	The lifetime of the individual (if known) or until presumed dead at age one hundred (100), whichever is sooner. If the law enforcement agency has certain knowledge that an offender has moved from its jurisdiction retain this series for ten (10) calendar years after offender leaves the jurisdiction.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 179D.010 to 179D.570, NRS 213.1243, NAC 213.290, NAC 239.165 (1)(2)	None.

Special Unit/Task Force Activity Records

LRDA Number 20161924

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the activities of special units/task forces such as Special Weapons and Tactics, (SWAT), gang units, narcotics enforcement, K-9, anti-graffiti, DUI, search and rescue, and similar special operations police units. These types of units may be ongoing, limited duration, or just organized to address a specific problem or situation, and not intended to carry on beyond a final report or activity. Records in this series may include but are not limited to activity reports, programmatic records, intelligence reports, risk assessments, community outreach records, personally identifying information, maps, diagrams, photos, blueprints, etc., related correspondence, and similar records.	Retain annual activity reports (if applicable) permanently. Retain other activity reports for a minimum period of three (3) calendar years after completion of the operation, or for ongoing operations three (3) calendar years from the end of the calendar years to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None.

Special Watch Records

LRDA Number 20071459

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents special and vacation watches performed by law enforcement at the request of residents, business owners, and the public. This series may include but is not limited to the name and address of requestor, name, address, and telephone number of the business or residence, reason for watch request, type of watch, authorizations, date and time location was checked, officer's name and number, date check ended, officer remarks, correspondence, and similar data.	Cancellation of the watch.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None

Speed-Timing Equipment

LRDA Number 20070855

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the maintenance and calibration of radar guns, camera radar, and similar speed-timing devices. This series may contain but is not limited to factory certification of calibration, testing records, inspection records, records of results, maintenance and repair records, date of service or repair, equipment number, make and model, certificates, supporting documents, and similar information.	Three (3) calendar years after equipment is no longer in service.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 459.920, NRS 11.190 (3)(d)	None

Suspect Photographs (including Mug Shots)

LRDA Number 20070850

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of photographs of individuals who have been detained or arrested for various criminal offenses. These types of photographs are often used by law enforcement personnel, victims, and witnesses to aid in the identification of suspects. Information may include suspects name, address, description, date of birth, distinguishing marks or tattoos, and related information.	Add a minimum of two (2) prints to the individuals incident/ crime report or inmate file, or in a mug shot or digital photo program.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 171.1223 to 171.123, NAC 239.165 (1)(2)	None.

Temporary Criminal Intelligence Research and Statistical Records

LRDA Number 20121845

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document research and analysis where a person was associating with a subject suspected of criminal activity and an immediate determination as to the involvement with the subject could not be determined. The record may include but is not limited to personal identifying information, various reports with supportive documentation, maps, diagrams, photos, blueprints, etc., data entries, related correspondence, and similar information.	Retain these records for no longer than one (1) calendar year from the date of determination.	This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	28 CFR 22.23, NRS 239B.030, NRS 239C.210, NAC 239.165	None.

Traffic Citations

LRDA Number 20070877

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents citations issued by law enforcement to drivers violating motor vehicle and traffic laws. This series usually includes date, time, location of violation, nature of offense, driver's name, address, occupation, state licensed, license number, vehicle's license number, state, make of vehicle, violation code, citation number, officers name, and signature of person receiving citation.	Two (2) calendar years from the date of issuance.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 484D.560 to 484D.580, 484A.680, NRS 706.235, NAC 239.165 (1)(2) (1)(2)	None.

Traffic: Accident Incident/Crime Reports

LRDA Number 20070875

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents reports of traffic accidents and the investigation of traffic accidents by law enforcement personnel. This series may contain but is not limited to name, address, and license number of driver or drivers involved, date and time of accident, location of accident, information on vehicle or vehicles involved, narrative reports regarding circumstances, diagramed description of how the accident happened, roadway description, prevailing conditions, damage reports, injury reports, name, and address of witnesses, blood-alcohol analyses, reports of incidents, citations issued (if applicable), report submitted to Department of Motor Vehicles, other various reports, forms, photos, correspondence, and related documents.	Five (5) calendar years from the date of the investigation. Retain records of accidents not investigated by law enforcement for a minimum period of two (2) calendar years from the date of accident notification.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 484E.050, NRS 484C.170, NRS 484E.110, NRS 484E.120, NRS 480.360, NRS 484A.660, NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2) (1)(2)	None.

Trespass Warning Citations

LRDA Number 20181981

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of warning citations issued for trespassing. Individuals issued these warning citations do not receive any type of fine or court date.	Retain for a minimum period of one (1) calendar year from the date of issuance.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 207.200, NAC 239.165	None.

Unmanned Aerial Vehicle Recordings – Law Enforcement

LRDA Number 20181987

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series may consist of recorded images, sound waves, odors, and associated data captured by Unmanned Aerial Vehicles (UAV) during law enforcement activities.	Retain recordings for the same retention period required for an equivalent hardcopy record. It is recommended that recordings that may contain personally identifiable information (PII) not be retained for more than one-hundred eighty (180) days.	If this record series contains confidential or restricted information that information must be destroyed in a secure manner that will prevent its reconstruction.	Presidential Memorandum: Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties in Domestic Use of Unmanned Aircraft Systems, Privacy Act of 1974 (5 U.S.C. 552a), NRS 493.112, NAC 239.165	NRS 493.112 (4) Any photograph, image, recording or other information that is acquired by a law enforcement agency through the operation of an unmanned aerial vehicle in violation of this section, or that is acquired from any other person or governmental entity, including, without limitation, a public agency and any department or agency of the Federal Government, that obtained the photograph, image, recording or other information in a manner inconsistent with the requirements of this section, and any evidence that is derived therefrom: (a) Is not admissible in and must not be disclosed in a judicial, administrative or other adjudicatory proceeding; and (b) May not be used to establish reasonable suspicion or probable cause as the basis for investigating or prosecuting a crime or offense.

Use of Force Reports - No Weapon Involved

LRDA Number 20161933

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the investigation of use of force by law enforcement officers while in the line of duty. This series may contain but is not limited to use of force incident reports, investigation records, summary and analysis of all relevant evidence, findings, departmental forms, various reports, correspondence and related information.	For reports resulting in disciplinary action-three (3) calendar years and add summary report to personnel file. For reports not resulting in disciplinary action three (3) calendar years from the date of the report.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d),(4)(a)(e), NRS 41.0336, NRS 289.040, NRS 289.057	These records may be destroyed earlier upon the order of a court of record, upon order of the law enforcement agency or through a labor agreement.

Vehicles, Maintenance and Repair Records

LRDA Number 20070880

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the maintenance and repair history of vehicles used by law enforcement. This series may contain but is not limited to description of the vehicle, manufacturer's owner and repair manual, service and repair records, copies of invoices of parts and labor, routine maintenance logs, warranties, related correspondence, and similar documents.	Life of vehicle; If the vehicle is involved in an accident retain for the life of the vehicle plus three (3) calendar years.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Vulnerability Assessments

LRDA Number 20121843

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These assessments are used to document the vulnerability of physical structures to criminal activity. Records may include but are not limited to contact information, analysis reports and supporting documentation, copies of security plans, maps, diagrams, photos, blueprints, related correspondence and similar information.	Retain these records as long as they hold value to the agency.	This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	28 CFR 22.23, NRS 239B.030, NRS 239C.210, NAC 239.165	None.

Warrants (copy of court records)

LRDA Number 20070882

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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.	Until served, executed, recalled, or cancelled by the court.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 248.100, NRS 259.140, NAC 239.165 (1)(2)	None.

Work Permit/Cards

LRDA Number 20070885

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer records associated with employee work cards as required by state law, county or municipal codes. This series may contain but is not limited to a referral or hire slip from the prospective employer, work card application packet, applicant personal information, signed authorization for release of information forms, criminal history, investigative records, applicant fingerprints, applicant photograph, proof of payment of fees, and related documents.	Three (3) calendar years from the expiration, renewal, or denial of the work permit or card, or for the period required by local ordinance or code, whichever is longer.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 118A.335, NRS 648.060, NRS 599B.115, NRS 432A.175, NRS 655.070, NRS 11.190 (3)(d), NRS 11.190 (4)(a) and others, County Code, Municipal Code, NAC 239.165 (1)(2)	The purpose of the work card is to regulate businesses, trades and professions that require a high degree of supervision and that seriously affect the public health, safety, prosperity, security, comfort, convenience, general welfare and property of the State and its residents.

Work Permit/Cards for Prostitutes, All Records

LRDA Number 20070891

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer records associated with the employees of brothels (prostitutes, bartenders, managers, and others) required by county code to be licensed.	Three (3) calendar years from the expiration, renewal, or denial of the work card.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 441A.800 to 441A.815, County Code,NRS 11.190 (3)(d), NRS 11.190 (4)(a)(e) NAC 239.165 (1)(2)	None.

Work Permits/Cards: Receipts for Work Cards

LRDA Number 20070889

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment of fees for processing work cards.	Until resolution of an annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Law Library

Catalog Records

LRDA Number **20070893**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of electronic or physical records identifying and describing books and other materials in library collections. Information usually includes name of author, title, subject, publisher, publication date, and call number.	Until superseded or no longer needed for reference.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Collections of Fines and Fees

LRDA Number **20070894**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents money received for library fines, lost books, copy machine use, laser prints, facsimile services, computer-assisted legal research, and similar fines or fees. Information usually includes amount of money received, what the money was received for, date, and signature of person receiving payment.	Until annual audit is completed	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 239.013, NAC 239.165 (1)(2)	None.

Copy Log

LRDA Number **20070895**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents copy machine usage.	Until annual audit is completed	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	None

Narrative Reports

LRDA Number **20071561**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of annual reports relating to law library statistics on expenditures, circulation, attendance, print and non-print inventory, services and/or programs and other pertinent information.	Retain annual reports Permanently. Retain other activity/program reports (not otherwise scheduled in this section) for a minimum period of two (2) calendar years from the year created.	This record series should not contain confidential or restricted information. Non-permanent records may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Register of Borrowers

LRDA Number 20070898

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains information on individuals granted borrowing privileges. Information includes patron's name, law library card information, item borrowed, due date, and date returned.	One (1) calendar year after last activity shown on register.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Parks and Recreation

Application to Become a Park Commissioner

LRDA Number 20070903

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Applications and resumes submitted to parks and recreation departments by individuals seeking to become a park commissioners. Usually contains name, address, phone or contact number, social security number, job skills, employment history, educational background and similar documents.	Two (2) calendar years after the applicant is accepted or rejected.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NAC 239.165 (1)(2)	None.

Applications to Rent or Lease Facilities

LRDA Number 20070904

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of applications to rent/lease parks and recreation facilities and may contain but is not limited to facility request forms, applications, reservation forms, registration lists, copies of waivers, copies of permits, fee schedules, accounting reports, related correspondence and similar records.	Until annual audit is completed	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 239.0105	None.

Behavioral Reports

LRDA Number 20161943

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document problems/inappropriate behavior in Safekey and similar types of parks and recreation sponsored programs. Series may include but is not limited to personally identifying information, participant code of conduct, “let’s think about it form”, report documenting problem/inappropriate behavior, signed report received from parent or guardian, and similar documentation.	One (1) calendar year from the date of the incident.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105	None

Construction of Facilities, Proposed or Completed

LRDA Number 20070906

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents new construction or modification to existing park structures and may contain but is not limited to copies of applications and permits; inspection reports; plans; maps; blueprints; as-built drawings; design files; project orders, related correspondence, and similar documents.	Six (6) calendar years after construction completed or abandoned.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Contractors, Records of Persons Hired as

LRDA Number 20070908

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains information on persons hired as contractors on parks and recreation projects and may contain but is not limited to contractor name and license number, business name and license number, project information, duplicate copies of contracts or agreements, billing claims, copies of cancelled checks, correspondence and similar documents.	Three (3) fiscal years from the completion of the project.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NAC 239.165 (1)(2)	None.

Equipment: Rental Records

LRDA Number 20070916

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the renting of parks and recreation equipment by individuals or groups.	Until annual audit is completed	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 239.0105, NAC 239.165 (1)(2)	None.

Equipment: Usage Reports

LRDA Number 20070911

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the use of parks and recreation equipment by individuals or groups.	One (1) fiscal year from the end of the fiscal year to which the record pertains. Review for historical value.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105, NAC 239.165 (1)(2)	None.

Equipment: Use Requests

LRDA Number 20070910

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests by individuals or groups to use parks and recreation equipment.	One (1) fiscal year from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105, NAC 239.165 (1)(2)	None.

Parks and Recreation

Park and Facility Inspection Records

LRDA Number **20071579**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents periodic inspections of parks and facilities to check for damage and recommend repairs and maintenance. Records often include inspection worksheets or checklists, maintenance request forms, maintenance and repair reports, correspondence and related documents.	Six (6) calendar years from the date of the inspection.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Park/Facility Inventories, Property and Equipment

LRDA Number **20070917**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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, manufactures model and serial number, fiscal reports related to original cost, value, commodity codes, memos, correspondence and other related records.	One (1) fiscal year after inventory is updated/superseded.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Permits Issued for Park or Facility Use

LRDA Number **20070919**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents permits issued for park or facility use by individuals or groups and may contain individual or group information, copy of permit, rental information, payment documents, receipts, related correspondence and similar documents.	One (1) fiscal year after completion of an annual audit. Review for historical value.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 239.0105, NAC 239.165 (1)(2)	None.

Programs: Accidents Occurring During a Program Which Result in Personal Injury or Death

LRDA Number 20070920

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents accidents during a program which result in personal Injury or death. Reports may contain but are not limited to date and time of accident, location of accident, type of accident, narrative reports regarding circumstances, parties involved, injury reports, copies of medical treatment reports, property damage reports, witness statements, copies of police reports, departmental forms, releases, notes, photos, correspondence, and related documents.	Three (3) calendar years from the end of the calendar year to which the record pertains, if no action is pending.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239.0105, NAC 239.165 (1)(2)	None.

Programs: Descriptions of Programs

LRDA Number 20070921

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the planning, development, and publication of various recreational programs offered by parks and recreation departments. This series may contain but is not limited to course or program descriptions, lesson plans, instructor information, handouts, pamphlets, instruction manuals, and similar documents.	Until program is completed.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Programs: Participant Registration and Attendance Records

LRDA Number 20070922

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the registration and attendance of participants in various parks and recreation department sponsored events, activities, and classes. This series may contain but is not limited to registration/enrollment forms or cards, class or activity rosters, sign- in/sign-out sheets, and related documents. Information usually includes name, address, phone number, date of birth, pertinent medical information, signature of participant or parent or guardian, name, dates, and times of class or activity, fee paid, correspondence and similar documents.	One (1) calendar year after program ended.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105, NAC 239.165 (1)(2)	None.

Programs: Payment Records, Participants

LRDA Number 20070923

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment of fees by participants of parks and recreation department sponsored events, activities, and classes and may contain but is not limited to billing and payment documents, receipts, related correspondence and similar documents.	Until annual audit is completed	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 239.0105, NAC 239.165 (1)(2)	None.

Programs: Senior Citizens' Program Records

LRDA Number 20070925

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the registration and attendance of participants in various parks and recreation department sponsored senior citizen programs. This series may include but is not limited to registration/enrollment forms or cards, class or activity rosters, sign- in/sign-out sheets, and related documents. Information usually includes name, address, phone number, date of birth, pertinent medical information, signature of participant, name, dates, and times of class or activity, fee paid (if applicable), correspondence and similar documents.	One (1) calendar year after program ended. Review for historical value.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105, NAC 239.165 (1)(2)	None.

Schedules for Use of Facilities

LRDA Number 20070926

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the scheduling of parks and recreation facilities for use by individuals or groups.	One (1) calendar year from date scheduled.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105, NAC 239.165 (1)(2)	None.

Parks and Recreation

Scholarship Applications

LRDA Number 20161937

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of applications for scholarships for free or reduced pricing for participation in local government sponsored programs or events.	Three (3) years from the award or denial of the scholarship.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.0105, NRS 11.190 (3)(d)	None.

Statements or Waivers Releasing a Park or Recreation Department from Liability for Personal Injury

LRDA Number 20070927

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents individual liability release forms required for participation in various programs offered by parks and recreation departments during the year. This series usually consists of event specific liability forms or waivers, participant information, contact information, signature of participant or parent/legal guardian, emergency contact information, and similar information.	Two (2) calendar years from the cessation of activity for which the release/waiver was signed, if no action is pending	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (4)(e), NRS 239.0105, NAC 239.165 (1)(2)	None.

Swimming Pool Operating Records

LRDA Number 20071673

Description	Minimum Retention Period	Disposition	Legal Citations	Note
The record series documents the operation of local government operated swimming pools. This series may include but is not limited to water quality test and analysis reports, incident reports, copies of accounting documents, inspection and maintenance requests and reports, attendance counts, correspondence and similar documents.	Retain operation related records for three (3) calendar years from the end of the calendar year to which the record pertains, or for the period required by the Health Authority, whichever is longest. Retain copies of related accounting documents until completion of an annual audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 354.624, NAC 444.150, NAC 444.262, NAC 444.264, NAC 444.522, NAC 239.165 (1)(2)	None.

Personnel

Affirmative Action Program Files

LRDA Number 20071691

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer Affirmative Action Plans in accordance with federal and state EEO laws and regulations. This series may contain but is not limited to Affirmative Action Plan, self-analysis documentation, compliance monitoring documentation, survey reports, completed forms, summary reports, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR Part 1608, 41 CFR Part 60-2, 29 CFR 1602.30, NRS 613.310 to 613.435, NAC 239.165 (1)(2).	The federal Equal Opportunity Survey is confidential in accordance with 41 CFR 60-2.18 (d).

Alcohol and Drug Testing Records - Negative Results

LRDA Number 20101814

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the testing of current and prospective employees for alcohol and/or controlled substances prohibited by policy or statute. This series may include but is not limited to records which document the collection process, random sample process, decision to administer reasonable suspicion drug or alcohol testing, laboratory reports, consent forms, forms documenting employees receipt of drug and alcohol policy, test results, correspondence, and any other pertinent documentation.	One (1) calendar year from the date screening was completed.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. These records are not personnel records and must be kept in a separate location from employee personnel records per NRS 284.4068.	49 CFR 40.333, 45 CFR 164.501, NAC 239.165	Although this record series may contain "protected health information" as defined by HIPAA (Health Insurance Portability and Accountability Act, 42 U.S.C. § 1320d et seq.), these records are considered to be "employment records" under 45 CFR 164.501 definition of "protected health information" #2 (iii), and exempt from HIPAA access and retention requirements.

Alcohol and Drug Testing Records - Positive Results

LRDA Number 20070302

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the testing of current and prospective employees for alcohol and/or controlled substances prohibited by policy or statute. This series may include but is not limited to records which document the collection process, random sample process, decision to administer reasonable suspicion drug or alcohol testing, laboratory reports, consent forms, forms documenting employees receipt of drug and alcohol policy, test results, correspondence, and any other pertinent documentation.	Five (5) calendar years from the date screening was completed.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. These records are not personnel records and must be kept in a separate location from employee personnel records per NRS 284.4068.	42 USC section 1320d et seq., 45 CFR 164.501, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	Although this record series may contain "protected health information" as defined by HIPAA (Health Insurance Portability and Accountability Act, 42 U.S.C. § 1320d et seq.), these records are considered to be "employment records" under 45 CFR 164.501 definition of "protected health information" #2 (iii), and exempt from HIPAA access and retention requirements.

Personnel

Americans With Disabilities Act (ADA) Compliance Records

LRDA Number 20071422

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document compliance with the Americans With Disability Act (ADA). This series may include but is not limited to administrative reports, public inquiries, copies of policies and procedures, federal ADA inquiries, copies of compliance reports, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year to which they pertain.	All records pertaining to any physical or mental disability of an employee or applicant are confidential per 29 CFR 1630.14 and must be maintained and filed separately from other personnel files.	29 USC section 255, 29 CFR 1602.31, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.

Appeals Files (Disciplinary Actions)

LRDA Number 20071662

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document employee disciplinary actions appealed to a hearings officer or hearings board involving suspension, demotion, termination, involuntary transfers and/or whistleblower complaints. This series may contain but is not limited to formal appeal forms or original letter requesting an appeal, copies of documents from the master personnel file, copies of applications, work performance standards, job descriptions, job announcements, personnel/payroll actions forms, request for hearing under the provisions of NRS 281.645 (Whistleblower Law), resignation forms, employee development report forms, written reprimands, audio and visual tapes, photos and similar documents.	Four (4) calendar years from the date of the decision of the hearings officer/ board, or the date the appeal was withdrawn, settled or dismissed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1981, 28 USC section 1658, 29 CFR 1602.30, NRS 281.645, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Apprenticeship Records

LRDA Number 20071743

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents applicant qualifications and may contain applicant information, original applications, job assignments, evaluation basis for selection or rejection, conditions of work, time records, hours of training provided, minority status, gender of all selected and rejected applicants, apprenticeship agreement, roster of apprentices, qualification records, related correspondence and similar documents.	Five (5) calendar years from the applicants completion, withdraw, or termination from the program.	This record series may contain confidential or restricted (personally identifying) information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 30.12 (d), NAC 610.925, NAC 239.165	None.

Personnel

Background Checks/Investigations

LRDA Number 20070304

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents background checks/ investigations of individuals including those for recruitment and active employment, volunteers, interns, and contracted workers. This series may contain but is not limited to employment reference information, background survey questionnaires, background check disclosure authorizations and release forms, copies of fingerprint cards/results, information gathered from criminal background checks, correspondence and related documents.	If hired: Retain for a minimum period of three (3) calendar years after separation of service. If not hired: Retain for a minimum period of three (3) calendar years from the date investigation is completed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NRS 11.190 (3)(d), NRS 239B.010 to NRS 239B.020, NRS 179A.103, NRS 179A.075, NAC 239.165 (1)(2)	None.

Commercial Drivers License Records

LRDA Number 20101816

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records are used to document that an individual has been granted a commercial drivers license when this type of license is required as a condition of employment. Records may include but are not limited to commercial driver license, random drug test records, physical examination records, medical card, endorsements, and similar documents.	Five (5) calendar years from the expiration, renewal, suspension, or revocation of the license.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	49 CFR 40.333, 49 CFR 383, NRS 483.900 to 483.940, NAC 483.800 to 483.850, NAC 239.165	None.

Continuation of Insurance Benefits (COBRA) Records

LRDA Number 20071286

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents compliance with the Consolidated Omnibus Reconciliation Act of 1986 (COBRA). Records document notifications to employees or dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave. This series may contain but is not limited to employee and dependent names and social security numbers, insurance package currently carried, written notice of COBRA rights and whether the covered employee, spouse and/or dependents elected or rejected coverage, dates of termination, coverage end date, correspondence and related documents.	Six (6) calendar years after eligibility has expired.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	26 CFR 54.4980B-1 through 26 CFR 54.4980B-10, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Personnel

Continuing Education Files

LRDA Number 20071660

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents continuing education and/or training that may be required for renewal of a professional license or certificate. The files may include but are not limited to educational transcripts, attendance rolls, course/workshop documentation, continuing education credit slips, continuing education training forms, related correspondence and similar documentation.	Three (3) calendar years from the end of the renewal period.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii) NRS 205.4617, NRS 239B.030, NRS 11.190(3)(d), NAC 239.165 (1)(2)	None.

Deferred Compensation Plans - Participant Records

LRDA Number 20070306

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the voluntary participation of individuals in Deferred Compensation Plans. Records may include but are not limited to plan selection and application forms, enrollment records, payroll contribution and deduction summaries, personal data records, authorizations, beneficiary information, living trust records, hardship records, change requests, payout estimates, year-end balance reports, distribution reports, correspondence, and related documents.	Six (6) calendar years from the close of the participants account or accounts.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	26 USC section 401(a), 26 USC section 457, 26 CFR 1.457, NRS 287.381 to 287.480, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Deferred Compensation Plans - Plan Details

LRDA Number 20071285

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents Deferred Compensation Plans offered as a voluntary benefit to aid employees in saving for retirement. This series may include but is not limited to plan explanations, details, and descriptions, third party administrator information, investment options, fund performance information, enrollment information, contribution and distribution information, correspondence and related documents.	Retain this record series for the full period that plan or system is in effect, plus three (3) calendar years after termination of the plan.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1627.3, 29 USC section1027, 29 CFR 2520, 26 USC section 401(a), 26 USC section 457(g), NRS 287.381 to 287.480, NRS 11.190 (3)(d)	None

Personnel

Disciplinary Records

LRDA Number 20071298

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the investigation of allegations of employee misconduct and/or violation of department regulations or orders, state or federal statutes, or local ordinance. Series may include but is not limited to cause statements, investigative records, verbal/written reprimands, copies of work performance standards, corrective action agreements, interview and hearing records, findings and recommendations, employee's reply, various forms, and related records.	Three (3) calendar years from the date of last action, or for the period required by disciplinary settlements or negotiated agreements.	This record series may contain confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NRS 11.190 (3)(d), NAC 239.165 (1)(2), Collective Bargaining Agreements	Some information from this series may be included in the Master Personnel File.

Donated Leave Program Records

LRDA Number 20071296

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the receipt and donation of leave for medical emergencies. This series may contain but is not limited to leave donation forms, recipient applications, agency approvals or denials, medical or physician certifications, leave donation records, leave transfer records, payroll notification records, payroll reports, copies of time and attendance sheets, leave program termination records, correspondence and related documents.	Three (3) fiscal years from the fiscal year in which the leave was donated or used.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

EEO Reports

LRDA Number 20071690

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document Equal Employment Opportunity (EEO) reports required by state/federal law or regulation. This series may contain but is not limited to EEO reports and supporting documentation, special reports (if required), related correspondence and similar documentation.	Three (3) calendar years from the submission of the report.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1602.30 to 29 CFR 1602.45, NRS 613.310 to NRS 613.435	None

Personnel

Eligibility Lists

LRDA Number 20070307

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of lists and similar records of eligible applicants for employment positions. These types of lists are often used to set up applicant interviews as part of the employee selection process.	Two (2) calendar years from the year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, NAC 239.165 (1)(2)	None.

Employee Assistance Program Case Files - Required

LRDA Number 20071295

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents required evaluations and treatment of employees who must complete the rehabilitation program recommended by the evaluation as a condition of continued employment. Records in this series may include but are not limited to appointment records, agreements, employee/family personal information, release of information forms, assessment records, counseling and consultation records, referral information, treatment plans, problem solving plans, plan implementation records, supervisory documentation, treatment disposition records, correspondence, and related documents.	Six (6) calendar years after employee completes program.	This record series is confidential and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 290dd-2, 42 CFR 2.1, 42 CFR 2.2, 42 CFR 2.13, NRS 11.190 1(b), NRS 11.190 3(d)	None.

Employee Assistance Program Case Files - Voluntary

LRDA Number 20071294

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the voluntary referral and treatment of employees and/or employee family members in agency sponsored assistance programs. Records may include but are not limited to appointment records, employee family member personal information, release of information forms, assessment records, informational materials, counseling and consultation records, referral information, treatment plans, supervisory documentation, problem solving plans, plan implementation records, correspondence, and related documents.	Six (6) calendar years after last treatment or session.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 290dd-2, 42 CFR 2.1, 42 CFR 2.2, 42 CFR 2.13, NAC 239.165 (1)(2)	None.

Personnel

Employee Attendance Records

LRDA Number **20070048**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents employee attendance and may include but is not limited to time sheets or cards, leave requests, internal computer printouts, related correspondence, and similar documents.	Three (3) fiscal years from the year to which it pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 516.5, NRS 11.190 (3)(d)	None.

Employee Development \Training Records

LRDA Number **20071375**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer employee development and training. This series may contain but is not limited to employee name, social security or personnel ID number, request for training forms, training plans, employee training history, copies of training certificates, documentation of continuing education credits, records documenting completion of mandatory training requirements, reports detailing staff training (courses taken), statistical reports, training program evaluations, reports detailing training needs, records authorizing and administering the granting of educational leave, training summaries, related correspondence and similar records.	Three (3) calendar years from the transfer, separation, retirement, or termination of an employee.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR1910.1001(m)(4), NRS 11.190 (3)(d), NAC 239.165 (1)(2)	A copy of the employee's development and training information should be sent to the employee and the new agency upon transfer.

Employee Directories, Rosters or Indexes

LRDA Number **20071290**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is usually a listing of current employees and may include name, position title, work phone number, work address, and similar contact information.	Until superseded or no longer in use.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Personnel

Employee Handbooks

LRDA Number 20071276

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of guidelines created to explain the internal operations, policies, and procedures of the agency to a new employee.	Six (6) calendar years from the date the handbook is superseded or discontinued.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Employee Licenses / Certificates

LRDA Number 20070837

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents licenses/certificates issued to employees by professional, educational, regulatory, or other agencies. These types of licenses/certificates are normally occupation specific (EMS, Peace Officer, Firefighter, Social Worker, Nurses, Engineers and similar professions) and are usually required as a condition of employment.	Three (3) calendar years from the expiration or renewal of the license or certificate.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Employee Medical Records [Except Police Officers and Firefighters]

LRDA Number 20071236

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These records document an individual employee's work related medical history. This series may contain but is not limited to medical examination records (pre-employment, pre-assignment, periodic, or episodic), X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, first aid incident records, physical examination statements, medical release authorizations, signed consent forms, correspondence and related documents.	Retain all medical (non-hazard exposure) records six (6) calendar years after their receipt or production. The medical records of employees who have worked for less than one (1) year need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment.	Access to these records is restricted pursuant to NRS 629.061, and they must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1630.14, 42 CFR 1003.1570, 45 CFR 164.502, NRS 629.021 to 629.061, NAC 239.165 (1)(2)	These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act.

Employee Medical Records-Hazard Exposure Records

LRDA Number 20071289

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents an employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous work related conditions. Records may include but are not limited to hearing test records, radiation measurement records, blood test or other laboratory results, incident reports, first-aid records, X-rays, work station air sampling reports, biological monitoring results, medical treatment reports, medical release authorizations/letters, correspondence and similar documents.	Thirty (30) calendar years after employee separation.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1910.1020 to 29 CFR 1910.1030, 45 CFR 164.502, NAC 239.165 (1)(2)	These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act.

Employee Medical Records-Hazard Exposure Records - Lead

LRDA Number 20200001

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents an employee's exposure to lead in the workplace. Records may include but are not limited to: exposure monitoring records, blood test or other laboratory results, incident reports, medical examination results, work station/airborne sampling reports, biological monitoring results, medical treatment reports, medical release authorizations/letters, associated documentation, and related correspondence.	Retain for a minimum of forty (40) calendar years from the date of initial determination of lead exposure or for the duration of employment plus twenty (20) years, whichever is longer.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act.	29 CFR 1910.1025 (n), 29 CFR 1910.1025 (d)(2)(3), 29 CFR 1910.1020 (a), NRS 629.061, NAC 239.165 (1)(2)	29 CFR 1910.1025 (d)(3) Basis of initial determination. The employer shall monitor employee exposures and shall base initial determinations on the employee exposure monitoring results and any of the following, relevant considerations: (A) Any information, observations, or calculations which would indicate employee exposure to lead; (B) Any previous measurements of airborne lead; and (C) Any employee complaints of symptoms which may be attributable to exposure to lead.

Personnel

Employee Recognition Program Records

LRDA Number 20070332

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the recognition of employees for special service to the agency. This series may include but is not limited to service awards, recognition certificates, commendations, award nominations, lists of past recipients, and presentation or ceremony records and photographs.	Two (2) calendar years from the date of the record.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Employment Contracts

LRDA Number 20071288

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents individual employment contracts or, where contracts or agreements are not in writing, a written memorandum summarizing the terms and conditions of employment.	Six (6) years after expiration of the contract or agreement.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 516.5, NRS 11.190 (1)(b)	None.

Evidence of Insurability Files

LRDA Number 20071098

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer the addition of self, spouse or dependents to health insurance plans. The files may contain but are not limited to request forms, supporting documentation -- which usually includes, copies of birth certificates, marriage license and other legal documents, authorization forms and related correspondence.	Six (6) calendar years after the receipt of the records.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), NRS 11.190 (1)(b), 45 CFR 164.530 (j), NAC 239.165 (1)(2)	HIPAA compliance statement (45 CFR 164.524 (e)): This record series contains "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164.

Family Leave (FMLA) Records

LRDA Number 20070310

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and regulate the granting and monitoring of family leave under the Federal Family and Medical Leave Act of 1993 and the State Parental Leave Without Pay Bill. This series may contain but is not limited to requests for leave of absence form, requests for leave, requests for parental leave without pay, time sheets, payroll documents, medical reports and certification forms, certification of Physician or Practitioner form, notice of family leave act, FMLA fact sheet, notice of specific expectations and obligations, documents of disputes with related correspondence, documents of employer benefits and policies and procedures, and similar documents and related correspondence.	Three (3) fiscal years from the end of the fiscal year in which the leave was taken	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 825.500 (b), 29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, 42 USC section 405 (c)(2)(C)(viii), NRS 205.4617	None.

Fitness For Duty Files

LRDA Number 20071469

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to document the action when an evaluation is done to determine an employee's ability to perform the essential functions of the job due to physical, mental or emotional disorders. This series may include but is not limited to incident reports, essential functions forms, certifications from health care providers (temporary disability, return to work, etc.), copies of medical records, copies of leave forms (with supportive documentation), copies of payroll reports (including time and attendance reports), hearing documentation, related correspondence and similar documents.	Three (3) calendar years from the date of final action.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, NAC 239.165 (1)(2)	None.

Personnel

Garnishments

LRDA Number 20071247

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of documentation of requests and court orders served on the local government to withhold the wages of employees for garnishments, tax levies, support payments and other reasons. This series may contain but is not limited to writ of garnishment, notarized interrogatories, copies of writ of execution with attachments, answer of garnishee, affidavits, copies of accounting documents, notes, correspondence, and related documents.	Six (6) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 516.6, NRS 11.190 (1)(a), NRS 11.190 (3)(d), NRS 31.240, NRS 31.249, NRS 239B.030, NAC 239.165 (1)(2)	None.

Grievances: Case Files

LRDA Number 20070311

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents grievances or complaints filed by current employees, terminated employees, applicants, or private citizens regarding employment practices. This series may include but is not limited to complaints, investigation reports, interview documentation, witness statements, background information, supporting papers, summary of action taken, audio/video recordings, related correspondence, and summary of disposition.	Four (4) calendar years from the date the case is withdrawn, settled or dismissed.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1981, 28 USC section 1658, 29 CFR 1602.30, 29 CFR 1602.31, 29 CFR 1602.40, NRS 205.4617, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Grievances: Hearings

LRDA Number 20070312

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents grievances or complaints submitted for resolution to hearings officers or hearings boards. This series may include but is not limited to initial complaint, investigation records, background material, witness statements, interview and hearing reports, hearing officer's findings and decisions, correspondence, and related records.	Four (4) calendar years after the final disposition of the case.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1981, 28 USC section 1658, 29 CFR 1602.30, 29 CFR 1602.31, 29 CFR 1602.40, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Grievances: Record on Judicial Review

LRDA Number 20071661

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document grievance files or appeals of disciplinary actions where court action has been initiated. This series may contain but is not limited to copies of documents found in the grievance file, copies of documents within the appeals file, copies of hearing files, court documents, correspondence and related documents.	Six (6) calendar years from the date of the final court action, or the date the action was withdrawn, settled or dismissed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(a), NAC 239.165 (1)(2)	None.

Group Health and Life Insurance - Death Claims

LRDA Number 20161930

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer claims for life insurance upon a covered employee's death. Records may include but are not limited to beneficiary information, claims for benefit and supporting documentation, benefit payment records, copies of medical records, copy of death certificate, related correspondence and similar records.	Six (6) calendar years after the claim is closed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), NRS 287.010	This record series may contain "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164.

Group Health and Life Insurance - Employee Records

LRDA Number 20161928

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents benefit and insurance coverage of local government employees and may contain but is not limited to insurance and benefit enrollment forms including changes and corrections, authorization statements, pre-tax documentation, copies of medical records, beneficiary information, payroll deduction forms, related correspondence and other documents pertinent to benefits.	Retain the employee's current documentation for six (6) calendar years from the date the employee is no longer covered under any benefit package. Retain superseded forms and authorizations for a period of two (2) calendar years from the date the records become inactive, expired, or superseded.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), 45 CFR 164.530 (j), 29 CFR 516.6, NRS 11.190 (1)(b), NRS 11.190(3)(d)	This record series may contain "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164.

Group Health and Life Insurance - Long Term Disability Records

LRDA Number 20161929

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer claims for long term disability. Records may include but are not limited to employee information, physician's statement, copies of medical records, claims and supporting documentation, HIPAA access and disclosure statement, related correspondence and similar information.	Six (6) calendar years from the date of the closure or final resolution of the claim.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), NRS 287.010	This record series may contain "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164.

Group Health and Life Insurance Plans

LRDA Number 20070314

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents group insurance policies offered by a local government as part of the employee benefits program. This series may contain but is not limited to information on various insurance plans (health, life, catastrophic illness, dental, vision, long-term care) enrollment information, handouts and brochures, related correspondence, and similar information.	Retain for a minimum period of one (1) calendar year from the termination of the plan.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1627.3 (b)(2), NRS 11.190 (1)(b)	None

Job Advertisements

LRDA Number 20070315

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of advertisements to inform eligible job seekers of job openings. The notices may include position number, position title, salary range, job location, minimum qualifications, brief description of duties, where to apply and special instructions.	Two (2) calendar years from the close of the recruitment.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1602.31	None

Personnel

Local Government Employee-Management Relations Board - Complaints

LRDA Number 20181972

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are local government copies of complaints filed with the Local Government Employee - Management Relations Board. Complaints may be filed by local governments, local government employees, and/or employee organizations. Records may include but are not limited to complaint, transcript of proceedings, decisions and orders, related correspondence, and similar records.	Three (3) calendar years from the final disposition of the complaint.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 USC section 207 (r), 29 CFR 516.5, NRS Chapter 288, NAC Chapter 288, NRS 11.190 (3)(d), NAC 239.165	Local Government Employee - Management Relations Board “Case Files” are scheduled for permanent retention at the state level (See RDA # 1991061).

Master Personnel File

LRDA Number 20070321

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is the official personnel file for people employed by local governmental entities. The file may contain but is not limited to job applications, credential files, background checks, notice of appointment documents, personnel transaction records, classification and salary records, payroll withholding information, leave summary records, employee development documents, employee performance documents, training documents, disciplinary actions, longevity reports, copies of licenses or certificates, records relating to other employment practices (including policy acknowledgments and agreements), personnel action forms, exit interview records, and similar documents related to an individual's employment.	Retain records which document employment history (including but not limited to salary history and longevity documents) for a minimum period of ten (10) calendar years from the end of the calendar year in which the individual separated from service. Records which do not document employment history and are not scheduled elsewhere in the" Records of Personnel" section may be purged from the file three (3) calendar years from the end of the calendar year in which the individual separated from service.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.30, 29 CFR 1602.31, 29 CFR 516 .5, NRS 11.190 (3)(d), NRS 205.4617, NAC 239.165 (1)(2)	If the employee is rejected for any lawful reason during their probationary period retain this series for a minimum period of three (3) calendar years from the end of the calendar year in which the individual was rejected or dismissed.

Personnel

Organizational Climate Studies

LRDA Number 20141903

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents studies conducted to assess and evaluate the culture, employee morale, effectiveness of management, and the internal communication of an organization. Findings from these studies may be used to assist an organization in maintaining a healthy, efficient and hospitable workplace. Series may include but is not limited to survey summaries, study summary, findings and recommendations, follow-up summary findings, and related correspondence.	Three (3) calendar years from the closure of the study.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None.

Pay Resolutions for Management and Classified Employees

LRDA Number 20070318

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the determination of compensation for management and classified employees. This series may contain but is not limited to salary surveys, job evaluations, compensation schedules, correspondence and related documentation.	Two (2) calendar years from the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31	None.

Personnel Files - Temporary and Seasonal Employees

LRDA Number 20071297

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the employment history of temporary and seasonal employees. These employees are usually hired to perform specific tasks or projects, and length of employment is usually for a limited duration. Records may include but are not limited to job applications, background checks, employee personal information, position classification and salary records, payroll withholding information, leave summary records, evaluations, training certificates, and other similar records related to an individual's employment.	If the employee's length of continuous service is one (1) year or greater retain this record series for a minimum period of ten (10) calendar years after separation. If the employee's length of continuous service is less than one (1) year retain this record series for a minimum period of three (3) calendar years after separation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Personnel

Photo Identification Records

LRDA Number **20071287**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series includes photographs and other records used to identify governmental employees, private security personnel, contract workers, and others. This series may include but is not limited to identification cards, photographs, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and related documents.	Until superseded or obsolete.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Position Description Records

LRDA Number **20071284**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series describes the specifically assigned duties and responsibilities of a particular employment position. Information may include but is not limited to essential job duties, job standards, working conditions, salary or pay range, educational requirements, required licenses/certificates, and other desired qualifications.	Two (2) calendar years after superseded or eliminated.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1602.31	None

Position Reports

LRDA Number **20070323**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents information used in the management of employment positions. This series may include but is not limited to information on incumbents, vacant position status, authorized positions filled, job descriptions, position groups, position titles, position inventories and structures, hiring plans, staff lists and related records.	Two (2) calendar years after superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 1602.31	None

Personnel

Reasonable Accommodation Records

LRDA Number 20071470

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document requests for reasonable accommodation in the work place. This includes information regarding the medical and mental condition, history and work-related restrictions of an employee or applicant as permitted by the Americans with Disabilities Act. The files may contain but are not limited to essential function forms, self-evaluations, copies of medical records, certifications from health care providers, documents relating to work related accommodations (including formal requests for accommodations, responses, and related supportive documentations), related correspondence and similar documents.	Three (3) calendar years from the date of separation of employment with the agency, or for applicants that are subsequently not hired, from the date the recruitment was closed.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 12101 et seq., 29 CFR 1630.14, 42 USC section 405 (c)(2)(C)(viii) , NRS 205.4617, NAC 239.165 (1)(2)	All records pertaining to any disability of an employee or applicant are confidential (29 CFR 1630.14) and must be filed separately from other personnel files and stored in a secure manner.

Recruitment Files

LRDA Number 20070325

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the recruitment and selection of individuals for employment or promotional opportunities. Records may include but are not limited to job announcements and descriptions, applicant lists, applications and resumes, examination records and results, letters of reference, recommendations, classification specifications, affirmative action records, interview questions, interview and application scoring notes, evaluations, applicant background investigation information, civil service records, promotion lists, position authorization forms, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and ratings levels), and any other selection or screening criteria. This series may also include inactive or cancelled recruitment records.	Four (4) years from the close of the recruitment.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1981, 28 USC section 1658, 29 CFR 1602.30, 29 CFR 1602.31, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Recruitment Files: Pre-Employment Medical Screenings

LRDA Number 20071471

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used in the recruitment process for pre-employment medical inquiries in accordance with 29 CFR 1630.14 (ADA). The files may contain but are not limited to medical questionnaire (medical history) forms, medical release authorizations, signed consent forms, physical fitness exams and reports, blood work results, results of medical exams by a health care provider, the essential functions form, copies of job description, related correspondence and similar documents.	Four (4) years from the close of the recruitment process.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 1981, 28 USC section 1658, 29 CFR 1630.14, NRS 11.190 (3)(d), NRS 613.310 to 613.435, NAC 239.165 (1)(2)	All records pertaining to any disability of an employee or applicant are confidential (29 CFR 1630.14) and must be filed separately from other personnel files and stored in a secure manner.

Retirement and Deduction Reports - Public Employees Retirement System (PERS)

LRDA Number 20070455

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents deductions and payments made towards employee retirement benefits to the Public Employees Retirement System (PERS) and may contain but is not limited to retirement contributions reports, employer paid contribution reports, copies of payroll deduction forms, deduction input documents, employer subsidiary transaction listings, monthly reports, transmittals, forms, correspondence, and related documents.	Six (6) fiscal years from the fiscal year to which the reports pertain.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii) [SSN], NRS 286.020, NRS 286.290, NRS 286.260, NRS 286.460, NRS 286.288, NRS 11.190 1(b), NAC 239.165 (1)(2)	NRS 286.260 (1)-The Board shall provide for an individual account for each member of the System. Each account must show the amount of the member's contributions to the Public Employees' Retirement Fund or Police and Firefighters' Retirement Fund and any changes in the account that may be legally authorized.

Salary Surveys

LRDA Number 20071381

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents studies and surveys conducted by local governmental entities or its agents to gather comparative salary information for employment positions in comparable organizations. This series may contain but is not limited to surveys and salary comparisons for all employees within the state of Nevada (public and private), surveys and salary comparisons for all Nevada employers, compilations from Western States, occupational studies, special survey classes, benefits comparison reports, work papers, backup documents, notes, correspondence, and related documentation.	Two (2) calendar years from the end of the calendar year in which the study was conducted.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Personnel

Salary/Wage Schedules

LRDA Number 20071382

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents all tables or schedules (from their last effective date) of the employer which provide the piece rates or other rates used in computing straight-time earnings, wages, salary, or overtime pay computation.	Six (6) calendar years from the date schedule is superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	29 CFR 516.6, 29 CFR 1602.31, NRS 11.190 (1)(b)	Review for historical value.

Seniority Lists

LRDA Number 20070627

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the ranking of employees by the employee's length of service.	Until superseded by a new list.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 613.380	None

Sexual Harassment / Discrimination Files

LRDA Number 20071323

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document investigations into alleged sexual harassment and/or discrimination in accordance with the Governor's Policy Against Sexual Harassment and Discrimination. This record series may contain but is not limited to copies of the sexual harassment and discrimination policy acknowledgement forms, sexual harassment or discrimination complaint forms, intake reports, notices given to employee documenting their rights during an internal investigation, investigative reports and statements, findings, supportive documentation, related correspondence, and similar documents.	Five (5) calendar years from the end of the calendar year in which the investigation was closed. If the governmental entity is notified of a pending claim at either the Nevada Equal Rights Commission, the Equal Employment Opportunity Commission, or that an action is pending in court, the case files involved must be retained until the final disposition of the charge or action or for the five (5) calendar year period, whichever is longer.	These records have been declared confidential by NRS 613.075 (3) and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 613.075 (3), NAC 239.165 (1)(2)	None.

Personnel

Supervisor Performance Assessments

LRDA Number 20101815

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of assessments of supervisors done by employees.	Three (3) calendar years from the date of assessment, or for the period required by a collective bargaining agreement (if applicable).	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.31, 29 CFR 516.5, NRS 239.165	None.

Supervisory Review Records

LRDA Number 20181945

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is often used by supervisors in the process of work performance evaluations, settlement of grievances, and for similar personnel actions. The record may contain but is not limited to copies of personnel forms, supervisor's notes on employee behavior, copies of attendance records, letters of complaint and commendation, letters of instruction dealing with work performance and conditions, notes on oral warnings, notes on meetings with employee-supervisor, work plans and goals, and related correspondence.	Four (4) calendar years from the date of the review.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None	None

Unemployment Insurance Records

LRDA Number 20071445

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents compliance with the Unemployment Compensation Law (NRS Chapter 612) and regulations (NAC Chapter 612) adopted by the Employment Security Division of the Department of Employment, Training and Rehabilitation. Records in this series may include but are not limited to payroll reports, personal information related to each person who performs services for the employing unit, report of changes, applicable forms, correspondence and other relevant information.	Four (4) calendar years from the end of the calendar year to which they pertain.	Records in this record series are confidential (NRS 612.265) and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 612.220, NRS 612.260, NRS 612.265, NAC 612.020, NAC 239.165 (1)(2)	None.

Unemployment Insurance Records - Employer Contribution Records

LRDA Number 20071446

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents compliance with the Unemployment Compensation Law (NRS Chapter 612) and regulations (NAC Chapter 612) adopted by the Employment Security Division of the Department of Employment, Training and Rehabilitation. Records in this series may include but are not limited to quarterly contribution and wage reports, new hire reporting, payroll reports, personal information related to each person who performs services for the employing unit, report of changes, corrections to quarterly reports, applications for adjustment, applicable forms, correspondence and other relevant information.	Four (4) calendar years after the date the contributions to which they relate become due, or the date the contributions are paid, whichever is later.	Records in this record series are confidential (NRS 612.265) and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 612.220, NRS 612.260, NRS 612.265, NAC 612.020, NAC 612.030, NAC 239.165 (1)(2)	None.

Union Contracts

LRDA Number 20070328

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents contractual agreements between local governments and bargaining units, it may also be used for labor relations planning. This series may contain but is not limited to union contracts and amendments, tentative agreements, research background material, employee classification printouts, correspondence and related records.	Six (6) fiscal years after the contract is renewed, amended or expires, or for the period required by the contract or agreement, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 516.5, 29 CFR 405.9, NRS 288 .010 to 288.280, NRS 11.190 (1)(b), NRS 11.190 (3)(d)	In accordance with NRS 288.153, any new, extended or modified collective bargaining agreement or similar agreement between a local government employer and an employee organization must be approved by the governing body of the local government employer at a public hearing.

Unsolicited Applications and/or Resumes

LRDA Number 20071292

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents applications or resumes received for which no position has been announced.	Six (6) months from the date the application is received if not returned to the solicitor.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NAC 239.165 (1)(2)	None.

Personnel

Verification of Eligibility for Employment (United States Citizenship and Immigration form I-9)

LRDA Number 20070329

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the verification of employment in accordance with the Immigration Reform and Control Act of 1986 as found in Title 8 of the United States Code section 1324a. Usually contains US Department of Justice Immigration and Naturalization Service form I-9, Employment Eligibility Verification with attachments, Handbook for Employers, and associated documents.	Three (3) years after the date of hire, or one (1) year after employment is terminated, whichever is later.	These files must be kept separate from other personnel records and accessed only by the appointing authority and/or designated representative, the named employee, the agency legal counsel, or legal counsel from the District Attorney's Office. Supervisors reviewing an employee's records must not have access to these documents. Reference: Title 8 U.S.C. § 1324a and 8 CFR 274a.	8 USC section1324a (3), 8 CFR 274a, NAC 239.165 (1)(2)	The forms and supporting documentation (if any) may contain confidential or sensitive information and must be destroyed in accordance with NAC 239.165 (1)(2) after the retention period has been satisfied.

Volunteer Worker Records

LRDA Number 20070331

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents work performed for the local government by citizens without compensation for their services. This series may include but is not limited to agreements, applications, skills test results, training documentation, task assignment and monitoring records, copies of workers compensation records, interest forms, correspondence, and related documents.	Three (3) calendar years after separation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii), NRS 205.463 to 205.465, NRS 616A.130, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Planning Commissions / Districts

Annual Reports

LRDA Number 20070931

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the actions taken within the previous calendar year which furthers or assists in carrying out the policies or programs contained in the comprehensive regional plan, and any work relating to the comprehensive regional plan that is proposed for the next fiscal year. This series may include but is not limited to statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.	Permanent.	None	NRS 278.0286	None

Application for Waiver of Standards

LRDA Number 20181982

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of applications and supporting documentation submitted to planning commissions/districts requesting the waiver of development regulations or standards. Records may include but are not limited to pre-application conference request forms, application checklists, application forms, legal documents, copies of deeds, certification letters, signed and notarized acknowledgements, justification letters, exhibits illustrating waiver(s) requested, related correspondence, and similar documents.	Permanent.	This record series may contain confidential or sensitive information.	NRS 278.464, NRS 278.467, NRS 278.0215, NRS 239B.030 to NRS 239B.040	None.

Distance Separation Analysis Reports

LRDA Number 20161935

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents location analysis of businesses. Records may include but are not limited to request form, site plan, parcel map and reports pertaining to uses for proposed alcohol and liquor, massage/reflexology, smoke shop, check cashing, teenage dancehall, teenage nightclub, sexually-oriented businesses, as well as group homes, and youth drop-in centers.	Two (2) years from date of analysis.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Municipal and County Code	None.

Facilities Plans

LRDA Number 20070934

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of plans, maps, blueprints, drawings, and similar records documenting publicly owned or publicly supported facilities that are necessary or desirable to support intense habitation within a region, including, without limitation, parks, roads, schools, libraries, community centers, police and fire protection, sanitary sewers, facilities for mass transit and facilities for the conveyance of water and the treatment of wastewater.	Until facility ceases to exist.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Master Plan

LRDA Number 20070935

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of comprehensive, long-term general plans for the physical development of the city, county or region as required by the state law. This series includes but is not limited to information on Community Design; Conservation Plans; Economic Plans; Historical Properties Preservation Plans; Housing Plans; Land Use Plans; Population Plans; Public Buildings Plans; Public Services and Facilities; Recreation Plans; Rural Neighborhoods Preservation Plans; Safety Plans; School Facilities Plans; Seismic Safety Plans; Solid Waste Disposal Plans; Streets and Highways Plans; Transit Plans; Transportation Plans, and similar plans and reports which relate to the physical development of the city, county or region.	Permanent.	None	NRS 278.150	None

Records of Actions Taken Against Commission or District

LRDA Number 20070938

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents legal actions taken against Planning Commissions or Districts in accordance with state law.	Six (6) calendar years after action is resolved.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 278.0233, NRS 11.190 (1)(a)	None

Planning Commissions / Districts

Records of Official Actions

LRDA Number 20070939

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the official actions of Planning Commissions or Districts and may include but is not limited to agendas, staff reports, transcripts of proceedings, minutes of public meetings, related correspondence and similar documents.	Permanent.	None	NRS 278.290	None

Records of Public Hearings

LRDA Number 20070940

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents public hearings conducted prior to adoption or amendment of master plans.	Permanent.	None	NRS 278.220	None

Regional Plan

LRDA Number 20070942

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the development, review and/or amendment of regional plans in accordance with state law.	Permanent.	None	NRS 278.0272	None

Reports from Public Utilities

LRDA Number 20070943

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of reports from public utilities which own an interest in or are engaged in the construction or operation of a utility project in a region or county whose population is 100,000 or more. Report documents the location of the utility project to the planning commission of each city, county or region in which project is located.	Three (3) calendar years from the receipt of the report.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 278.145, NRS 239C.210, NAC 239.165 (1)(2)	Review for historical value.

Resolutions

LRDA Number 20070944

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are formal statements of a decision, or expression of opinion put before or adopted by Planning Commissions or Districts.	Permanent.	None	NRS 278.050	None

Rules for Transactions of Business

LRDA Number 20070945

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are written instructions, rules, and guidelines (usually in manual form) which document a Planning Commission/District methods for transaction of business.	Six (6) calendar years after superseded or abandoned officially.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 278.050, NRS 11.190 (1)(b)	Review for historical value.

Staff Reports

LRDA Number 20070932

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the review by agency staff of items submitted to Planning Commissions/Districts for action. This series may include but is not limited to General Information Summaries, Determination and Finding Reports, Land Examination Reports, Transaction Reports, Staff Analysis, Staff Recommendations, Copies of Maps/ Plans, Copies of Applicable Regulations, correspondence and similar documents.	Three (3) calendar years from the date of submission to the Commission or District.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 278.050, NRS 278.290	Summaries of these types of reports are usually included in the minutes of Planning Commission/District meetings.

Public Administrator

Case Files

LRDA Number **20070946**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains all information, reports, court records, and similar documents on cases in which the Public Administrator is involved.	Seven (7) calendar years after the case is closed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.010 to 253.120, NRS 11.190 (1)(a)	None.

Collected Fee Records

LRDA Number **20101817**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents fees collected from decedent estates paid to the public administrator. Fees are remitted to the county treasurer.	Three (3) fiscal years from the end of the fiscal year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.010 to NRS 253.120, NRS 11.190 (3)(d), NAC 239.165	None.

Inventories of Property

LRDA Number **20070947**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is a listing of all properties which are part of a decedent's estate.	Seven (7) calendar years after the case is closed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.010 to 253.120, NRS 11.190 (1)(a)	None.

Public Defender

Annual Reports

LRDA Number 20071405

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These reports document all the cases handled by the Public Defenders office during the preceding year and may contain program activity reports, narrative reports, statistical reports, correspondence, and similar documents.	Permanent.	The Public Defenders office is required by statute (NRS 260.070) to submit annual reports to the Board of County Commissioners.	NRS 260.070	None

Appealed Cases

LRDA Number 20071406

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents cases on appeal, and may contain but is not limited to notice of appeal, applicable case file, correspondence with the client concerning the appeal, correspondence with the State Public Defender, copies of court documents, transcript of court case proceedings, copies of pleadings, attorney's notes, briefs, legal research, memorandums, correspondence, and related documents.	Seven (7) calendar years after termination of the representation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii) [SSN], SCR 1.15, SCR 1.6, NRS 49.035 to 49.115, NRS 260.010 to 260.080, NRS 171.188, NRS 62D.030, NRS 11.207, NAC 239.165 (1)(2)	None.

Office Files and Records - Life and Death Sentences

LRDA Number 20101829

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents and administers life and death sentence cases to which the public defender is a party. This series may include but is not limited to copies of law enforcement records, motions, pleadings, decrees, petitions, transcripts of proceedings, depositions, interrogatories, responses, affidavits, witness statements, criminal records of defendants, presentence report, copies of court records, correspondence, and other supporting documents relative to the case. Case files may also contain internal memos, attorney notes, research and working papers, copies of case law, reference material, copies of other similar cases, and other documentation pertinent to the case developed by the public defender and used in preparing the case for defense.	For cases litigated, settled out of court, or dismissed: Retain this record series for a minimum period of forty-five (45) calendar years from the date of final disposition. For cases where the public defender withdrew or other legal counsel was appointed: Transfer all related records to the appointed legal counsel.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	SCR 1.15, SCR 1.6, NRS 49.035 to 49.115, NRS 260.010 to 260.080, NRS 171.188, NAC 239.165	This retention period is based on Case Files - Felonies: Life and Death Sentences (RDA# 2004261) found on the state public defenders agency specific retention schedule.

Office Files and Records of Adult Clients Represented

LRDA Number 20070948

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer case files of adult clients represented by the Public Defender. This series may include but is not limited to copies of law enforcement records, motions, presentence report, pleadings, decrees, petitions, transcripts of proceedings, depositions, interrogatories, responses, affidavits, witness statements, criminal records of defendants, copies of court records, correspondence, and other supporting documents relative to the case. Case files may also contain internal memos, attorney notes, research and working papers, copies of case law, reference material, copies of other similar cases, and other documentation pertinent to the case developed by the Public Defender and used in preparing the case for defense.	For cases litigated, settled out of court, or dismissed: Retain this record series for a minimum period of seven calendar years (7) after termination of the representation. For cases where the Public Defender withdrew or other legal counsel was appointed: Transfer all related records to the appointed legal counsel.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405, SCR 1.15, SCR 1.6, NRS 49.035 to 49.115, NRS 260.010 to 260.080, NRS 171.188, NAC 239.165 (1)(2)	None.

Office Files and Records of Juvenile Clients Represented

LRDA Number 20070949

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer case files of juvenile clients represented by the Public Defender. This series may include but is not limited to copies of law enforcement records, motions, pleadings, decrees, petitions, transcripts of proceedings, depositions, interrogatories, responses, affidavits, witness statements, criminal records of defendants, copy of presentence report, copies of court records, correspondence, and other supporting documents relative to the case. Case files may also contain internal memos, attorney notes, research and working papers, copies of case law, reference material, copies of other similar cases, and other documentation pertinent to the case developed by the Public Defender and used in preparing the case for defense.	For cases litigated, settled out of court, or dismissed: Retain this record series for a minimum period of seven calendar years (7) after termination of the representation. For cases where the Public Defender withdrew or other legal counsel was appointed: Transfer all related records to the appointed legal counsel.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405, SCR 1.15, SCR 1.6, NRS 49.035 to 49.115, NRS 260.010 to 260.080, NRS 171.188, NRS 62H.100 to 62H.170, NRS 62D.030, NAC 239.165 (1)(2)	None.

Public Guardian

Client Financial Records

LRDA Number 20101818

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of financial records for clients and/or wards of public guardian's offices. Records include check requests, invoices, statements, check registers, balance sheets, cancelled checks, stop pay forms, stale date check reports, representative payee reports, and positive pay reports, impound forms and burial forms, Account receivable records including but not limited to, daily deposit reports, check reconciliation reports, burial and impound account forms, monthly bank and investment statements, interest apportionment reports, monthly bank reconciliation reports, administrative records including daily exception reports, fraudulent check files, investment/checking fund transfer files, IRS reports, and similar records.	Seven (7) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.190, NRS 11.190 (1)(b), NRS 205.4617, NRS 159.179, NAC 239.165	None.

Client/Ward Case Files- Public Guardian & Representative Payee

LRDA Number 20101821

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of case management records for clients and wards consisting of personal, financial, medical, legal documents required to manage the individual and/or individual's property. Records may include but are not limited to referral information, correspondence, case documentation including but not limited to financial, medical, personal information, court documents, case activity fee information, case notes, copies of medical records., originals of wills, birth/marriage certificates, car titles, life insurance policies, receipts, medical insurance cards, ID cards and wage stubs.	Seven (7) calendar years after the termination of the guardianship.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.190, NRS 11.190 (1)(a)(b), NRS 205.4617, NRS 159.179, NAC 239.165	None.

Client/Ward Fees Paid

LRDA Number 20101819

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents fees paid to county treasurer. Fee records include reports and request for refund forms relating to fees remitted to treasurer's office.	Seven (7) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.190, NRS 11.190 (1)(b), NRS 205.4617, NRS 159.179, NAC 239.165	None.

Client/Ward Personal Property Liquidation Records

LRDA Number 20101820

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the inventory, sales and proceeds of client/ward's personal property liquidated on electronic/public auction.	Seven (7) fiscal years from the end of the fiscal year in which the property was liquidated.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.190, NRS 11.190 (1)(a)(b), NRS 205.4617, NRS 159.179, NAC 239.165	None.

Client/Ward Property Inventory Records

LRDA Number 20101822

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents inventories of client/ward property managed by Public Guardian offices and may contain personal property inventories, vehicle inventories, work orders and inventory sheets.	Seven (7) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.190, NRS 11.190 (1)(a)(b), NRS 205.4617, NRS 159.179, NAC 239.165	None.

Public Libraries

Acquisition Records

LRDA Number **20070959**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records relating to the acquisition of library materials including but not limited to books, periodicals, software, compact discs, videotapes, audiotapes, and film. This series may also include information related to the accession date, publisher and cost, date entered into or removed from the collection, and method of final disposal.	Until annual audit is completed	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	None

Applications for Library Card

LRDA Number **20070950**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of forms submitted by individuals to request borrowing privileges from a public library. Applications may include the individual's name, address, telephone number, date of birth, and/or social security number.	Until application is processed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Catalog Records

LRDA Number **20070951**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of electronic or physical records identifying and describing books and other materials in public library collections.	Until superseded	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Children's Internet Protection Act (CIPA) Records

LRDA Number 20181970

Description	Minimum Retention Period	Disposition	Legal Citations	Note
The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. Records may include but are not limited to library internet safety policy, records documenting policy adoption actions, certifications of compliance, records documenting technology protection measures, approval letters, audit reports and findings, records documenting the purchase and delivery of services (bidding, contracts, inventory, invoices, etc...) various forms, related correspondence, and similar records.	Ten (10) calendar years after the latter of the last day of the applicable funding year, or the service delivery deadline for the funding request.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Children's Internet Protection Act (CIPA), Protecting Children in the 21st Century Act, 47 USC section 254 (1)(B), 47 USC section 254 (6), 47 CFR section 54.516, 47 CFR section 54.520, FCC Reports and Orders, NRS 239.013, NAC 239.165 (1)(2)	47 CFR Section 54.516 - Requires that program participants retain all documents necessary to demonstrate compliance with the statute and Federal Communications Commission (FCC) rules regarding the application for, receipt, and delivery of services receiving schools and libraries discounts.

Daily Sign-In or Sign-Up Records

LRDA Number 20071585

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains daily sign-in/up sheets for use of computers or other technical equipment, used for control and statistical purposes. Also includes Internet sign-in logs.	Until close of business day.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Equipment Use Records

LRDA Number 20071583

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the loan or use of library equipment by the public and may include the loan or use of public access computers, DVD or video tape players, cassette tape recorders and film projectors.	Retain until equipment is returned or written off as lost or stolen.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Fines, Overdue Books and other media, Records of

LRDA Number 20070952

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment or discharge of fines for overdue books. This series may include but is not limited to overdue notices, requests for payment, receipts, related correspondence and similar documents.	Until annual audit is completed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 239.013, NAC 239.165 (1)(2)	None.

Fines, Requests for Payment

LRDA Number 20070953

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for payment of fines. This series may include but is not limited to overdue notices, requests for payment, receipts, related correspondence and similar documents.	Retain until receipt of payment or after written off as uncollectable.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Friends of the Library Records

LRDA Number 20071582

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the activities of "Friends of the Library" groups, local library associations or non-profit groups which exist for the purpose of generating funding for services and equipment for libraries. This series may include but is not limited to membership lists/forms, press clippings, solicitation letters to potential members, programming records including publications/ brochures and press releases, accounting records, annual reports, agendas, meeting minutes, tickets, event records, related correspondence, and similar documents.	Retain annual reports, meeting minutes and agendas, one publications and brochures and press releases permanently. Retain related accounting records until completion of annual audit. Retain other records for as long as administratively useful to the library.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 379.026, NRS 379.106, NAC 239.165 (1)(2)	None.

Interlibrary Loan Requests

LRDA Number 20070954

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of physical or electronic forms used by a library to request the loan of books or materials from another library.	Retain until item is returned or written off as lost or stolen.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Library Reports

LRDA Number 20071586

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains statistical and narrative reports documenting collection, registration, circulation, lost books, children's programs, and other library activities. This series may include but is not limited to various reports such as circulation statistics by category (non-fiction, fiction, magazines, etc.), books reserved, photocopies made, overdue notices mailed, borrowers registered, copies of budget status reports, expenditure reports, attendance reports, reports documenting new activities and services, related correspondence, and similar information.	Retain annual statistical and narrative reports Permanently. Retain other activity /statistical reports for Two (2) calendar years from the year created.	This record series should not contain confidential or restricted information. Non-permanent records may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Program Registration Records

LRDA Number 20071584

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of registration records for library sponsored events and may include sign-up sheets or completed registration forms with participants' personal information.	Thirty (30) days after event.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	Review for historical value.

Reference Request Records

LRDA Number 20070958

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reference questions received by public libraries. This series may contain but is not limited to telephone and mail logs, faxes, e-mails, and written correspondence.	Retain until the reference request has been fulfilled.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013	None.

Returns, Includes Records of Items Returned Through Interlibrary Loans

LRDA Number 20070961

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the return of books, periodicals, compact discs, videotapes, audiotapes, film, and similar media.	Retain until item is returned.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Standing Orders

LRDA Number 20070962

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents standing orders for library materials including but not limited to books, periodicals, newspapers, audio tapes, video tapes, CD's, DVD's and similar items.	One (1) fiscal year after cancellation of order.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Public Works

Acceptance Letters

LRDA Number 20071591

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of letters from local governmental entities to external agencies/developers accepting responsibility for future maintenance and management of public infrastructure.	Permanent.	None	None	None

Aerial Photographs

LRDA Number 20071589

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains color and black and white photographs and negatives documenting topographical and physical features of a specific area at a specific date and time. Information often includes date, location, frame sequence numbers, and other descriptive information. This series is often used for planning and land management purposes.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090	None.

Alternative Fuel Vehicle Records

LRDA Number 20071592

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of monthly reports to the State Department of Conservation and Natural Resources documenting compliance with NAC 486A.180.	Three (3) fiscal years after the end of the month for which the records were compiled.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 486A.160 to 486A.180	None.

Approval of Payments

LRDA Number 20070966

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the approval of payments to contractors (and others) for work performed and completed.	One (1) fiscal year after project completed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Public Works

Asbestos Abatement Records

LRDA Number 20161932

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents asbestos abatement projects and may include but is not limited to project identification, scope of work (including contractors documents, notice to proceed, etc.), project tracking documentation (including status checks, change orders, etc.), project review, exposure control documentation, budget documentation and post-closing review, related correspondence, and supportive documentation.	Thirty (30) calendar years from the close of the project.	This record series does not contain employee medical records. If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	29 CFR 1910.1001, 29 CFR 1910.1020, 29 CFR 1910.1200, NRS 618.750, NAC 618.953	Employee medical records can be found in the "Personnel" section of the manual. For Employee Medical Records -Hazard Exposure see LRDA # 20071289.

Barricade Plans

LRDA Number 20070967

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents approved or denied barricade plans.	Three (3) calendar years after denied, superseded or removed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Bridge and Culvert Files

LRDA Number 20071590

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains documents relating to the construction and repair of bridges and culverts. Records may include but are not limited to plans, drawings and blueprints of substructure and superstructure, specifications for materials and types of construction, estimates of cost, notices to bidders, bids, contract or agreement, construction reports, inspection reports, maintenance and repair reports, reports to the board of county commissioners, related correspondence, and similar documents	Life of the structure.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 403.580 to 403.610, NRS 239C.210, NAC 239.165 (1)(2)	Review for historical value.

Public Works

Certified Payroll Reports

LRDA Number **20071521**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports from contractors and subcontractors of public works projects documenting compliance with NRS 338.010 to 338.090 and NAC 338.005 to 338.125. This series may include but is not limited to certified payroll reports, compliance statements, investigative reports, verifications, nonperformance payroll reports, applicable forms, related correspondence, and similar documents.	Three (3) calendar years after the final payment is made by the public body for the public work.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 3.4 (b), NRS 338.010 to 338.090, NRS 608.115, NAC 338.005 to 338.125, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Construction Tests, Results

LRDA Number **20070971**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the results of construction and construction materials testing.	Six (6) calendar years after the substantial completion of construction or improvement.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.202, NRS 11.2055	None

Disaster / Damage Reports

LRDA Number **20070974**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the extent and impact of natural or manmade disasters and emergency incidents and the actions taken by the public works department in response to such incidents. This series may include but is not limited to incident plans, damage assessment and response records, resource allocation reports, situation reports to the governing body, activity logs, communication logs, incident summary reports, copies of FEMA reports, photographs, public information releases, related correspondence and similar incident-related documentation.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210	None.

Public Works

Equipment Maintenance Reports

LRDA Number 20070975

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports which document the maintenance of equipment in the possession of public works departments. This series may contain but is not limited to description of item, make and model, operating instructions, identification or license numbers, registrations, owner's manual, maintenance schedules, maintenance and repair reports, repair history, copies of work orders, control logs or lists, vendor information, location of item, repair inspection reports, photographs, correspondence and related documents.	Life of equipment	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Facility Equipment Inspection Files, OSHA Required

LRDA Number 20101824

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series records documents the inspections of elevators, escalators, boilers, pressure vessels, and other related equipment from installation through the life of the unit. The files may contain but are not limited to inspection reports, permits, OSHA and OSHES forms, copies of maintenance records, equipment standards, reports and regulations, related correspondence, and similar material.	Retain for the life of the asset. If equipment is involved in an accident retain for life of asset plus three (3) calendar years.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 455C.100 to 455C.160, NAC Chapter 455C, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165	None.

Field Books

LRDA Number 20101823

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series provides a history (raw data) of the activities of survey field crews and documents work on civil projects, land boundaries, roads and streets, and similar surveying and mapping activities.	Permanent	None	NRS 255.110	None

Field Reports, On-Site Inspections: Commercial and Public

LRDA Number 20070976

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents on-site commercial / public building or structure inspections and is used to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with uniform building codes, and all other building standards adopted by the local government. This series may contain but is not limited to inspection requests, information on owner, location of property, location of structure, type of construction, applicable codes, statement of restrictions, daily inspection logs, inspector's notes and remarks, inspector's signature, correspondence and related documents.	Six (6) calendar years after the completion of the improvement or project.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 11.190 (1)(b), NRS 239C.090, NAC 239.165 (1)(2)	None.

Field Reports, On-Site Inspections: Residential

LRDA Number 20070977

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents on-site residential inspections and is used to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with uniform building codes, and all other building standards adopted by the local government. This series may contain but is not limited to inspection requests, information on owner, location of property, location of structure, type of construction, applicable codes, statement of restrictions, daily inspection logs, inspector's notes and remarks, inspector's signature, correspondence and related documents.	One (1) calendar year after certificate of occupancy is issued.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Fuel Summary Reports

LRDA Number 20071594

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports of daily, weekly, or monthly fuel disbursements. Information may include but is not limited to type of fuel dispersed, pump locations, meter or stick readings, gallons delivered, and total gallons consumed. This series may also indicate oil and antifreeze disbursal.	Three (3) calendar years from the date of the report.	If this record series contains confidential or restricted informationo that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Highway/Road Maintenance Schedules

LRDA Number 20070980

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of highway/road maintenance schedules which document the starting date and projected date of completion for routine maintenance and repair, pavement marking, snow and ice removal, and similar maintenance or repair activities.	One (1) calendar year after superseded or revised or completed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Intersection Files and Records

LRDA Number 20121872

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of drawings, maps, plans, permits, photographs, traffic count reports, copies of accident reports, related correspondence and similar records.	Permanent	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	23 USC Chapter 4, NRS 484A.105	None.

Maps, Plans, and Drawings

LRDA Number 20070983

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains various maps, blueprints, and drawings which may pertain to zoning, soil, land use, utilities, water supplies, road and bridge construction and repair, water mains, sewer lines, sewer line connections, fire hydrants, sewer district boundaries, valve locations, and similar engineering and construction related projects.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Master Plan and Amendments

LRDA Number 20070984

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the present and projected needs of the local government for water, sewer, storm drainage, flood control, telephone systems, streets, utilities, bikeways, and other systems. Records may include but are not limited to reports, evaluations, cost analyses, plans; maps; and drawings, correspondence and related documents.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210	None.

Parking: Fees for Permits

LRDA Number 20070986

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the payment of fees for parking permits and may include but is not limited to fee schedule, permit issued, permit log or report, receipts issued, and similar documents.	While active or until completion of an annual audit, whichever is longer	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.624	None

Parking: Handicapped Permit Applications

LRDA Number 20070987

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the application and issuance of special parking permits, placards or stickers.	Three (3) calendar years from the expiration or renewal of the permit	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 482.384, NRS 481.063, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Permits to Work in the Public Right of Way

LRDA Number 20121873

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series documents permits issued for private use or construction in/on municipal right-of-way such as streets sidewalks, or adjacent land for demolitions, excavations, street cuts, crane operations, concrete construction of curbs, gutters, sidewalks, and similar activities.	Three (3) calendar years after expiration, revocation or discontinuance of the permit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None	None.

Permits, Industrial Waste Discharge

LRDA Number 20070989

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of logbooks, registers, or comparable documents providing a record of industrial waste discharge permits issued by a local government or any of its departments or subdivisions.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS 459.520, NAC 445A.228, NRS 239C.090	None.

Plans for Capital Improvement (Rejected, Withdrawn, or Administratively Stopped)

LRDA Number 20181983

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the planning of projects for the physical improvement or new construction of local government owned or controlled facilities which were never started, rejected, withdrawn, or administratively stopped. This series may include but is not limited to drawings, maps, blueprints, renderings, financial estimates, budget reports, fee schedules, records documenting reason for withdrawal or rejection, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the project was rejected, withdrawn, or administratively stopped.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.59801, NRS 354.5945, NRS 350.013, NRS 11.190 (3)(d), NRS 239C.090, NRS 239C.210, NAC 239.165	None.

Project Files - External Agency / Developer

LRDA Number 20070995

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents projects initiated and administered by external agencies/ developers such as Nevada Department of Transportation, The Army Corps of Engineers, Nevada Division of Environmental Protection, and similar agencies. The files may contain but are not limited to requests for comment, responses, records documenting project need, letters of support, copies of plans; blueprints; and drawings, related correspondence and similar documents.	Three (3) calendar years after project completed.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.090, NRS 239C.210, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Projects, Reports of Expenditures

LRDA Number 20070992

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains reports of expenditures related to public works projects.	One (1) fiscal year after project completed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 354.5945	Review for historical value.

Public Works

Property Acquisition Records

LRDA Number 20070970

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the acquisition of properties for public works projects. This series may contain but is not limited to feasibility studies, engineering drawings and reports, survey of land, property appraisals, property acquisition negotiations, property acquisition agreements, eminent domain documents, copies of rights-of-way acquisition documents, petitions, property condemnation notice, notice of proceedings, deed, notes and reports, hearing files, legal documents, correspondence, and related documents	Permanent.	Portions of this record series may contain confidential or sensitive information.	NRS Chapter 340	None.

Public Works Project Files

LRDA Number 20070991

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents public works projects and may contain but is not limited to copies of bid documents, award and endorsements records, applications and permits, contractor's bonds, preconstruction engineering reports, structural design calculations, specifications, plan check files, lab testing reports, utility and land surveys, notice to proceed, weekly status reports, inspector memos and reports, evaluations, construction field meeting reports, progress schedules, change orders/proposals, variances, easement and rights of-way documents, project orders, copies of plans; maps; blueprints; profiles; and as-built drawings, requests for information, guarantees, notice of completion, certificate of occupancy, copies of accounting records, photographs, memos, various forms and reports, related correspondence, and similar documents.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS 338.010, NRS 239C.090, NRS 239C.210	NRS 338.010 (17) Public work" means any project for the new construction, repair or reconstruction of a project financed in whole or in part from public money for: public buildings, jails and prisons, public roads, public highways, public streets and alleys, public utilities, publicly owned water mains and sewers, public parks and playgrounds, public convention facilities which are financed at least in part with public money, and all other publicly owned works and property.

Refrigerant Usage Log

LRDA Number 20071425

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents and tracks the usage of CFC & HCFC refrigerants used in mechanical systems and appliances.	Three (3) calendar years from the last date in log.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 82.166 (m)	None

Revenue Expenditure Reports

LRDA Number 20070994

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports which summarize expenditures, revenue, encumbrances, and other budgetary information. Reports are often used to monitor and control expenditures.	One (1) fiscal year after resolution of an annual audit.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	Review for historical value.

Sewer Maintenance Records

LRDA Number 20070997

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents sewer maintenance and may include but is not limited to service requests, inspection reports, maintenance and repair orders, maintenance and repair reports, related correspondence and similar documents.	Ten (10) calendar years from the completion of the maintenance or repair.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Signs and Road Marking Records

LRDA Number 20071522

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the planning, installation, and scheduled and unscheduled maintenance and repair of signs and other road or street markings and may include but is not limited to planning reports, installation reports, drawings, maintenance and repair reports, correspondence, and related documents.	Three (3) calendar years from the date of repair or replacement.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Special Assessment Districts, Files

LRDA Number 20070998

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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.	Five (5) fiscal years after the fiscal year in which the notice of completion is issued.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 11.190 (1)(a)(b), NRS 318.350, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Specifications

LRDA Number 20070999

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the specifications of buildings, structures, and equipment that public works departments are responsible for constructing, maintaining or repairing.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS 239C.090	None.

Street Light Records and Plans

LRDA Number 20071000

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the planning, installation, and scheduled and unscheduled maintenance and repair of street lights and may include but is not limited to planning reports, installation reports, schematics and drawings, maintenance and repair reports, correspondence, and related documents.	Retain installation records and plans until the light is removed or replaced. Retain maintenance and repair records for three (3) calendar years from the date of last action.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Street Maintenance

LRDA Number 20071001

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of reports and/or logs which document the scheduled and unscheduled maintenance and repair of streets. This series may also contain work orders, inspection reports, related correspondence, and similar documents.	Ten (10) calendar years from the completion of maintenance or repair.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	Review for historical value.

Street Name Changes

LRDA Number 20071002

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents street dedications, street closings, the assignment and alteration of street names, and similar records that provide official control of the naming and numbering of streets and roads.	Permanent.	None	None	None

Structure Which is Moved

LRDA Number 20071004

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains records related to structures which have been moved.	Two (2) calendar years after relocation.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Studies

LRDA Number 20071005

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents studies performed by outside consultants or in-house staff. These types of studies may include but are not limited to hydrology, environmental impact, flood control, transportation, traffic engineering, feasibility, growth, neighborhood, studies documenting long range forecasts and projections, and similar studies.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS 239C.090	None.

Public Works

Subdivision Files

LRDA Number 20071006

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents that developers meet accepted standards for design and construction of the Public Works portion of subdivision development, such as streets, street lights, sidewalks, curbs and gutters, utilities, storm drainage, and fire protection. This series may include but is not limited to copies of tentative maps, review files, inspection reports, applications for deferral of off-site improvements, copies of surveys, various studies and analysis, off-site data sheets, bond and fee documents, receipts, copies of documents from planning commission and governing body, transmittals, final map, project correspondence, and related documents.	Five (5) fiscal years after the fiscal year in which the notice of completion is issued or subdivision bond is released, whichever is later.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 278.330 to 278.380, NRS 239C.210, NAC 239.165 (1)(2)	None.

Tentative Subdivision Files

LRDA Number 20071009

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents tentative or proposed subdivisions and may include but is not limited to tentative maps, review files, inspection reports, copies of surveys, various studies and analysis, bond and fee documents, receipts, copies of documents from planning commission and governing body, transmittals, project correspondence, and related documents.	Five (5) calendar years after organization or abandonment.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 278.330 to 278.380, NRS 239C.210, NRS 11.190 (3)(d)	None.

Traffic Count Reports

LRDA Number 20071010

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents traffic volume on individual roads and streets, bridges, local government owned parking lots or structures, intersections, etc.	Five (5) calendar years from the date of the report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	Review for historical value.

Public Works

Traffic Signal Records

LRDA Number 20071524

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the planning, installation, and scheduled and unscheduled maintenance and repair of traffic signals and may include but is not limited to planning reports, installation reports, schematics and drawings, maintenance / repair requests, maintenance / repair reports, correspondence, and related documents.	Life of traffic signal.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Tree and Plant Files

LRDA Number 20071429

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the planting, trimming, inspection, and removal of trees and shrubs along public streets, roads, sidewalks, and other public areas.	Two (2) calendar years after work completed.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (4)(e)	None

Underground Storage Tank (UST) Records

LRDA Number 20071426

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the description, location, operation, testing, maintenance, and final disposition of underground storage tanks. This series may contain but is not limited to copies of forms submitted to the Environmental Protection Agency (EPA) and/or the Nevada Division of Environmental Protection, certificates of enrollment (registration), initial site characterization reports, corrosion protection documentation, leak detection system documentation, spill and overfill protection documentation, corrective action plans, investigation reports, monitoring reports, storage tank system maintenance and repair documentation, copies of financial surety records, closure or change in service records, site assessments, related correspondence and similar documents.	Five (5) calendar years from the permanent closure of the storage tank and completion of all remedial activities.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	40 CFR Part 280, NRS 459.800 to 459.856, NAC 459.9921 to 459.999, NAC 239.165 (1)(2)	None.

Underground Storage Tank -Leaking (LUST) Records

LRDA Number 20071427

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the investigation, reporting and monitoring of storage tanks that have leaked or have been reported of suspected leakage. This series may contain but is not limited to complaint / spill report forms (reports of all releases), initial site characterization reports, free-product removal reports, investigation of soil and ground water reports, assessments, corrective action plan, investigation reports, monitoring reports, storage tank maintenance and repair documentation, copies of financial surety records, copies of reports and forms submitted to the Environmental Protection Agency (EPA) and/or the Nevada Division of Environmental Protection, related correspondence and similar documents.	Five (5) calendar years from the permanent closure of the storage tank and completion of all remedial action.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	40 CFR Part 280, NRS 459.800 to 459.856, NAC 459.9921 to 459.999, NAC 239.165 (1)(2)	None.

Waste Water Monitoring

LRDA Number 20071018

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents waste water monitoring activities, and may include but is not limited to flow measurement and analyses reports, calibration reports, maintenance reports, duplicates of permits, analytical reports, correspondence and similar documents	Twelve (12) calendar years from the date of report.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Water Rights, Files and Maps

LRDA Number 20071019

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents water rights and may contain but is not limited to applications, maps, proof of beneficial use, studies, notices of application, letters of protest, approval or rejection notices, water permits, planning documents, construction documents, court documents, copies of judgments, water acquisition agreements, certificates of appropriation, deeds of conveyance, statements of work actually constructed, mitigation plans, cancelled permits, copies of fee schedules, fee payment documents, related correspondence, and similar documents.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS Chapter 533, NRS 239C.110, NRS 239C.210	None.

Work Orders

LRDA Number 20071020

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents service requests and may contain but is not limited to work orders, maintenance/repair requests, correspondence and similar documents.	One (1) year after work completed.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Purchasing

Assignment of Vehicles

LRDA Number 20070361

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the assignment of purchased and/or leased vehicles to an agency. This series may include but is not limited to vehicle description, agency request forms, budget account information, terms and conditions, correspondence and related documents.	Until superseded.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Bid Files

LRDA Number 20070364

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the publicizing, evaluation, and awarding of quoted bids to vendors and other individuals or organizations and provides recorded evidence of accepted and rejected bids. This series may include but is not limited to requests to bid, requests for proposals (RFP), bid exemption documents, bid specifications, bid estimates, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, bid advertising records, tally sheets, bid registers, related correspondence, and similar records.	Seven (7) fiscal years after the date of execution of the contract.	Documents in vendor proposals may contain proprietary information which may be protected by copyright (17 USC sec.501) or trade secret (15 USC sec 5308) laws. NRS 332.061 defines the confidentiality of these types of records. This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC section 501, 15 USC section 5308, NRS 332.039, NAC 239.165 (1)(2)	None.

Purchasing

Cancelled Bid Files

LRDA Number 20071305

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents bids to provide goods or services which were cancelled prior to the awarding of a contract. This series may include but is not limited to bid specifications, copies of bids received prior to cancellation, documentation on reason for cancellation, documentation of action up to the time of cancellation, evidence of cancellation, correspondence and related documentation.	Three (3) fiscal years after cancellation. Unopened bids should be returned to the bidder.	Documents in vendor proposals may contain proprietary information which may be protected by copyright (17 USC sec.501) or trade secret (15 USC sec 5308) laws. NRS 332.061 defines the confidentiality of these types of records. This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC section 501, 15 USC section 5308, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Contract Appeals Files

LRDA Number 20071306

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents contract appeals. This series may contain but is not limited to notices of appeal and acknowledgments, specifications, bid documents, contract copies, change orders and amendments, exhibits, correspondence, documents received from parties, hearing records, final decisions and related documents.	Six (6) calendar years from the date of final disposition.	Documents in vendor proposals may contain proprietary information which may be protected by copyright (17 USC sec.501) or trade secret (15 USC sec 5308) laws. NRS 333.333 defines the confidentiality of these types of records. This record series should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC section 501, 15 USC section 5308, NRS 11.190 (1)(b), NAC 239.165 (1)(2)	None

Purchasing

Distribution Records

LRDA Number 20071308

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the distribution of office supplies, commodities, parts, and other expendable materials. This series may contain but is not limited to supply requests, requisitions, inventory control information, stock reduction forms, inventory sign-out sheets, requesting agency information, billing and budget account information, correspondence and similar documents.	One (1) year after completion of an annual audit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Excess, Lost and Stolen Property Files

LRDA Number 20071234

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the property in the custody of a local government which has been lost, stolen, exchanged, or declared excess. The files may include but are not limited to monthly property reports, copies of purchase orders and other fiscal records, police and internal incident reports, memos, correspondence and related documents.	Three (3) fiscal years from the fiscal year to which they pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.625, NRS 11.190 (3)(d)	None

Labor Prevailing Wage Violations

LRDA Number 20121875

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series documents the investigation and determination of violations of labor prevailing wage, overtime wage disputes, minimum wage requirements charged in local government contracts.	Three (3) calendar years from the final outcome or disposition of the case.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 338.020 to 338.030, NRS 332.390, NRS 11.190 3(d)	None.

Product Recall Records

LRDA Number 20101825

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of manufacturer recall notices and response forms for items purchased/used by local governmental entities.	Three (3) calendar years from the date of notification.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Purchasing

Receiving Reports

LRDA Number **20071302**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents items or services actually delivered or provided to the purchaser and may contain but is not limited to packing slips, copies of requisitions and purchase orders, description of goods or services ordered, signature of individual signing for receipt of goods or services, delivery receipts, service receipts, notations of shortages or damaged goods, correspondence and related documents.	One (1) fiscal year after completion of an annual audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NAC 239.165 (1)(2)	None.

Requisitions and Purchase Orders

LRDA Number **20070371**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the request and purchase of goods and services. This series may include but is not limited to requisition forms, supply orders, orders from stock, purchase orders, purchase order log books, records documenting voided or cancelled purchase orders, cost specifications, authorizations, vendor information, shipping instructions, unit of issue, description of goods/services ordered, unit price, extended price, blanket orders, running orders, purchasing agent signature, billing and budget account information, correspondence and related records.	One (1) fiscal year after completion of an annual audit.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NAC 239.165 (1)(2)	None.

Sale of Surplus Goods to the Public, Records of

LRDA Number **20070377**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the sale of surplus goods and equipment. This series may include but is not limited to advertisements, posting notices, inventory of sale items, price list, billing records, receipts or transmittals for funds received, title information, title transfers, correspondence and related documents.	Three (3) fiscal years from the fiscal year of the sale.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Purchasing

Supplies

LRDA Number 20070368

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents supply inventories and requests and may contain but is not limited to supply requests, supply inventories, packing slips, receiving reports, copies of delivery receipts, copies of requisitions, requisition log, copies of purchase orders, inventory control forms, sign-out sheets, correspondence and related documents.	One (1) fiscal year after resolution of an annual audit.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	None

Vendor Code Requests

LRDA Number 20071309

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are forms or applications used to request vendor code numbers for vendors not currently listed as providing goods or services to the governmental entity. Information may include but is not limited to vendor name, address, phone number, type of goods or services provided, contact name, assigned vendor number, and related documents.	Until superseded, updated, or no longer needed for reference.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Vendor Files

LRDA Number 20070378

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents vendors providing goods and services to governmental entities. This series may include but is not limited to name of vendor or company, name of contact or agent, address, telephone and fax numbers, e-mail and web site address, description of goods and services provided, vendor and/or tax ID number, vendor evaluation forms, information on past performance, price lists, correspondence and similar documents.	Three (3) fiscal years from the fiscal year to which it pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.4617, NAC 239.165 (1)(2)	None.

Purchasing

Vendor Master List

LRDA Number 20070379

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Master list of vendors providing goods and services to the local government. It may include but is not limited to vendors name, address, phone number, fax number, e-mail address, product and service information, vendor identification number, tax ID number, contact name, and related information.	Until superseded by new master list.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.4617, NAC 239.165 (1)(2)	None.

Vendor Performance Case Files

LRDA Number 20071300

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents problems or special cases involving purchasing of commodities or services. Records may include but are not limited to documentation of vendors and contractors who have failed to meet terms and specifications of purchasing contracts or who have failed to deliver commodities or services in a timely manner.	Six (6) calendar years after closed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (1)(b), NAC 239.165 (1)(2)	Closed is usually defined as the date the information contained in the file is deemed no longer relevant due to vendor performance improvement or when the vendor no longer conducts business with the local government.

Warranties

LRDA Number 20070080

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents manufacturer's/vendor's warranties to replace and/or repair defective equipment.	Expiration of warranty plus one (1) fiscal year.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Regional Transportation Commission

Allotments of Fuel Tax

LRDA Number 20071021

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the receipt of money collected via motor fuel taxes.	One (1) fiscal year after an annual audit is completed.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	Review for historical value.

Application for Services - Denied, Incomplete or Withdrawn

LRDA Number 20181959

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of applications for RTC services which were denied due to incompleteness, deemed unqualified or ineligible, or were withdrawn by the applicant. Records may include but are not limited to application with supportive documentation, referrals, waiver requests, related correspondence and similar information.	Three (3) calendar years from the date of denial or from the expiration of the validity period of the application.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239B.030, NAC 239.165 (1)(2)	None.

Money Received and Expended, Reports of

LRDA Number 20071026

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of reports of money received and expended for regional transportation related projects.	One (1) fiscal year after an annual audit is completed.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	None

Paratransit Customer Complaints of Regulatory Noncompliance

LRDA Number 20181957

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents ADA (Title II) complaints of regulatory noncompliance. This series and may include but is not limited to name, address, and phone number of person making complaint, description of the facts that are the subject of the complaint and the requested remedy, name of person responding to complaint, Regional Transportation Commission proposed resolution of complaint, compliance summary reports or lists, correspondence and related records.	Retain records or summary reports of complaints of regulatory noncompliance for five (5) calendar years after final action on the complaint. The complaint forms themselves may be destroyed one (1) calendar year from the date of receipt.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Americans with Disabilities Act (ADA), 49 CFR 27.121, Federal Transit Administration (FTA) ADA Circular 4710.1 Section 12.7.3-Recordkeeping, NRS 603A.040, NAC 239.165 (1)(2)	49 CFR 121(b) Compliance reports. Each recipient shall keep on file for one year all complaints of noncompliance received. A record of all such complaints, which may be in summary form, shall be kept for five years. Each recipient shall keep such other records and submit to the responsible Departmental official or his/her designee timely, complete, and accurate compliance reports at such times, and in such form, and containing such information as the responsible Department official may prescribe. In the case in which a primary recipient extends Federal financial assistance to any other recipient, the other recipient shall also submit compliance reports to the primary recipient so as to enable the primary recipient to prepare its report.

Paratransit Customer Records

LRDA Number 20181956

Description	Minimum Retention Period	Disposition	Legal Citations	Note
The Americans with Disabilities Act of 1990 (ADA) Paratransit Services is a shared-ride, public transportation service for people with disabilities who are functionally unable to independently use Regional Transportation Commission fixed route services. This series may contain but is not limited to customers application for service, in person evaluations, medical professional's verification of disability, functional assessments, referrals, accompanying individual information, reservation records, subscription service records, cancellation and no-show records, unattended passenger forms, Regional Transportation Commission policies, related correspondence, and similar information.	Three (3) calendar years after termination of service or participation by the customer.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Americans with Disabilities Act (ADA), 49 CFR 37.123, NRS 11.190 (3)(d), NRS 603A.040, NAC 239.165 (1)(2)	None.

Paratransit Customer Service or Policy Complaints

LRDA Number 20181958

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents paratransit customer service or policy complaints or grievances. Records may include but are not limited to personal information of the person filing the service complaint or grievance, description of the facts that are the subject of the complaint or grievance and the requested remedy, name of person responding to complaint or grievance, conclusions, review of findings if customer is still dissatisfied, Regional Transportation Commission proposed resolution of complaint or grievance, related correspondence and similar records.	Three (3) calendar years after the date of response or resolution.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Americans with Disabilities Act (ADA), Federal Transit Administration (FTA) ADA Circular 4710.1 Section 12.7.3- Recordkeeping, NRS 603A.040, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	Federal Transit Administration (FTA) ADA Circular 4710.1 Section 12.7.3- Recordkeeping: It is important for transit agencies to distinguish between complaints that pertain to the DOT ADA requirements versus complaints about services or policies that do not, even if the complainant has a disability. See Federal Transit Administration (FTA) ADA Circular 4710.1 Section 12.7.3 for examples.

Planning Files (proposed streets, highways or transportation systems)

LRDA Number 20071027

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the planning of regional transportation projects and may include but is not limited to project requests, feasibility studies, preliminary plans, project analysis, cost analysis, related correspondence, and similar documents.	Three (3) fiscal years from completion or termination of a project.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.090, NAC 239.165 (1)(2)	Review for historical value.

Project Files - Construction

LRDA Number 20071023

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the construction, acquisition and improvement of streets, avenues, boulevards, alleys, highways or other public rights-of-way used for any vehicular traffic, sidewalks, crosswalks, pedestrian rights-of-way, curb cuts, curbs, gutters, culverts, catch basins, drains, sewers, manholes, inlets, outlets, retaining walls, bridges, overpasses, tunnels, underpasses, approaches, sprinkling facilities, artificial lights and lighting equipment, traffic separators, traffic control equipment, and similar structures or equipment. Files may include but are not limited to maps, plans, diagrams, drawings, surveys, engineering and survey notes, detailed specifications, profiles, project descriptions, project applications, design files, acquisition documents, appraisal files, cost reports, construction reports, copies of inspection reports, results of construction tests, environmental impact statements, cost reports, copies of claims, copies of contracts or agreements, bond documents, work orders, legal documents, final or as-built maps and plans, related forms and reports, photographs, correspondence, and similar documents.	Permanent.	This record series may contain confidential or restricted information.	NRS 373.024, NRS 373.028, NRS 239C.090, NRS 239C.210	None.

Project Files - Grants

LRDA Number 20071028

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the dispersal of funds provided by state and/or federal grants through the Department of Transportation.	Three (3) fiscal years from submission of the final expenditure report, or as required by the granting authority, whichever is longer.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	2 CFR 200.333, NAC 239.165 (1)(2)	Review for historical value.

Regional Transportation Commission

Project Review Files

LRDA Number 20071029

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is usually created when a city, county, or developer asks for impact studies and a review of routing requirements for new subdivisions or other developments that will require public transportation.	Three (3) calendar years from the date of review.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	Review for historical value.

Property Acquisition Records

LRDA Number 20071597

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the acquisition of real property obtained through eminent domain proceedings for transportation-related projects, and may include but is not limited to public hearing records, findings and determinations, appraisal information, court documents and proceedings, related correspondence, and similar documents.	Permanent.	Portions of this record series may contain confidential or sensitive information.	None	None.

Route Files

LRDA Number 20071596

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the day to day operation, riding volume, problems, for each bus in service, and may be used as possible justification for the creation or elimination of new or existing routes.	Three (3) calendar years from the end of the calendar year to which the files pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Transportation Studies / Plans

LRDA Number **20071598**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of transportation related studies, reports, and plans and may include but is not limited to traffic congestion studies, traffic safety studies, transportation improvement plans, plan conformity studies, rapid transit studies, infrastructure studies, long-range transportation plans, short-range transportation plans, short-range transit plans, strategic plans, special services plans, air quality compliance plans, maintenance and repair studies, customer service summary reports, and similar studies, reports, and plans.	Permanent.	Portions of this record series may contain confidential or restricted information.	NRS 239C.090	None.

Sanitation District

Air Quality Permits

LRDA Number 20081762

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of permits to operate an air pollution emission source issued by Health Departments/Districts. May contain emission source information, copies of standards/regulations, permitting information, related correspondence, and similar documents.	Five (5) calendar years from the renewal, modification, suspension, expiration or revocation of the permit or for the retention period required by the health distinct, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 52.1476, Health District Regulations, NAC 445B.224 (2)	None

Authorization to Discharge Permit

LRDA Number 20071613

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents permits issued by the Nevada Division of Environmental Protection and/or other regulatory body to discharge effluent.	Five (5) calendar years after expiration, renewal, modification, suspension, or revocation of the permit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NAC 445A.241, NAC 445A.251	NAC 445A.241(1) -The duration of permits is fixed and does not exceed 5 years.

Consumer Confidence Reports

LRDA Number 20071607

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of annual water quality reports sent to customers of the water system.	Three (3) calendar years from the end of the calendar year to which the report pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	40 CFR 141.155 (h)	Review for historical value.

Corrective Action Records

LRDA Number 20071605

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents actions taken by sanitation districts to correct violations of primary drinking water regulations and may include but is not limited to reports, logs, related correspondence, and similar documents.	Ten (10) calendar years after the date of last action.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	40 CFR 141.33, 40 CFR 141.405 (b)(1)	None

Costs of Construction, Estimated

LRDA Number 20071036

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the estimated construction costs of proposed sanitation projects.	Five (5) fiscal years after completion or termination of a project.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	18 CFR 125 (17)(c)	None

Cross-Connection Control and Backflow Prevention Records

LRDA Number 20071606

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of records which document compliance with NAC 445A.67185 for cross-connection control and backflow prevention programs. This series may include but is not limited to implementation schedules, inspection reports, plans for testing and tracking all primary assemblies for the prevention of backflow, annual testing results of assemblies, lists of the particular assemblies for the prevention of backflow, a list of the measures the supplier of water will take to enforce the program if any customers of the system fail to comply with the program, violation notices, letters documenting any fines or repairs, and related correspondence.	Five (5) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NAC 445A.67185 to NAC 445A.67255, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Developer Inspection Reports

LRDA Number 20071040

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of construction inspection reports documenting the day to day progress of construction on developer projects.	Three (3) calendar years after construction completed.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 11.190 (3)(d), NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Distribution System Records

LRDA Number 20071602

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of records related to water operations and may contain but is not limited to operator walk-through, daily logs, pump calculations, pump station logs, elevations, distribution system flow reports, storage tank levels, water facilities daily reports, notification of planned outages and or shutdowns, related correspondence and similar documents.	Five (5) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	40 CFR 122.48, 40 CFR 123.25, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Drawings, Blueprints and Specifications

LRDA Number 20071038

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used as an administrative tool for maintenance (repair, upkeep, etc.) and remodeling functions. This series may contain but is not limited to drawings, blueprints, specifications, photographs, and similar documents.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210	None.

Equipment Maintenance and Calibration Records

LRDA Number 20071618

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the maintenance and calibration of equipment and instruments used to monitor water treatment operations.	Life of the equipment plus three (3) additional years	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	None

Fixture Records

LRDA Number 20071601

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents fixture count on/in property and is used to assess proper sewer fees.	Permanent.	None	None	None

General Ledger

LRDA Number 20071033

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of one or more series of financial ledgers providing a final year to date summary of accounting data and a permanent audit trail for all fiscal receipt and disbursement transactions.	Permanent.	None	NRS 318.085	None

Laboratory - Chain of Custody Forms

LRDA Number 20071617

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of records tracing the sample from collection through analysis.	Five (5) calendar years from generation of the last entry in the records.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	2003 NELAC Standard 5.4.12	National Environmental Laboratory Accreditation Conference (NELAC)

Laboratory - Preventive Maintenance Reports

LRDA Number 20071616

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents preventive maintenance and repair activities for all instruments and equipment including but not limited to pH meters, analytical balances, incubators, refrigerators, autoclaves, and water baths.	Five (5) calendar years from the date of the report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	EPA 815-R-05-04, 8.5 (Manual for the Certification of Laboratories Analyzing Drinking Water Criteria and Procedures Quality Assurance Fifth Edition), 2003 NELAC Standard 5.4.12.2.4	National Environmental Laboratory Accreditation Conference (NELAC)

Laboratory Certifications

LRDA Number 20071615

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents on-site laboratory assessments and certification program reviews and may contain but is not limited to checklists, corrective action reports, final reports, certificates, proficiency testing (PT) study results, correspondence and related documents.	Six (6) calendar years or until the next certificate data audit is complete, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	EPA 815-R-05-04 (Manual for the Certification of Laboratories Analyzing Drinking Water Criteria and Procedures Quality Assurance Fifth Edition)	None

National Pollution Discharge Elimination System Permits (NPDES)

LRDA Number 20071620

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the application for and issuance of a permits under the Clean Water Act allowing discharge of specific pollutants under controlled conditions. This series may contain but is not limited to applications, permits, modifications, compliance reports, influent and effluent reports, chemical analysis reports, water flow records, test and recording reports, compliance schedules, inspection reports, related correspondence and similar documents.	Five (5) calendar years after expiration, renewal, or revocation of permit.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 123.25, 40 CFR 122.7, 40 CFR 122.41 (j) (2), 40 CFR 122.42 (3), 40 CFR 122.46 (1)	In accordance with 40 CFR 122.46, NPDES permits shall be effective for a fixed term not to exceed 5 years.

Operation and Maintenance Manuals

LRDA Number 20071609

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consist of operation and maintenance manuals for public water/treatment facilities.	Lifetime of the equipment or facility.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Oversight Inspections

LRDA Number 20071611

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents oversight inspections of water, water reclamation, and/or water pollution control construction projects by the Nevada Division of Environmental Protection, Nevada State Health Division or District Health Authorities and similar regulatory bodies.	Five (5) calendar years after final acceptance.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NAC 445A.799, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	Review for historical value.

Plant Maintenance Records

LRDA Number 20071042

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the ongoing maintenance of sanitation facilities and may contain but is not limited to maintenance schedules, maintenance reports, repair reports, installation reports, correction reports, related correspondence and similar documents.	Three (3) calendar years after facility is closed.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 11.190 (3)(d), NRS 239C.090, NAC 239.165 (1)(2)	None.

Reclaimed Water Permits

LRDA Number 20071614

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the issuance of temporary water permits for construction related activities such as dust control.	Three (3) calendar years after expiration of the permit, or for the period required by local ordinance, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Reservoir Inspections

LRDA Number 20071603

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents reservoir inspections and may contain but is not limited to acceptance letters, inspection reports, maintenance and repair records, rehabilitation records, test reports, related correspondence, and similar documents.	Life of the reservoir including the post-closure care period (if applicable).	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.210, NAC 239.165 (1)(2)	None.

Sanitary Survey Records

LRDA Number 20071051

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents sanitary surveys required by permit to locate and identify health hazards to public water systems.	Ten (10) calendar years after completion of the sanitary survey involved.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	40 CFR 141.33 (c)	Review for historical value.

Secondary Contaminant Reports

LRDA Number 20071619

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the analysis of water samples to determine the level of secondary contaminants. Secondary contaminants are those which at levels generally found in drinking water, do not present a health risk but may affect taste, odor, and color of water, as well as stain plumbing fixtures and interfere with water treatment processes.	Ten (10) calendar years from the date of the report.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NAC 445A.455 to NAC 445A.457	None

Sewer Cleaning Records

LRDA Number 20071610

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents annual reporting of line jetting and cleaning, line inspections, and similar activities and may contain but is not limited to maintenance and repair schedules, maintenance requests, inspection requests, customer complaints, maintenance and repair reports, cleaning reports, copies of plans and drawings, related correspondence and similar documents.	Ten (10) calendar years from the date of the report.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Variance and Exemption Records

LRDA Number 20071604

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents variances and exemptions granted to a public water system.	Five (5) calendar years after the expiration of the variance or exemption.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	40 CFR 141.33 (d), NAC 445A.487 to 445A.491	None

Waste Collection and System Operation

LRDA Number 20071049

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the operation and maintenance of wastewater treatment systems. This series may include but is not limited to monitoring information such as laboratory testing data, chemical records, flow and loading data, copies of equipment/instrument calibration records, original strip chart recordings, records and reports required to be kept in accordance with the permit, operation and maintenance manuals, copies of operations and maintenance inspections, related correspondence and similar documents.	Five (5) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information	NRS 239C.090, NAC 239.165 (1)(2)	None.

Waste Flow Measurement Readings

LRDA Number 20071050

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the amount of pollution discharged from wastewater treatment facilities and may include but is not limited to copies of reports submitted to the U.S. Environmental Protection Agency and/or the Nevada Division of Environmental Protection, logs that record waste flows, chemical settings, processing reports, filter information, tank levels, pressure, and similar monitoring information.	Five (5) calendar years from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Wastewater Sewage Sludge Application Records

LRDA Number 20071608

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents sewage sludge use and disposal activities.	Five (5) calendar years from the end of the calendar year to which the report pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 503.17	None

Water Conservation Plan

LRDA Number 20071694

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of water conservation plans required by state law/regulation. These plans are based on the climate and living conditions of the water service area and may contain but are not limited to public conservation education documents, water management documents (used to identify and reduce leakage in water supplies, inaccuracies in water meters, high pressure in water supplies, and where applicable, the reuse of effluent), contingency plans for drought conditions, a schedule for carrying out the plan, and measures to evaluate the effectiveness of the plan. This series includes all revisions and updates to the plan.	Permanent.	NRS 540.131 (4) --The plan must be available for inspection by members of the public during office hours at the offices of the supplier of water, may be revised from time to time to reflect the changing needs and conditions of the service area. Each such revision must be made available for inspection by members of the public and must be updated every five (5) years and comply with the requirements of this section and NRS 540.141.	NRS 540.121 to 540.151, NRS 704.662 to NRS 704.6624, NAC 445A.5922 (5)(a)	None

Water Operators Certification File

LRDA Number 20071621

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer the certification process for operators of water systems as required by state and federal law /regulation. The files may contain but are not limited to applications (new and renewal), copies of records documenting experience, test scores, continuing education documentation, letters to proctors, letters to applicant approving examinations, letters of denial to reinstate after expiration, related correspondence and similar documents.	Twelve (12) calendar years from the date they are no longer certified.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	40 CFR 142.15, 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875, NAC 445A.617 to 445A.652, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Water Project Files

LRDA Number 20071696

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the initial construction, renovation, modification or expansion of public water systems or facilities. This series may contain but is not limited to applications, permits (if applicable), complete plans and specifications, health authority's review and written approval, engineering analyses, records of distribution system, environmental impact studies, environmental assessments, construction/renovation reports, inspection reports, project reports, engineering reports that describe the water project as it was constructed, as-built drawings, notice of completion, cost statements, maps, photographs, legal notices, copies of reports submitted to state and/or federal agencies, related correspondence and records documenting the date water project was tested, accepted and placed into service.	Permanent.	This record series contains confidential and/or restricted information.	NRS 239C.110, NRS 239C.210, NRS 349.961, NAC 445A.6758 to NAC 445A.67644	None.

Water Project Files [Financial Records]

LRDA Number 20071695

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document grant awards for water related projects and may include but is not limited to a brief description of the proposed water project, grant application, bidding schedules, estimated schedules of payment, cost allocation plans, expenditure reports, audit reports, monitoring reports, copies of purchase orders, loan documents, vouchers, related correspondence and similar financial documents.	Three (3) fiscal years from the submission of the final expenditure report, or as required by the granting authority, whichever is longer.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	2 CFR 200.333, NRS 445A.200 to NRS 445A.275, NRS 349.935 to NRS 349.987, NAC 445A.67613 to NAC 445A.67623, NAC 239.165 (1)(2)	None.

Water Project Files -Not Needed to Maintain System or Facility

LRDA Number 20161920

Description	Minimum Retention Period	Disposition	Legal Citations	Note
Records in this series are generally administrative and are not needed to maintain the public water system or facility. This series may contain but is not limited to project documents submitted for review and comment, cost estimates, unsuccessful or rejected bid documents and bid activity documents, construction schedule records, material receipt tickets, liens, lien releases, waivers, construction safety documents, traffic control plans, construction site environmental compliance documents (trash abatement, dust control, etc.), progress reports, related correspondence and similar documents.	Ten (10) calendar years after completion of project.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.110, NRS 239C.210	None.

Water Quality, Reports of Bacteriological Analysis

LRDA Number 20071054

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains reports documenting water samples taken from various locations throughout the water system and supply sources for bacteriological tests. Information includes location, collection date, person taking samples, sample type, analysis date, laboratory name, person performing analysis, analytical method used, and the results of the analysis.	Five (5) calendar years from date of report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 141.33 (a)	None

Water Quality, Reports of Chemical and Radiological Analysis

LRDA Number 20071055

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains records documenting water samples taken from various locations throughout the water system and supply sources for chemical and radiological tests. Information includes location, collection date, person collecting sample, sample type, analysis date, laboratory name, person conducting analysis, analytical method used, and results of the analysis.	Ten (10) calendar years from date of report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 141.33 (a)	None

Water Quality, Reports of Lead and Copper

LRDA Number 20071053

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains reports documenting water samples taken from various locations throughout the water system and supply sources for lead and copper tests. Information includes location, collection date, person taking samples, sample type, analysis date, laboratory name, person performing analysis, analytical method used, and the results of the analysis.	Twelve (12) calendar years from date of report.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	40 CFR 141.91	None

Water Quality, Statistical Averages

LRDA Number 20071052

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents statistical averages of water quality and may include but is not limited to water consumption reports, water testing records, water chemistry reports, water bacteriological reports, monitoring reports, analysis reports, and similar reports used to create statistical reports.	Permanent.	None	None	None

Water Turbidity Reports

LRDA Number 20071229

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains reports documenting the analysis of water samples to determine the level of cloudiness caused by suspended particles. Information may include date, report number, analyst, time of sample collection, turbidity unit values for routine and check samples, and related data.	Ten (10) calendar years from the end of the calendar year to which they pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	40 CFR 141.33 (a), 40 CFR 142.14 (a)(4)(l) , 40 CFR 142.14 (a)(4)(ii)[C](2)	None

Academic Performance - Permanent Records

LRDA Number 20071711

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents a pupil's academic performance and usually consists of the permanent record card and/or academic transcript. Information may include but is not limited to pupil's identifying information, summary of attendance, grades, grade point average, grades completed and the year completed.	Permanent.	This record series contains confidential and/or restricted information.	34 CFR 99.32, NRS 392.029, NAC 392.350	None.

Academic Performance - Subsidiary Records

LRDA Number 20071122

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series may contain but is not limited to a pupil's identifying information, personal and family history records, cumulative student record, childhood disease and immunization data, cumulative health folders, disciplinary reports, truancy reports, student guidance records, progress and monitoring reports, reading records, school and after-school activity reports, student employment information, standardized testing records, student current data, entrance and withdrawal records, transfer records, notices to parents/guardians, parental consent forms, informational correspondence and similar records.	Six (6) calendar years after pupil graduates or would normally have graduated from high school.	This record series contains confidential and/or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	34 CFR 99.3, 34 CFR 99.32, NRS 392.029, NAC 392.350, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Alternative High School Programs

LRDA Number 20071060

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents alternative programs for the education of pupil's at risk of dropping out of high school.	Three (3) calendar years after program discontinued.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 388.537	None

Applications for Free Meals or for Meals at Reduced Prices

LRDA Number 20071062

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for meal assistance and may include but is not limited to applications, pupil information, income verifications, approval or denial letters, various forms, related correspondence, and similar documents.	Three (3) fiscal years from the approval or denial of the application.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Athletic Activity Records

LRDA Number 20071063

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents a pupil's eligibility and participation in sanctioned sports and may contain but is not limited to registration documents, academic eligibility documents, parental consent forms, proof of residency forms, copies of physical examination documents, liability release forms, copies of injury reports, eligibility waivers, related correspondence and similar documents.	Six (6) calendar years after the school year in which the records were created.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 385B.060, 45 CFR 164.530, NRS 629.051, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 12.080, NRS 12.105, NAC 386.776 to 386.820, NAC 239.165 (1)(2)	None.

Athletics: Travel Expenses

LRDA Number 20071068

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents travel expenses related to sanctioned sports activities and may contain but is not limited to participation reports, reimbursement requests, expense reports, applicable forms, correspondence and related documents.	Until annual audit is completed	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	None

Behavior Policy/Code of Conduct Records

LRDA Number 20071748

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents behavior/code of conduct policies and may contain but is not limited to handbooks, infraction and consequence information, disciplinary action forms, parental involvement forms, code of honor form, related correspondence and similar documents.	Five (5) school years after superseded.	In accordance with NRS 392.461(5)(c) If the code of honor is returned with the signatures, of the signed code of honor must be retained in the pupil's file.	20 USC section 6318, NRS 392.456 to NRS 392.461	None

Certificated Employees: Admonitions

LRDA Number 20071076

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the admonishment of licensed personnel.	Until standards are met, or three (3) calendar years, whichever occurs first.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 391.755, NRS 239B.030, NAC 239.165 (1)(2)	None.

Certificated Employees: Appraisals

LRDA Number 20071078

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the job performance of licensed employees and may contain but is not limited to appraisal and evaluation forms, work performance standards, supporting documentation, related correspondence and similar documents. This series includes appraisals of permanent and probationary employees.	Three (3) calendar years from the end of the calendar year in which the individual terminated.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.40, NRS 11.190 (3)(d), NRS 239B.030, NAC 239.165 (1)(2)	None.

Certificated Employees: Authorization for Extra Pay

LRDA Number 20071080

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents authorizations for extra pay for licensed personnel.	Three (3) fiscal years from the date of authorization.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 239B.030, NAC 239.165 (1)(2)	None.

Certificated Employees: Credentials

LRDA Number 20071081

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the credentials of licensed personnel.	Permanent.	This record series may contain confidential or sensitive information.	NRS 391.230, NRS 239B.030, NRS 205.4617	None.

Certificated Employees: Personnel Notifications, Records of

LRDA Number 20071084

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the notification of licensed personnel of pending actions.	Two (2) calendar years from the date of notification.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 391.775	None

Certificated Employees: Requisitions

LRDA Number 20071085

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests to fill employment positions and may contain but is not limited to requisition or request to fill, employment applications, proof of certification/licensure, interview records, hiring packet, notifications, related correspondence and similar documents.	Two (2) calendar years after position filled.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.40, NRS 239B.030, NAC 239.165 (1)(2)	None.

Charter School Reports: Enrollment (Statistical)

LRDA Number 20071736

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to report enrollment and attendance and may contain but is not limited to enrollment ethnic reports, monthly enrollment and attendance reports, certification of enrollment reports, compliance reviews, related correspondence and similar documentation.	Three (3) calendar years from the end of the school year to which they pertain.	These types of reports are statistical in nature and should not contain personally identifying, confidential or restricted information. If there is personally identifying, confidential or restricted information in this record series, that information must be protected from public disclosure and be destroyed in a secure manner that will prevent reconstruction of the information.	2 CFR 200.333, NAC 387.345	Review for historical value.

Charter School Reports: Fiscal

LRDA Number **20071737**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer the apportionment of state funds from the Distributive School Account and may contain but is not limited to school calendar, count of students, annual audit reports, annual budget, distributive school account request, related correspondence and similar documentation.	Three (3) federal fiscal years from the end of the fiscal year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	20 USC section 1232g, 34 CFR Part 99, NRS 392.029, NRS Chapter 388A, NAC Chapter 387, NAC 239.165	None.

Charter School Reports: Program

LRDA Number **20071738**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer the charter school programs and may contain but is not limited to OSHA inspections, governing body reports, facility changes, contract reports, pupil service reports, licensed employees, evaluation / progress reports, copies of minutes meeting minutes, three year report, related correspondence and similar documentation.	Three (3) calendar years from the end of the school year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	20 USC section 1232g, 34 CFR Part 99, NRS 392.029, NRS Chapter 388A, NAC Chapter 387, NAC 239.165	None.

Children's Internet Protection Act (CIPA) Records

LRDA Number 20181971

Description	Minimum Retention Period	Disposition	Legal Citations	Note
The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program–a program that makes certain communications services and products more affordable for eligible schools and libraries. Records may include but are not limited to a schools internet safety policy (must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response), records documenting policy adoption actions, certifications of compliance, records documenting technology protection measures, approval letters, monitoring reports, audit reports and findings, records documenting the purchase and delivery of services (bidding, contracts, inventory, invoices, etc...) various forms, related correspondence, and similar records.	Ten (10) calendar years after the latter of the last day of the applicable funding year, or the service delivery deadline for the funding request.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Children's Internet Protection Act (CIPA), Protecting Children in the 21st Century Act, 47 USC section 254 (1)(B), 47 USC section 254 (6), 47 CFR section 54.516, 47 CFR section 54.520, FCC Reports and Orders, NRS 239.013, NAC 239.165 (1)(2)	47 CFR Section 54.516 - Requires that program participants retain all documents necessary to demonstrate compliance with the statute and Federal Communications Commission (FCC) rules regarding the application for, receipt, and delivery of services receiving schools and libraries discounts.

Class Record Books and Grade Books

LRDA Number 20071089

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is the original and official document or record that establishes proof of reported information for a pupil. In accordance with NAC 387.165 this series must contain the name of the pupil, the grade and any applicable special category to which the pupil is assigned, the pupil's record of daily attendance, the grade earned by the pupil for each period of grading and the final grade earned for the class, and the dates of enrollment, reenrollment and withdrawal of the pupil from the school or class, if applicable.	Two (2) calendar years after the last day of the school year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 387.175, NRS 385.080, NRS 387.1234, NAC 387.165, NAC 392.350, NAC 239.165 (1)(2)	None.

Classified Employees: Performance Evaluations, Reports, and Response

LRDA Number 20071086

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the job performance of classified employees and may contain but is not limited to work performance standards, performance evaluations, employee response, appeals or hearing records, correspondence, and related documents	Three (3) calendar years from the end of the calendar year in which the individual terminated.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239B.030, NAC 239.165 (1)(2)	None.

Comparative Analysis of Attendance Averages

LRDA Number 20071090

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of statistical reports documenting attendance averages and may be used for budgeting and planning, reference, performance monitoring, position justification, creating annual reports and similar uses.	Five (5) calendar years from the date of the report.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

Consultants, Out-of-District Authorization and Payments

LRDA Number 20071091

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the authorization and payment of out of district consultants and may contain but is not limited to consultant's personal information, authorizations, office contract or agreement, billing claims, payment information, related correspondence and similar documents.	Three (3) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 354.624, NAC 239.165 (1)(2)	None.

District Attendance and Enrollment

LRDA Number 20071093

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is usually a statistical report on district wide attendance and enrollment. Information is compiled from reports received from individual schools within the district and may be used to provide funding justification to local, state, and federal government agencies.	Permanent.	None	None	None

Emergency Contact File

LRDA Number 20071652

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of a pupil's emergency contact information and may contain but is not limited to emergency contact form, information on medical conditions, related correspondence and similar documents.	Three (3) calendar years from the date superseded.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 12.080, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)	None.

Enrollment and Attendance Records

LRDA Number 20071058

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the enrollment and attendance of pupil's in school and may contain but is not limited to enrollment records, enrollment and attendance master register, classroom daily attendance sheets, excused and unexcused absence reports, tardiness records, notes from parents or guardians, various forms, withdrawal reports, reenrollment reports, non-resident student reports, absence notifications, log books, and similar documents.	Retain each master register of enrollment and attendance and any supporting documents for five (5) calendar years after the information is submitted to the Nevada Department of Education.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 387.1234, NAC 387.175 to NAC 387.185, NAC 387.280, NRS 392.029, NAC 239.165 (1)(2)	None.

Fact-Finding Material and Expenditures

LRDA Number 20071099

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains fact-finding materials and may contain but is not limited to copies of records from outside sources, copies of laws or regulations, expert opinions, financial documents, expenditure reports, logs, staff reports, related correspondence and similar documents.	Three (3) calendar years from the date of the record.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	Review for historical value.

Federal Programs: Audit Reports

LRDA Number 20071100

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents financial audits of schools and/or school districts receiving federal funds. This series may contain but is not limited to audit reports, budget printouts, copies of purchase orders, copies of receiving documents, warehouse requisitions, financial reports, statistical records, correspondence, and supporting documentation.	Three (3) fiscal years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	2 CFR 200.333	None

Federal Programs: Breakfast Program Records

LRDA Number 20071101

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer school breakfast programs and may contain but is not limited to applications, eligibility records, free and reduced-price policy statements, program reports, copies of purchase orders, claims for reimbursement, financial reports, correspondence, and similar documents.	Three (3) fiscal years after the end of the fiscal year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	7 CFR 220.7, NAC 239.165 (1)(2)	None.

Federal Programs: Lunch Programs, Reports

LRDA Number 20071103

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer school lunch programs and may contain but is not limited to applications, eligibility records, free and reduced-price policy statements, lunch counts, on-site review reports, monthly claims for reimbursement, financial reports, copies of statistical reports submitted to state, program reports, correspondence, and similar documents.	Three (3) fiscal years after submission of the final claim for reimbursement for the fiscal year.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	7 CFR 210.8, 7 CFR 210.23 (c), NAC 239.165 (1)(2)	None.

Federal Programs: Special Milk Programs

LRDA Number 20071110

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer special milk programs and may include but is not limited to applications, eligibility records, agreements, free milk policy statements, daily milk counts, requests for reimbursement, fact sheets, various forms, related correspondence and similar documents.	Three (3) fiscal years after submission of an annual financial status report.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	7 CFR Part 215.7 (d)(8), NAC 239.165 (1)(2)	None.

Federal Programs: Summer Food Program

LRDA Number 20071650

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series pertains to federal summer food grants and may contain but is not limited to applications, daily meal preparation reports, meal counts, reimbursements, advanced payments, various forms, memos, related correspondence and similar documents.	Three (3) fiscal years from the fiscal year to which the documents pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	7 CFR 250.16, NAC 239.165 (1)(2)	None.

Federal Survey Cards, Eligible

LRDA Number 20071107

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of cards or forms used to determine eligibility for federal impact aid under Public Law 81-874 (Provision of Free Public Education for Eligible Dependent Children).	Three (3) fiscal years from the end of the fiscal year to which the record pertains	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Public Law 81-874, 34 CFR 222.10, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Federal Survey Cards, Ineligible

LRDA Number 20071108

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of cards or forms used to determine eligibility for federal impact aid under Public Law 81-874 (Provision of Free Public Education for Eligible Dependent Children).	Two (2) fiscal years from the date of last action.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Public Law 81-874	None.

Federal/State Returns (941, NIC, PERB)

LRDA Number 20071106

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports of expenditures submitted to federal and/or state agencies for taxes, workers compensation, retirement, and similar expenses.	Five (5) calendar years from the submission of the return.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Field Trip Authorizations/Parental Permissions

LRDA Number 20071744

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents authorization by a parent/legal guardian for a pupil to participate in an off campus school activity and may include but is not limited to authorization forms, emergency contact information, related correspondence and similar documents.	Three (3) calendar years from the date of the authorization.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165	None.

Financial Surveys

LRDA Number 20071109

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of financial surveys of school district programs.	Five (5) calendar years from the date of the record.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	Review for historical value.

GEAR UP Grant - Administrative Files

LRDA Number 20071734

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer the GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) program and may contain but is not limited to copies and originals of grant documents (including application, grant set up, federal-state agreement, plans & modifications, etc.), program financial and narrative reports, compliance reviews, monitoring documentation, participating school files (including contact information, coordinator information, correspondence, activity reports, etc.), related program correspondence and similar documentation.	Three (3) federal fiscal years from the end of the six year grant funding cycle. Program correspondence may be purged from the files when no longer administratively useful.	This record series contains confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	20 USC section 1070a et seq., 20 USC section 1232g, 2 CFR 200.333, 34 CFR Part 99, NRS 392.029, NAC 239.165	None.

GEAR UP Grant Records

LRDA Number 20071741

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administrate and monitor the activities of the GEAR UP program. Data may include but is not limited to student information (including, name, student ID#, birth date, ethnicity, gender, grade level, status data, GPA, contact information, etc.), survey information (student and parent/guardian surveys), services provided to student, services provided to parents, services provided to teachers, family participation, school coordinator data, teacher / professional data, participating school data, reports and similar data.	Update and correct the data as necessary, retaining these records for a period of three (3) federal fiscal years from the end of the six year grant funding cycle.	Destroy this confidential data in a secure manner that will prevent reconstruction of the information.	20 USC section 1070a et seq, 34 CFR Part 694, NAC 239.165	None.

GEAR UP- Scholarship Payment Files

LRDA Number 20071735

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the use and payment of GEAR UP Scholarships and may contain but is not limited to notification of federal subgrant awards, request for federal funds for project activities, contact and program related documentation from participating units of the Nevada System for Higher Education, student registers from participating units of the Nevada System for Higher Education (including student name, ID#, funding data, etc.), fiscal documentation, related correspondence and similar documents.	Six (6) federal fiscal years from the end of the six year scholarship awarding cycle.	This record series contains confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	20 USC section 1070a et seq., 34 CFR Part 694, 20 USC section 1232g, 34 CFR Part 99, NRS 392.029, NRS 11.190 (1)(b), NAC 239.165	None.

GEAR UP Scholarship Student Eligibility Records

LRDA Number 20071742

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the students eligible for receiving scholarships under the GEAR UP program and any funding that is distributed. Data includes but is not limited to student data (including, name, student ID#, birth date, ethnicity, gender, grade level, status data, GPA, contact information, etc.), participating unit data, fiscal data and similar data.	Update and correct the data as necessary, retaining these records for a period of six (6) federal fiscal years from the end of the six year scholarship awarding cycle.	Destroy this confidential data in a secure manner that will prevent reconstruction of the information.	20 USC section 1070a et seq., 34 CFR Part 694, NAC 239.165	None.

Gun-Free Schools Act Records

LRDA Number 20071664

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents compliance with the Gun-Free Schools Act and may contain but is not limited to annual compliance reports, assurances, referral policy, incident reports, expulsion modification reports, related forms, correspondence and similar documents.	Five (5) calendar years after annual report is submitted to the Department of Education.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	20 USC section 7151, 18 USC section 921, Public Law 107-110 Title IV Subpart 3 Section 4141, NRS 392.466 (2)	Review for historical value.

Health Inventory

LRDA Number 20071112

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of forms and supporting documents used to document a pupil's general health and any special health related needs of the pupil.	Six (6) calendar years from the receipt of the form.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.502, 45 CFR 164.530, NAC 239.165 (1)(2)	None.

Kindergarten Entry Assessment

LRDA Number 20071134

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is often used as an early intervention tool to measure behavior and to determine the developmental age of pupil's entering kindergarten.	Six (6) school years from the date of assessment.	This record series contains confidential and/or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	34 CFR 99.32, NRS 392.029, NAC 392.350, NAC 239.165 (1)(2)	The six year retention period allows the results to be available to teachers, parents and administrators during the pupil's elementary years.

Notice of Intent to Homeschool Form

LRDA Number 20181986

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of a completed Notice of Intent to Homeschool Form, a statement of the educational plan for the child, and a the written acknowledgement provided to the parent which clearly indicates that the parent has provided the notice required by law and that the child is being homeschooled.	Retain for a minimum period of fifteen (15) calendar years from the date of the written acknowledgment.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 392.070, NRS 388D.010 to NRS 388D.070, NAC 239.165	Upon receipt of a Notice of Intent to Homeschool that complies with NRS 392.070, the school district shall provide to the parent who filed the notice a written acknowledgement which clearly indicates that the parent has provided the notice required by law and that the child is being homeschooled. The written acknowledgment shall be deemed proof of compliance with Nevada's compulsory attendance law and the school district shall retain a the written acknowledgement for not less than 15 years.

Occupational Injuries and Illnesses

LRDA Number 20071117

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the activities of schools and/or school districts in administering federal and state requirements for Occupational Safety and Health. The files may contain but are not limited to various OSHA forms and reports, instructional booklets, announcements and notices, instructional form letters, memos, logs, summaries, correspondence, and related documents.	Five (5) calendar years from the end of the calendar year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1904.33, 29 CFR 1904.29, NAC 239.165 (1)(2)	None.

Out-of-School-Time Program Records

LRDA Number 20121867

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the registration and attendance of participants in local government sponsored out-of-school-time programs. This series may contain but is not limited to permits from regulatory agencies, registration/enrollment forms or cards, class or activity rosters, sign-in/sign-out sheets, and related documents. Information usually includes name, address, phone number, date of birth, pertinent medical information, signature of parent or guardian, name, dates, and times of class or activity, fee paid, inspection reports, correspondence and similar documents.	Retain inspection reports and permits for a minimum period of three (3) calendar years from the expiration, denial, or revocation of the permit. Retain program files for a minimum period of six (6) calendar years from the end of the calendar year to which they pertain.	This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 432A, NRS 432A.640, NRS 239.105, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165	None.

Performance Evaluations of School Principals and Administrators

LRDA Number 20071119

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the job performance of school principals and administrators and may contain but is not limited to a performance standards, evaluation forms, objective policy, employee response, transfer or reassignment records, appeal requests, hearing records, record of decision, supporting documentation, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the individual terminated.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.40, NRS 391.700, NRS 391.705, NRS 391.710, NRS 391.715, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Promotion Lists (K-6)

LRDA Number 20071120

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the promotion of pupil's to the next grade level.	Six (6) calendar years from the date of the list.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Psychological Evaluations of Pupils

LRDA Number 20071121

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the results of psychological evaluations of pupil's and may contain but is not limited to, pupil's personal information, parental permission forms, evaluations, report of results, referrals, correspondence, and similar documents.	Six (6) calendar years after pupil graduates or would normally have graduated from high school.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	34 CFR 99.3, NRS 392.029, NAC 392.350, NAC 388.289, NAC 239.165 (1)(2)	None.

Pupil Release Records

LRDA Number 20071651

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of forms that stipulate who can/cannot pick up a child from school.	Three (3) calendar years from the date superseded.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 12.080, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)	None.

School Bus Driver's Records

LRDA Number 20071139

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the qualifications of school bus drivers and may contain but is not limited to drivers license, DMV record, written test results, proof of training course completion, training course results, score on yearly written test, notice of restrictions, related correspondence and similar documents.	One (1) calendar year after termination.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 392.420 (2), NAC 239.165 (1)(2)	None.

School District Sponsored Charter Schools (Approved)

LRDA Number 20071739

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to monitor the continued operation of charter schools sponsored by school districts and may contain but is not limited to application, written agreement, amended final approved application, monitoring / compliance / fiscal reports and supportive documentation, Witten notice of changes, related program correspondence and similar documentation.	Six (6) calendar years from the expiration, revocation or other closure of the charter school. Program correspondence may be purged from the files when no longer administratively useful.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	20 USC section 1232g, 34 CFR Part 99, NRS 392.029, NRS Chapter 388A, NAC Chapter 387, NAC 239.165	None.

School District Sponsored Charter Schools (Denied)

LRDA Number 20071740

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents denied applications for charter schools requesting sponsorship by school districts and may contain but is not limited to application, written agreement, related program correspondence and similar documentation.	One (1) calendar year from the date of denial.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	20 USC section 1232g, 34 CFR Part 99, NRS 392.029, NRS Chapter 388A, NAC Chapter 387, NAC 239.165	None.

Special Education Records

LRDA Number 20081766

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents special education services provided to disabled persons. Series may include but is not limited to application for benefits, psychological; medical; and educational evaluations, individualized educational program plans, release forms, behavioral evaluation reports, eligibility reports, reevaluation reports, contract summaries, intergovernmental agreements, parent/guardian agreements, exchange of information forms, related service requests, request for transportation reimbursements, invoices, written notice of intent to destroy records, written request to destroy records from parent/guardian, authorization for release of confidential information form, proof of mailings/advertising, memos, related correspondence, and similar documents. A person with a disability is eligible to receive special education benefits up to age 22.	Six (6) calendar years after individual no longer receives services. Parents may also request the destruction of this record series (See 34 CFR 300.624).	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	20 USC section 1232g (a)(b), 20 USC section 1232g(b)(4)(A), 34 CFR 300.610, 34 CFR 300.614, 34 CFR 300.624, 34 CFR 99.3, 34 CFR 99.32, NRS 392.029, NRS 395.001 to 395.090, NAC 395.010 to 395.160, NRS 11.190 (1)(a), NRS 11.190 (3)(d), NAC 239.165	34 CFR 300.624: The public agency must inform parents when personally identifiable information collected, maintained, or used under this part is no longer needed to provide educational services to the child. (b) The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

Surplus Food Reports

LRDA Number 20071143

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of surplus food reports. Report usually contains information on type of food, cooked or uncooked, date of spoilage, quantity, and date of disposition.	Three (3) fiscal years from the date of the report.	None	NRS 11.190 (3)(d)	None

Teachers and other Licensed Personnel: Evaluations

LRDA Number 20071147

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the job performance of teachers and other licensed personnel and may contain but is not limited to a performance standards, evaluation forms, objective policy, employee response, transfer or reassignment records, appeal requests, hearing records, record of decision, supporting documentation, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the individual terminated.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.40, NRS 391.680, NRS 391.685, NRS 391.690, NRS 391.695, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Teachers: Instructional Plans

LRDA Number 20071145

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents teacher's instruction plans and may contain but is not limited to daily instructional plans, quarterly or semester plans, correspondence and related documentation.	Three (3) years after the school year in which the records were created.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Teachers: Register of Pupils

LRDA Number 20071151

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is a teachers true, full and correct register of all pupils attending a public school.	Three (3) school years from the school year to which the register pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 391.240, NRS 11.190 (3)(d)	None

Teachers: Request for Hearing on Suspension

LRDA Number 20071149

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for hearings on disciplinary actions which may lead to suspension, demotion, dismissal and refusal to reemploy.	Three (3) calendar years after the final disposition of the case.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1602.40, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

U.S. Dept of Agriculture Commodity Reports

LRDA Number 20071155

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of copies of reports submitted to the U.S. Dept of Agriculture in accordance with federal law. Reports may include but are not limited to financial status reports, monthly commodity supplemental food program reports, quarterly administrative financial status reports, program participant reports, racial/ethnic group participation reports, commodity inventory reports, receipt and distribution reports and similar reports	Three (3) fiscal years from the end of the fiscal year to which they pertain.	These types of reports are statistical in nature and should not contain personally identifying information.	7 CFR 247.29	Review for historical value.

Zone Exception, Requests for

LRDA Number 20071157

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests of zone exceptions and may include but is not limited to exception request form, pupil information, request from parent, district response, related correspondence and similar documents.	Until student graduation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	34 CFR 99.3, NRS 205.4617, NAC 239.165 (1)(2)	None.

Social Services

Adoption Case Files

LRDA Number 20071195

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer the activities concerning child custody cases involving adoption proceedings. This series may contain but is not limited to documentation on child protective services, law enforcement, child welfare services, court proceedings, adoption services and related correspondence.	Transfer to the State Division of Child and Family Services after the receipt of the adoption decree and verification of file content (checklist).	This record series contains confidential and restricted information.	NRS Chapter 127 and NAC Chapter 127.	None.

Adult Protective Services Case File

LRDA Number 20071645

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of reports of adult abuse, neglect, or exploitation. This series may include but is not limited to complaint, intake data, reporter data, social/health assessments, source of report , victim data, suspect data, case findings, disposition, related correspondence and similar documents.	Three (3) calendar years from date of closure of the case.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 200.5091 to NRS 50995, NRS 422.2749, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Child Care Facilities Files

LRDA Number 20071166

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the licensing and inspection of child care facilities and may contain but is not limited to applications, applicant personal information, fingerprints, investigation reports, inspection reports, permits, state and/or local regulations, liability insurance information, notifications, provisional licenses, licenses, renewal information, notice of violation, citations, appeals, hearing records, denial, suspension, revocation, or limitation of license information, background information, complaints, proof of payment of fees, related correspondence, and similar documents.	Retain records related to licensing for six (6) calendar years from the renewal, denial or revocation of the license, or the date of final action in the case. Retain inspection records for five (5) calendar years from the date facility is closed.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432A.190, NRS 239B.030, NAC 432A.190, NAC 432A.260, NAC 432A.200, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Child Fatality or Near Fatality Public Disclosure Notices

LRDA Number 20181968

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series consists of public disclosure notices of child fatalities and near fatalities as required by state law. Pursuant to NRS 432B.175, "data or information regarding the fatality or near fatality of a child who is the subject of a report of abuse or neglect, must be made available to any member of the general public upon request." (See NRS 432B.175 (1) for additional details)	Three (3) calendar years from the date of the disclosure.	The Disclosure Notices are available to the general public upon request per NRS 432B.175 (1) and should not contain confidential or sensitive information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 432B.175, NRS 432B.044, NRS 11.190 (1)(a)(d), NRS 11.190 (4)(e)	NRS 432B.175 (2) An agency which provides child welfare services shall not disclose the following data or information pursuant to subsection1: (a) Except as otherwise provided in NRS 432B.290, data or information concerning the identity of the person responsible for reporting the abuse or neglect of the child to a public agency; (b) The name of the child who suffered a near fatality or the name of any member of the family or other person who lives in the household of the child who suffered the fatality or near fatality; (c) A privileged communication between an attorney and client; and (d) Information that may undermine a criminal investigation or pending criminal prosecution.

Child Welfare Services - Child Fatality

LRDA Number 20071636

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents cases where a child died. These files contain documentation in providing services, including protective custody, for neglected and abused children. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of but are not limited to initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, administrative appeal documentation, summaries of contacts, case plan, criteria for closure, documentation of services provided, psychological & psychiatric and developmental reports, copies of school records, copies of health care provider records, copies of mental health records and offensive specific reports. The files may also contain a the death certificate and associated documents.	Fifty (50) calendar years from the close of the case or last action in the file.	This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432B.280 to NRS 432B.290, NAC 239.165 (1)(2)	None.

Child Welfare Services - Medical Assessment

LRDA Number 20071716

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents medical assessments of neglected, abused or delinquent children. This series may include but is not limited to identifying data on child, referral information, social work activity reports, family assessment, initial complaint, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, child's medical history, physical examination reports, medical assessment, consent forms, photographs, related correspondence, criteria for closure and documentation of services provided.	Retain records which have evidence of sexual abuse for a period of ten (10) calendar years from the eighteenth birthday of the child named in the case. Retain records which do not have evidence of sexual abuse for a period of five (5) calendar years from the close of the case.	This record series contains confidential and/or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.215, NRS 629.051, NRS 432B.280, NRS 432B.290, NAC 239.165 (1)(2)	None.

Child Welfare Services - Sexual abuse cases and/or cases that have been referred to a District Attorney for criminal prosecution

LRDA Number 20071433

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer case files which have been referred to a District Attorney for criminal prosecution or documents sexual abuse. This series may include but is not limited to identifying data on child, source of referral, reason for referral, social work activity, family assessment, initial complaint, referrals, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, temporary Medicaid certificates, investigation documents, copies of court records, notification of parent documents, administrative appeal documentation, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files.	Fifty (50) calendar years from the close of the case.	This record series contains confidential [NRS 432B.280] and sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432B.380, NRS 11.215, NAC 239.165 (1)(2)	None.

Child Welfare Services- Clinical Assessment

LRDA Number 20071430

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series provides current and continuous documentation in providing services for neglected, abused or delinquent children. This series may include but is not limited to identifying data on child, source of referral, reason for referral, social work activity, family assessment, initial complaint, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided. The clinical assessment records may include, but are not limited to, psychological, psychiatric and developmental reports; copies of school records, copies of mental health treatment records and offense specific reports.	Retain records which have evidence of sexual abuse for a period of ten (10) calendar years from the eighteenth birthday of the child named in the case. Records which do not have evidence of sexual abuse must be retained for a period of five (5) calendar years from the close of the case.	This record series contains confidential [NRS 432B.280] and sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.215, NRS 629.051, NRS 432B.280, NRS 432B.290, NAC 239.165 (1)(2)	None.

Child Welfare Services- No Court Case Filed

LRDA Number 20071431

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents child welfare cases other than sexual abuse and child fatality cases. This series may include but is not limited to identifying data on child, source of referral, reason for referral, social work activity, family assessment, initial complaint, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, investigation documents, notification of parent documents, administrative appeal documentation, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files.	Three (3) calendar years from the close of the case.	This record series contains confidential [NRS 432B.280] and sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432B.320, NRS 432B.370, NRS 432B.360, NRS 432B.340, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Child Welfare Services-Court Case Filed

LRDA Number 20071432

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents child welfare cases other than sexual abuse and child fatality cases. This series may include but is not limited to identifying data on child, source of referral, reason for referral, social work activity, family assessment, initial complaint, referrals, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, temporary Medicaid certificates, investigation documents, copies of court records, defendant response, notification of parent documents, administrative appeal documentation, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files.	Six (6) calendar years from the close of the case.	This record series contains confidential [NRS 432B.280] and sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432B.390, NRS 11.190 (1), NAC 239.165 (1)(2)	None.

Client Case Files - Economic Assistance

LRDA Number 20071647

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of case files for clients applying for and/or receiving economic assistance from a city or county social services agency. Services often include assessment of the client's needs, evaluation of the client's ability to meet his/her needs, crisis intervention, home evaluations, follow-up services, and referrals to other programs and community resources. This series usually includes applications for assistance or services, eligibility forms, client personal information, disclosure of information forms, interviews, social histories, verifications of financial status, change of status forms, certifications, authorizations, referrals, dispositions, logs or registers, fiscal reports, related forms, correspondence and similar documents.	Three (3) fiscal years from date case is closed.	This record series contains confidential and/or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	2 CFR 200.333, NRS 11.190 (3)(d), NRS 49.251 to 49.254, NAC 641B.210, NAC 239.165 (1)(2)	None.

Client Case Files - Social Services

LRDA Number 20071164

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of case files for clients applying for and/or receiving assistance from a city or county social services agency. Services often include assessment of the client's needs, evaluation of the client's ability to meet his/her needs, crisis intervention, home evaluations, follow-up services, and referrals to other programs and community resources. This series may include but is not limited to applications for assistance or services, eligibility forms, requests for information, client personal information, interview reports, case histories, family histories, court orders, disclosure of information forms, copies of medical reports, certifications, authorizations, referrals, dispositions, case worker logs or registers, summary reports, related forms, notes, memorandums, correspondence, and similar documents.	Retain until the individual attains the age of 23, or 10 (ten) calendar years from the date of receipt or production of the record, whichever is later.	This record series contains confidential and/or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 49.251 to 49.254, NRS 629.031, NRS 629.051, NAC 641B.210, NAC.641B.200 (16), NAC 239.165 (1)(2)	None.

Clients' Appointment Slips

LRDA Number 20071168

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents a clients appointment date, time, and type of service.	Ninety (90) days from date of appointment	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Complaints, Unlicensed Child Care Facilities

LRDA Number 20071171

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents complaints against unlicensed child care facilities and may contain but is not limited to name, address, and phone number of person making complaint, description of complaint, name of person responding to complaint, report of unannounced visit, resolution of complaint, correspondence and related records.	Three (3) calendar years after response or resolution.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432A.210, NRS 432A .220, NRS 11.190 (3), NAC 239.165 (1)(2)	None.

Denied Adoption Files

LRDA Number 20071434

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the adoption files that were investigated and denied in accordance with NRS Chapter 127. This series may include but is not limited to adoption application, references, law enforcement forms and history, FBI fingerprint investigation results, Nevada Criminal History Repository inquire results, home study evaluations and reports, initial licensing study, training records and certificates, health forms, home inspection forms, approval and waivers, complaint log, case narrative, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the case was closed (date of denial and/or court decision to deny adoption).	This record series contains confidential [NRS 127.130 to 127.140] and sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 127, NRS 432.035, NAC 239.165 (1)(2)	None.

Eligibility Files

LRDA Number 20071714

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series administers, documents and controls the determination of eligibility and payment of benefits of Foster Care and Child Care programs. The files may contain but are not limited to eligibility documentation and forms, budget worksheets, approval notices, applications, referrals, copies of medical/psychological assessments, Medicaid forms, inventories and assessments, related correspondence and similar documents.	Three (3) fiscal years from the fiscal year to which it pertains.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	2 CFR 200.333, NRS 11.190(3)(d), NRS 422.290, NAC 239.165 (1)(2)	None.

Family Preservation Case File - Not Sexually Abused

LRDA Number 20081750

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series provides current and continuous documentation in providing services for neglected, abused or delinquent children where there is no evidence of sexual abuse. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of but are not limited to initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided. This series may also contain records of mental health treatment, status of offenders and delinquency documents.	Three (3) calendar years from the close of the case.	This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432B.280 to NRS 432B.290, NAC 239.165 (1)(2)	None.

Family Preservation Case File - Sexually Abused

LRDA Number 20081751

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series provides current and continuous documentation in providing services for neglected, abused or delinquent children where there is evidence of sexual abuse. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of but are not limited to initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided. This series may also contain records of mental health treatment, status of offenders and delinquency documents.	Fifty (50) calendar years from the close of the case.	This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 432B.280 to NRS 432B.290, NAC 239.165 (1)(2)	None.

Family Preservation Program Recipient Files

LRDA Number 20101832

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These files are established when a profoundly mentally disabled person is being cared for by a relative and that relative is receiving financial assistance for the care of that person. This record series may include but is not limited to determination forms, treatment plans, treatment status reports, income documentation, change of address forms, change of income forms, annual redetermination of benefits, related correspondence, and similar documents.	Three (3) calendar years from the date the file is closed.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 433A.360, NRS Chapter 422A, NAC 239.165	None.

Foster Care Licensing Files

LRDA Number 20071435

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document individuals / families licensed to provide foster care and provides historical documentation of the performance of licensed foster parents. This series may include but is not limited to license application, extensive background histories, home study reports, proof of training, copies of licenses, case notes, waivers and approvals, Child Protective Services reports, licensing complaints, home inspection forms, pet inoculation documentation, law enforcement checks, FBI fingerprint checks, child abuse and neglect system checks, code checks, health records, references, forms, correspondence and related documents.	Sixteen (16) calendar years from the date of the expiration, suspension or revocation of the license.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS Chapter 424, NAC Chapter 424, NAC 239.165 (1)(2)	None.

Homemaker Program: Client Case Files

LRDA Number 20071642

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the administration and care given through Homemaker Programs. The files may contain but are not limited to case narrative, homemaker service agreements, homemaker service assignment reports, service data sheets, social services notice of decision, social services application, authorizations, case reporting forms, social/health assessments, liability releases, adult protective services reports, income verifications, payment authorization requests, notes and memos, related correspondence and similar documents.	Three (3) calendar years from date of closure of the case.	This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 422.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Homemaker Program: Provider List

LRDA Number 20071643

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of a computer generated list of providers of homemaker services and personal care aides. It usually includes provider name, begin and close dates, address, provider type and number.	One (1) fiscal year from the date of the list.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 422.290, NAC 239.165 (1)(2)	None.

Homemaker Program: Time Sheets

LRDA Number 20071644

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of information copies of time sheets of homemakers and personal care aids. The sheets are monitored for time and mileage.	Three (3) fiscal years from the fiscal year to which they pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii), NRS 205.4617, 2 CFR 200.333, NRS 422.290, NRS 11.190(3)(d), NAC 239.165 (1)(2)	None.

Hospital Bills Accepted for Payment

LRDA Number 20071178

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the cost for services provided to indigent or low income individuals and may contain but is not limited to information on individual receiving services, type of care provided, bills for hospital charges, physicians charges, ambulance charges and charges from other medical providers, bill payment information, related correspondence, and similar documents.	Three (3) fiscal years from the date of last service.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

Incentive Payments

LRDA Number 20181969

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents incentive payments received from the State of Nevada-Division of Child and Family Services. Records may include but are not limited to application for incentive payment outlining needs; goals and objectives, notification of approval or non-approval, achievement estimates, progress reports, achievement percentage reports, award financial records, related correspondence, and similar records.	Three (3) fiscal years from the submission of the achievement percentage report to the State of Nevada-Division of Child and Family Services.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 432B.2165 to NRS 432B.218, NRS 11.190 (3)(d), NAC 239.165	None

Subsidized Transportation Program Records

LRDA Number 20071646

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents transportation assistance provided to program participants and may contain but is not limited to applications, registrant information, social/health assessments, determinations, income information, coupons or tokens, redemption reports, invoices, forms, program administrative documentation, related correspondence and similar documents.	Three (3) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 427A.070, NRS 422.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	Review for historical value.

Utilities Owned by a Local Government

Agreement/Application for Service Files

LRDA Number 20071197

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents utility service agreements and may include but is not limited to application for service, customer service agreement, deposit information, credit information, related correspondence, and similar documents.	Six (6) fiscal years after the fiscal year in which the last transaction, charge, credit, or payment occurs under the contract/ agreement.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	18 CFR 125.3 (29), NRS 11.190 (1)(b), NAC 704.326, NRS 205.4617, NAC 239.165 (1)(2)	If there is no direct documentation of the final transaction in the file, it may be assumed that it was made within one (1) fiscal year of a filed notice of completion/termination/expiration.

Annual Reports

LRDA Number 20071196

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These types of reports document the primary activities and accomplishments of local government owned utilities for the previous year and are often compiled from monthly, quarterly or other activity reports. This series may include but is not limited to statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents. Report information often includes customer payment performance; usage of gas or electric energy for each billing period; billing amount for each billing period; the number and general description of written complaints filed with the utility; the number of terminations and reconnections of service; and the number of deposits which have been collected and returned.	Five (5) calendar years if report is sent to a federal and/or state agency; if not retain permanently.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	18 CFR 125.3 (41), NAC 704.320	None

Customer Deposits, Records of

LRDA Number 20071199

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents customer payment of a security deposit to receive utility services. Information usually includes date, amount of deposit, customer's name, address, and account number, date account closed , refund date, amount of deposit confiscated, reason for confiscation, and similar data.	Three (3) fiscal years after refund or last action.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NAC 704.328 (6), NRS 205.4617, NAC 239.165 (1)(2)	None.

Utilities Owned by a Local Government

Customer Histories

LRDA Number **20071200**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the account history of utility customers. This series may include but is not limited to information (name, address, account number, etc.) necessary to provide and bill for services, payment histories, service complaints, termination of service reports, resumption of service reports, related correspondence and similar documents.	Retain the records of a customer's open account for a minimum period of three (3) fiscal years from the end of the fiscal year to which the records pertain. Retain the records of closed customer accounts for a minimum period of three (3) fiscal years from the close of the account.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 704.320, NRS 11.190 (3)(d), NRS 205.4617, NAC 239.165 (1)(2)	None.

Delinquent Accounts

LRDA Number **20071201**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the actual or threatened disconnection or discontinuance of utility service to a customer for non-payment or violation of terms of service. This series may include but is not limited to termination notices, deferred payment agreements, financial hardship reports, energy assistance records, service fee reports, related correspondence and similar documents.	One (1) fiscal year after disposition.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 704.341 to NAC 704.342, NAC 704.346, NRS 205.4617, NAC 239.165 (1)(2)	None.

Energy Trading Records

LRDA Number **20161921**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the buying, selling and moving of bulk energy (electricity and natural gas) from where it is produced to where it is needed and may include but is not limited to trade deal sheets, deal confirmations, and trader voice recordings.	Six (6) calendar years after trade execution.	Portions of this record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	17 CFR 1.31, 17 CFR 23.203, NRS 11.190 (1)(b), NRS 704.7825	None.

Utilities Owned by a Local Government

Fraudulent Accounts

LRDA Number 20181985

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of information on customers who opened fraudulent accounts by using another consumer's personally identifying information without their knowledge. Records may include but are not limited to fraud victim's information, initial contact records, complaint forms, police reports, sworn affidavits, proof of current utility service with dates of service, final resolution correspondence, and similar documents.	Retain the initial contact records/complaint and final resolution correspondence for a minimum period of Three (3) calendar years from the close of the fraudulent account. Retain other supporting documentation for a minimum period of thirty (30) days from the close of the fraudulent account.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 41.1345, NRS 205.450, NRS 205.4617, NRS 205.463, NRS 205.455, NAC 704.408, NAC 704.348, NAC 239.165	None.

Meter History Records

LRDA Number 20071622

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the maintenance and repair history of individual meters.	Life of meter.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NAC 704.343	None

Meter Readings

LRDA Number 20071202

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of information collected from individual meters and is used to calculate utility bills. Information usually includes name of meter reader, meter reading, date read, customer name and address, account number, special instructions, billing code, dispute resolution records, final reading, reasons for turnoff, if meter was pulled or reinstalled and meter charges.	Three (3) fiscal years after the billing cycle to which the reading pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 354.624	None

Meter Testing Reports

LRDA Number 20071623

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents any test results to insure that individual meters are calibrated and functioning properly.	Three (3) calendar years after last test performed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NAC 704.343	None

Rate Schedules

LRDA Number 20071624

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of published rate sheets and schedules for utility service, including schedules suspended or superseded.	Six (6) fiscal years after published rate superseded or no longer used to charge for utility service.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	18 CFR 125.3 (30), NRS 11.190 (1)(b)	None

Utility Advertising

LRDA Number 20071626

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains copies of advertisements by or for the utility company on behalf of itself or any associate company in newspapers, magazines, and other publications.	Two (2) fiscal years from the end of the fiscal year to which the record pertains.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	18 CFR 125.3 (42)	Review for historical value.

Utility Facilities

LRDA Number 20071629

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of original or reproduction of engineering records, drawings, and other supporting data for proposed or as-constructed utility facilities. This series may contain but is not limited to maps, diagrams, profiles, photographs, field survey notes, plot plan, detail drawings, records of engineering studies, construction studies, construction reports, cost studies, copies of contracts or agreements, related correspondence and similar records.	Life of the facility plus an additional six (6) calendar years.	This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information.	18 CFR 125.3 (16 to 24), NRS 11.190 (1)(b), NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Utilities Owned by a Local Government

Utility Forecast Reports

LRDA Number 20071627

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains but is not limited to budgets and other forecasts (prepared for internal administrative or operating purposes) of estimated future income, receipts and expenditures in connection with financing, construction and operations, including acquisitions and disposals of properties or investments.	Three (3) fiscal years from the end of the fiscal year to which the report pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	18 CFR 125.3 (39)	Review for historical value.

Utility Ledger

LRDA Number 20071628

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the details of financial transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. This record series may contain but is not limited to expenditure ledgers, encumbrance listings, warrant registers, cumulative voucher sheets, and related documents and reports. This record series may also be used to provide backup documentation to the General Ledger.	Ten (10) fiscal years from the end of the fiscal year to which the record pertains.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	18 CFR 125.3 (6)	None

Utility Revenue Summaries

LRDA Number 20071625

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of summaries of monthly operating revenues according to classes of service. Includes summaries of forfeited discounts and penalties.	Five (5) fiscal years from the end of the fiscal year to which they pertain.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	18 CFR 125.3 (33)	Review for historical value.

Zoning

Administrative Adjustment Files

LRDA Number **20071419**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the approval of minor adjustments (waivers) of up to 10% of the code standard. This series may include but is not limited to application, justification letter, deed, site plans, elevation, landscape plans, final approval letter, notice of final action, blue lines that have obtained approval / denial from a decision making body, related correspondence and similar documents.	Permanent.	None	None	None

Architectural Supervisions

LRDA Number **20071207**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the architectural review of structures. This series may include but is not limited to application for architectural review, copies of deeds, site plans, elevations, landscape plans, staff reports, notice of final action, final approval letter, blue lines that have obtained approval / denial from a decision making body, related correspondence and similar documents.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210	None.

Board of Adjustment

LRDA Number **20071209**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the official actions of Boards of Adjustment. This series may contain but is not limited to hearing documents, appeal documents, requests for variance, requests for interpretation, requests for exception, copies of maps and/or plans, examination documents, copies of staff reports, official decisions, minutes of meetings, applications, various forms, reports, supporting documentation, related correspondence and similar documents.	Permanent.	None	NRS 278.290, NRS 241.035	None

Zoning

Boundary Line Adjustment Files

LRDA Number **20071420**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents boundary line adjustments and may include but is not limited to application requesting to adjust property boundary line, deed, site plan, blue lines that have obtained approval/denial from a decision making body, related correspondence and similar documents.	Permanent.	None	None	None

Conditional / Special Use Permits

LRDA Number **20071421**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents conditional or special use permits and may include but is not limited to application requesting use of land for specific purpose, justification letter, deed, site plans, elevations, landscape plans, final approval letter, notice of final action, related correspondence and similar documents.	Permanent.	None	None	None

Environmental Impact Studies

LRDA Number **20071257**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of records and reports documenting the environmental impact of projects proposed by local governments or reviewed by local government officials.	Permanent.	None	None	None

Maps of Parcels, Final Maps and Aerial Maps

LRDA Number **20071211**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of maps showing zoning boundaries within the municipality. They usually show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.210	None.

Names of Streets and Changes of Street Names

LRDA Number 20071213

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents street dedications, street closings, the assignment and alteration of street names, and similar records that provide official control of the naming and numbering of streets and roads.	Permanent.	None	None	None

Subdivisions

LRDA Number 20071215

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the subdivision of land and may include but is not limited to final maps, tentative maps, review files, inspection reports, copies of surveys, various studies and analysis, approvals, bond and fee documents, receipts, copies of documents from planning commission and governing body, transmittals, project correspondence, and related documents.	Permanent.	Portions of this series may contain confidential or restricted information.	NRS 278.320 to NRS 278.460	None.

Temporary Use Permits

LRDA Number 20071525

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents approvals or denials of temporary use permits to use land for a specific purpose not to exceed a specified number of days. This series may contain but is not limited to justification letters, deeds, site plans, approval or denial letters, related correspondence, and similar documents.	If the permit is approved, retain this series for a minimum period of six (6) calendar years from the date the permit expires. If the permit is denied, retain this series for a minimum period of three (3) calendar years from the date of last action.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (1)(b), NRS 11.190 (3)(d)	None

Vacations

LRDA Number 20071218

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for vacation or abandonment of previously dedicated streets, alleys, public rights-of-way, or easements and may contain but is not limited to petitions, notifications, copies of tentative maps, hearing records, orders, conditions, proof of recording, titles, related correspondence, and similar documents.	Permanent.	None	NRS 278.480	None

Zoning

Zoning Case Files

LRDA Number 20071630

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for initial zoning, rezoning, classification changes, special exemptions, use permits, variances, and similar actions. These files may include but are not limited to applications, petitions, plans, photographs, letters of intent, change requests, maps (aerial, parcel, tentative, final) surveys, staff reports, waivers, amendments, adjustments, restrictions, copies of ordinances and regulations, policy statements, compliance statements, appeals, final action records, certified mail receipts, related forms and reports, memorandum, correspondence, and similar documents.	Permanent.	Portions of this series may contain confidential or restricted information.	NRS 278.250	None.

Zoning Violation Records

LRDA Number 20071224

Description	Minimum Retention Period	Disposition	Legal Citations	Note
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, ordinances, violation notices, orders to appear, correction notices, proof of correction, correspondence and related documents.	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.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (4)(e)	None