

# Nevada Local Government Retention Schedule

## Cooperative Extension Programs

Section Number

S-1010

### Cooperative Extension Program Reports

LRDA Number 2007-1560

Description	Minimum Retention Period	Legal Citations	Legal Note	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.	None	None	

### Enrollment Cards:4 H Club

LRDA Number 2007-0347

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents enrollment in 4H clubs.	One (1) calendar year from the end of the calendar year to which the records pertain.	None	None	None

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

LRDA Number 2007-0345

Description	Minimum Retention Period	Legal Citations	Legal Note	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	Until superseded	29 CFR 1607.4	None	None

**Records of Accident Insurance Provided to Participants in Special Programs**

LRDA Number 2007-0351

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