

Nevada Local Government Retention Schedule

Animal Control

Section Number

S-1003

Animal Permit and License Records

LRDA Number 2007-1715

Description	Minimum Retention Period	Legal Citations	Legal Note	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.	NRS 244.359, NRS 266.325, NRS 205.4617, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Bite Reports

LRDA Number 2007-0136

Description	Minimum Retention Period	Legal Citations	Legal Note	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.	NRS 244.359, NAC 441A.020, NAC 441A.425	None	None

Communicable Disease Reports

LRDA Number 2007-1379

Description	Minimum Retention Period	Legal Citations	Legal Note	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.	NRS 441A.410, NAC 441A.150, NAC 441A.225, NAC 441A.410 to NAC 441A.445, NAC 239.165 (1)(2)	This record series may contain confidential and/or restricted information and should be destroyed a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	None

Counter Receipts / Logs

LRDA Number 2007-0137

Description	Minimum Retention Period	Legal Citations	Legal Note	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.	NRS 354.624	None	None

Dog License Forfeits

LRDA Number 2007-0139

Description	Minimum Retention Period	Legal Citations	Legal Note	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.	NRS 354.624, NRS 205.4617, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Euthanasia License Records

LRDA Number 2007-1283

Description	Minimum Retention Period	Legal Citations	Legal Note	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 a copy of the application, supporting documentation, a copy of the license and related correspondence.	Three (3) years after the expiration of license.	21 CFR 1304.04, NRS 453.246, NRS 11.190 (3)(d)	None	None

Lost and Found Records

LRDA Number 2007-0149

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

Medical Records, Animal Control

LRDA Number 2007-1452

Description	Minimum Retention Period	Legal Citations	Legal Note	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.	NRS 441A.410, NAC 441A.410 to 441A.440, NAC 239.165 (1)(2)	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, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	None

Pet Adoption Contracts or Agreements

LRDA Number 2007-0148

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents contracts or agreements signed by adopters outlining the terms of adoption. This series may include, but is not limited to, spay or neuter agreements, veterinary exam requirements, obedience training requirements, related correspondence, and similar documents.	Six (6) calendar years after the expiration or upon the fulfillment of all terms of the agreement or contract, whichever is later.	NRS 11.190 (1)(b), NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

Pet Impound Records

LRDA Number 2007-0142

Description	Minimum Retention Period	Legal Citations	Legal Note	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, copy of medical and/or shot records, release information, final disposition and related records.	Two (2) calendar years from the date of final disposition.	NRS 574.055	None	None

Rabies Vaccination Certificate Records

LRDA Number 2007-1380

Description	Minimum Retention Period	Legal Citations	Legal Note	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.	NRS 441A.410, NAC 441A.410, NAC 441A.440, NAC 441A.412, NAC 239.165 (1)(2)	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. This record series must be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	None

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

LRDA Number 2007-0144

Description	Minimum Retention Period	Legal Citations	Legal Note	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.	21CFR 1304.03, 21CFR 1304.04, NAC 638.535	None	None

Reports of Injured Animals

LRDA Number 2007-0145

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

Violation Notices to Owners

LRDA Number 2007-0146

Description	Minimum Retention Period	Legal Citations	Legal Note	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, 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.	NRS 574.055, NRS 171.17751, NRS 205.4617, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.165 (1)(2)).	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].