

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

Section Number S-1013

## Fair/Recreation Boards/Convention Authorities

### Advertising (including audio and visual materials)

LRDA Number 2007471

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series is used to document promotions, advertising campaigns and public relations efforts. Records may include but are not limited to programs, schedules of events, passes, newsletters, news clippings, paste-ups, drawings, copies of ads, photographs, slides, videotapes, sound recordings, scripts, posters, brochures, flyers, related correspondence, and similar documents.	Six (6) fiscal years from the end of the fiscal year to which the records pertain.	NRS 11.190 (1)(b)	Review for historical value.	None

### Bookings

LRDA Number 2007473

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents arrangements with recreation boards/convention authorities/visitors bureaus for use of facilities, goods or services.	Three (3) fiscal years from the end of the fiscal year to which the records pertain.	NRS 11.190 (3)(d)	None	None

### Convention Calendar

LRDA Number 20071564

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This is a calendar of scheduled conventions distributed to hotels, motels, media, transportation companies, and similar entities.	One (1) calendar year from the end of the calendar year to which the record pertains	None	None	None

### Gaming and Room Tax Records: Duplicate (original filed by county)

LRDA Number 2007477

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents gaming and room tax proceeds distributed to fair and recreation boards and convention authorities/bureaus to promote convention and tourism business.	Three (3) fiscal years from the end of the fiscal year to which the records pertain.	NRS 11.190 (3)(d)	None	None

### Gaming and Room Tax Records: Original (taxing authority)

LRDA Number 2007476

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents gaming and room tax proceeds distributed to fair and recreation boards and convention authorities/bureaus to promote convention and tourism business.	Six (6) fiscal years from the end of the fiscal year to which the records pertain.	NRS 11.190 (1)(b)	None	None

### Marketing Records

LRDA Number 20121842

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents and administers local government sponsored marketing programs. Information may include, but is not limited to promotions, sweepstakes, tracking information, information requests, screenshots, website information, related correspondence and similar documents.	Six (6) calendar years from the calendar year to which the documents pertain. Review for historical value.	None	Portions of this record series may contain confidential or sensitive information and those portions should be destroyed in a secure manner that will prevent reconstruction of the information. (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)]

**Press Kits**

LRDA Number 20071562

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series usually contains information on shopping, dining, lodging, gaming, getting married, area attractions, area history, facts and figures.	Until superseded or no longer in use. Review for historical value.	None	None	None

**Reservations**

LRDA Number 2007482

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents activities scheduled for tourist and convention facilities.	Three (3) fiscal years from the end of the fiscal year to which the records pertain.	NRS 11.190 (3)(d)	None	None

