

# Nevada Local Government Retention Schedule- Updated November 24, 2014

Section Number S-1007

City Clerk

## Agreements

LRDA Number 2007255

| Description  | Minimum Retention Period                                    | Legal Citations                   | Legal Note | Note |
|--|---|-----------------------------------|------------|------|
| This record series documents the negotiation, execution, completion, and termination of legal agreements between a local government and other parties. | Six (6) years after termination or expiration of agreement. | NRS 11.190 (1)(b),<br>NRS 266.480 | None       | None |

## Applications to Solicit Money

LRDA Number 2007258

| Description  | Minimum Retention Period                             | Legal Citations                             | Legal Note   | 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. | NRS 11.190 (2)(c),<br>NAC 239.165<br>(1)(2) | This record series may contain confidential or sensitive information and must 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)]. |

## Bond Issues

LRDA Number 2007263

| Description  | Minimum Retention Period   | Legal Citations | Legal Note | 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 supporting documentation, related correspondence and similar documents. | Ten (10) calendar years after bond retired. Review for historical value. | None            | None       | None |

**Bonds (Construction)**

LRDA Number 2007265

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

**Claims Against a City**

LRDA Number 2007268

| Description   | Minimum Retention Period                 | Legal Citations                       | Legal Note   | 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, copy of 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. | NRS 11.190 (3)(d), NAC 239.165 (1)(2) | This record series may contain confidential or sensitive information and must 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)]. |

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

LRDA Number 2007271

| Description  | Minimum Retention Period                             | Legal Citations   | Legal Note  | 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. | NRS 266.425, NRS 266.480, NRS 241.035, NRS 270.040, NRS 268.490, NRS 239B.030, NRS 205.4617 | Some records in this record series may contain confidential and/or sensitive 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)]. |

**Financial Disclosure List**

LRDA Number 2007275

| Description  | Minimum Retention Period                               | Legal Citations                     | Legal Note   | 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. | NRS 281.574 to 281.575, NRS 281.573 | The Financial Disclosure Statements themselves are retained by the Secretary of State. | None |

**Financial Statements of Solicitors of Money**

LRDA Number 2007276

| Description   | Minimum Retention Period                     | Legal Citations                        | Legal Note   | Note   |
|---|--|--|--|--|
| This record series consists of financial statements of solicitors of money. | Four (4) fiscal years from date of statement | NRS 11.190 (2) (c), 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. | Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)]. |

**Franchise Agreements**

LRDA Number 2007277

| Description  | Minimum Retention Period                                      | Legal Citations  | Legal Note | 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. | NRS 11.90 (1)(b) | None       | Review for historical value. |

**Leases**

LRDA Number 2007278

| Description  | Minimum Retention Period                            | Legal Citations                      | Legal Note | 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. | NRS 11.190 (1)(b), NRS 11.190 (3)(d) | None       | None |

**Proposed Expenditures**

LRDA Number 2007287

| Description  | Minimum Retention Period   | Legal Citations | Legal Note | 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. | NRS 354.59801   | None       | None |

**Sister City Programs**

LRDA Number 20071264

| Description  | Minimum Retention Period | Legal Citations | Legal Note | 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 2007292**

| Description  | Minimum Retention Period        | Legal Citations | Legal Note | Note |
|--|---------------------------------|-----------------|------------|------|
| This series documents receipts for solicitation permits. | Until annual audit is completed | NRS 354.624     | None       | None |

