

Nevada Local Government Retention Schedule

Coroner / Medical Examiner

Section Number

S-1011

Autopsies: Protocol

LRDA Number 2007-0354

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the methods and practices used by coroners/medical examiners performing an autopsy.	Permanent.	NRS 259.050, NRS 432B.407	This record series may contain confidential 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)].

Autopsies: Reports

LRDA Number 2007-0355

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the examination of an individual to determine cause of death.	Permanent.	NRS 259.050, NRS 432B.407	This record series may contain confidential 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)].

Case Files

LRDA Number 2007-0356

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents investigations into the manner and cause of an individual's death. This series may include, but is not limited to, preliminary report of death, report of death, identification records, notification of family records, autopsy authorizations, autopsy waiver requests, reports of field investigations, body diagrams, copies of police reports, copies of medical records, copies of fire department or EMS reports, copies of hospital reports, examination records, consultation reports, accident reconstruction reports, laboratory requests, laboratory reports and results, autopsy reports, subpoenas and other material relating to a proceeding of a court, evidence logs, evidence receipts, photographic evidence, receipts for personal property, authorizations to release a body to next of kin or mortuary, worksheets, checklists, certificate of death, and related correspondence.	Permanent.	NRS 244.163, NRS 259.050, NRS 432B.407	This record series may contain confidential 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)].

Decedent Personal Property Records

LRDA Number 2007-1485

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of an inventory of the money and/or personal property which may have been found on or about a deceased individual.	Three (3) fiscal years after the inventory, money and/or property is delivered to the County Treasurer.	NRS 259.150 to 259.180, NRS 11.190 (3)(d)	The coroner is required by law to inventory in the presence of at least one witness any money or personal property which may have been found on or about a deceased individual, unless taken from his possession by legal authority, and must submit the signed inventory and any money and/or personal property to the County Treasurer. See NRS 259.150 (1)	This record series may contain confidential or sensitive information and 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)).

Deputies Appointments and Oaths

LRDA Number 2007-0357

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the appointment and oath of office of deputies appointed by Coroners in accordance with NRS 259.040.	Retain this record series while deputy is active.	NRS 259.040	All appointments of deputies must be made in writing and must, with the oath of office, be filed in the Office of the Recorder of the county within which the principal holds and exercises his office. [NRS 259.040 (2)]	None

Inquests

LRDA Number 2007-0358

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents inquiries of violent or sudden deaths. This series may contain, but is not limited to, report of facts, report of circumstances, medical evidence, investigative reports, professional reports (autopsy, toxicology, x-ray laboratory reports, etc.), consultation reports, witness statements, subpoenas, hearing testimony, findings, verdict, recordings, District Attorney correspondence, court documents, jury notes, forms, reports, other related correspondence, and similar documents.	Permanent.	NRS 259.090 to 259.140, NRS 440.420 to 440.430, NRS 440.170	This record series may contain confidential 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)].

Laboratory Equipment Repair and Maintenance Records

LRDA Number 2007-1484

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the maintenance, service, and repair of equipment/instruments used to conduct toxicology, histology, and similar procedures.	Life of the equipment plus an additional three (3) calendar years.	NRS 11.190 (3)(d)	None	None

Missing Persons Bulletins

LRDA Number 2007-1486

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of bulletins, flyers, or reports on missing persons received from law enforcement and other agencies.	As long as administratively useful.	None	None	None

Register of Cases

LRDA Number 2007-0359

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series usually consists of a register, report, or log of the deaths investigated and/or autopsies performed.	Permanent.	NRS 259.050, NRS 432B.407	This record series may contain confidential 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)].