

Nevada Local Government Retention Schedule- Updated November 24, 2014

Section Number S-1036

Air Quality and Environmental Management

BLM Project Records

LRDA Number 20101784

Description	Minimum Retention Period	Legal Citations	Legal Note	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. Review for historical value.	43 CFR 12.82, 43 CFR 1880, NRS 11.190 (3)(d), NAC 239.165	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Emission Inventory Studies and Reports

LRDA Number 20101786

Description	Minimum Retention Period	Legal Citations	Legal Note	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	42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B	None	None

Emission Reduction Program Records

LRDA Number 20101789

Description	Minimum Retention Period	Legal Citations	Legal Note	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	For programs linked to State Implementation Plan- Retain this series for five (5) calendar years after superseded or withdrawn.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.	42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B	None	Review for historical value.

Endangered Species Act (ESA) Section 10 Records

LRDA Number 20141895

Description	Minimum Retention Period	Legal Citations	Legal Note	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	50 CFR 17.22, 17.32 and 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	Legal Citations	Legal Note	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.	42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B, NRS 11.190 (1)(a)	None	Review for historical value.

Permit Files-Stationary Source

LRDA Number 20101787

Description	Minimum Retention Period	Legal Citations	Legal Note	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. Review for historical value.	42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B, NRS 11.190 (1)(a)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

State Implementation Plan (SIP) and related studies

LRDA Number 20101785

Description	Minimum Retention Period	Legal Citations	Legal Note	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.	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	Legal Citations	Legal Note	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.	Clean Air Act section 176 (c)(4)(E), 40 CFR 51.390, 40 CFR 93.100 to 93.129	None	Review for historical value.

Vacant Land Monitoring Reports

LRDA Number 20101790

Description	Minimum Retention Period	Legal Citations	Legal Note	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.	None	None	Review for historical value.

