

Nevada Local Government Retention Schedule

Constable

Section Number

S-1009

Dockets

LRDA Number 2007-0334

Description	Minimum Retention Period	Legal Citations	Legal Note	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.	"Local Courts Records Retention Manual" - Nevada Supreme Court, NRS 239.110 (4)	None	None

Mistakes and Refunds

LRDA Number 2007-0339

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents credits or refunds for the overpayment of fines or fees.	Until annual audit is completed.	NRS 354.624	None	None

Record of Evictions

LRDA Number 2007-0336

Description	Minimum Retention Period	Legal Citations	Legal Note	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.	NRS 11.190 (1)(a)	None	None

Record of Notices of Eviction

LRDA Number 2007-0337

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of the receipt and service or return of eviction notices.	90 days after date of service or return	None	None	None

Revocation Files

LRDA Number 2007-0341

Description	Minimum Retention Period	Legal Citations	Legal Note	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.	NRS 11.190 (1)(a)	None	None

Unservd PapersLRDA Number **2007-0342**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of court related documents which for various reasons were unable to be served.	90 days after date received.	None	None	None