

Nevada Local Government Retention Schedule

Emergency Management

Section Number

S-1008

Civil Preparedness Guidance (CPG) and State and Local (SLG) Guides

LRDA Number 2007-1450

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of guides issued by the Federal Emergency Management Agency (FEMA) to provide guidance and procedures for the preparedness and planning requirements associated with continuity of government responsibilities.	As long as administratively useful to the agency.	NRS 239C.210 (f)	This record series may contain confidential or restricted 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)].	None

Disasters and Emergencies - Financial Records

LRDA Number 2007-1449

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents emergency management program expenses related to disaster or emergency relief. Records in this series provide a breakdown of program expenses that may be eligible for state or federal funding. This series may contain, but is not limited to, application for assistance, a copy of the declaration of emergency or disaster, preliminary damage assessments, financial status reports, request for advance forms, detailed cost reports, financial statements, copies of grant documents, cash transaction reports, reports of expenditures, reimbursement forms, quarterly reports, final expenditure reports submitted to the Nevada Division of Emergency Management and/or the Federal Emergency Management Agency (FEMA) , forms, memorandum, correspondence, and related documents.	Three (3) fiscal years after the annual or final expenditure report is submitted.	44 CFR 13.42 (2)(b), NRS 414.090, NRS 414.135, NAC 414.010 to 414.140	None	None

Incident Records - Disasters and Emergencies

LRDA Number 2007-0300

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents the extent and impact of natural or manmade disasters and emergency incidents and the actions taken by the local government in response to such incidents. This series may include, but is not limited to, incident plans, damage assessment and response records, resource allocation reports, situation reports to the Nevada Division of Emergency Management, activity logs, communication logs, incident summary reports, FEMA reports, photographs, public information releases, related correspondence and similar incident-related documentation.	Permanent.	NRS 414.020, NRS Chapter 239C	This record series may contain confidential or restricted 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)].

List of Vendors from Whom Equipment and Products (supplies) are Purchased

LRDA Number 2007-0294

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents vendors providing emergency resources such as manpower, equipment, supplies, and services. This series usually includes names, daytime and nighttime phone numbers, and addresses of suppliers and vendors as well as contact names and similar information.	Until superseded by an updated list.	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)].

Plans for Recovery from Disasters

LRDA Number 2007-0295

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document plans to maintain necessary business operations, protect the public, and to safeguard vital records during emergency situations. This series may include, but is not limited to, hazard analysis records, first response procedures, emergency operations plans, incident response plans, disaster management and recovery plans, vital record plans, damage assessment plans, post disaster evaluation procedures, correspondence and related documents.	Retain this record series until superseded with an updated or amended plan. Retain one (1) copy of superseded plans Permanently for historical purposes.	NRS Chapter 239C, NAC 239.165 (1)(2)	This record series is confidential per NRS 239C.250 and must not be disclosed except upon the lawful order of a court of competent jurisdiction; or as is reasonably necessary in the case of an act of terrorism or related emergency.	Other copies of superseded plans 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)).

Records of Emergency Training Exercises

LRDA Number 2007-0296

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents emergency training exercises performed on a regular or special basis by local governments and/or emergency management departments. This series may include, but is not limited to, statements of purpose, scenario narratives, major and detailed sequences of events, messages and inputs (simulation material), evaluation points, critique and follow-up action reports, correspondence and related documents.	Permanent.	NRS Chapter 239C	This record series may contain confidential or restricted 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)].

Records of Equipment Inventories

LRDA Number 2007-0298

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document and administer the inventory of equipment and supplies which may be needed in cases of emergency.	Until superseded.	None	None	None